

THE FOUR ACES OF HIGH RISE OFFICE BUILDING FIRE SAFETY

1 – IF YOU SEE FIRE OR SMOKE

 <u>A</u>CTIVATE Fire Alarm immediately by pulling the nearest Fire Alarm box on your floor. If you cannot pull the Fire alarm, call the Fire Dept. Dial 911. 	 <u>A</u>COMMUNICATE with Fire Warden Teams, other tenants on your floor, and building Fire Safety Director via Fire Warden phone. 	 <u>A</u>EVACUATE by using the stairs. DO NOT USE ELEVATORS. Members of the Fire Warden Team will lead evacuation down 3 or more floors for re-entry. 	 <u>A</u>SELF ESCAPE STAY CALM DON'T PANIC. Stay low in smoke conditions. Close doors to confine fire and smoke. Feel doors before opening. 
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- WHENEVER POSSIBLE, such evacuation should be supervised via instructions received from the Fire Safety Director
- However in no event will evacuation be delayed if instructions from the above personnel are not forthcoming

NOTE: it is not recommended to evacuate to the street from upper stories of high rise buildings. Two or three levels below the fire are sufficient. When possible use RED Fire Warden phone to inform the Fire Safety Director of details.

2 – IF YOU SEE HEAR THE FIRE ALARM BUT THERE IS NO VISIBLE FIRE OR SMOKE ON YOUR FLOOR

- Stand by for instructions from the Fire Warden or Building Fire Safety Director via Building Fire intercom
- Fire Warden team should investigate to make sure there is no visible fire or smoke on their floor
- If instructions are not forthcoming, contact the Fire Command Station via Fire Warden phone or telephone building office.

BE FAMILIAR WITH:

- Fire exits, and re-entry floors
- Building's fire safety system: (Fire alarm, inquiry tone, fire alarm box, and fire warden phone.)
- The Fire Warden team on your floor.



The above suggested guidelines were provided by:
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