

Fire Exit policy and procedures

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
2. Immediately activate the warehouse fire alarm system. This will automatically notify the fire department and get help on the way. It will also sound the fire alarm bells to evacuate the building and shut down the air handling units to prevent the spread of smoke. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 911 from a safe location to report the fire.
3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:
 - You don't know what's burning.
 - The fire is spreading rapidly.
 - You don't have the proper equipment.
 - You can't do so with your back to an exit.
 - The fire might block your means of escape.
 - You might inhale toxic smoke.
 - Your instincts tell you not to do so.
4. If the first attempts to put out the fire do not succeed, evacuate the warehouse immediately.
5. Doors, and if possible, windows, should be closed as the last person leaves a room or area.
6. Upon evacuation of the building, all should proceed to an assembly area where head counts can be taken.
7. Never reenter a building without permission from the fire department.