

## Procedures for exiting

Always exit in an orderly manner following exit signs to safe pre-determined area away from the building.

### If you are not able to leave the floor.

If you do not have persons to wait with you, or you are unable to leave your unit, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window.

### Survival rules for sheltering in place

- Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location.
- If smoke or fire enters your unit call 911 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to break or open windows. Often smoke from the outside of the building can enter through open windows will put you at greater risk to smoke entering from the outside, and will hamper rescue efforts below.

## Fire Drills

Fire drills are an important way for you and your employees to practice what may happen in an emergency. With practice and proficiency you and your employees will be able to help customers and each other in the event of an emergency.

### Critique your drill

Make your drills fun, and make sure that you carry them out at least once a month. Don't be afraid to gather everyone together after the drill and critique the drill. Everyone's interpretation of how the fire drill went is very important. It will help with letting your employees concerns be heard along with promoting unity and participation.

If you have any questions about this pamphlet please contact, the Dixon Fire Department for more information.



**Dixon Fire Department**  
**205 Ford Way**  
**Dixon Ca 95620**  
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# Fire Evacuation Planning

*for businesses*

*What you need to know to help  
you, your employees and your  
customers in an emergency!*



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## Getting Started.....

The following information is provided in the development of fire evacuation plans for a wide variety of occupancies.

### Survey the Building

Determine what types of fire safety and life safety systems are present- including fire alarm systems, smoke detectors, voice alarm system, sprinklers, fire extinguishers, manual pull stations and fire doors. If your fire alarm system is monitored, be sure to keep the name of and phone number of the monitoring company available at the fire alarm panel. If you are not familiar with your fire alarm system or other fire protection features, contact your building management or a professional fire protection company to learn more about them.

Does your building house a changing population, as in a retail store or restraint, or will the building occupants be familiar with the facility? Note any special needs that individuals may have, such as non-English speaking or physical disabilities.

### Developing a Plan

Design a basic floor plan for each floor of the building. On each floor, indicate the location of all fire exits, manual pull stations, and extinguishing equipment. Post the floor plans through out the building. **Mark YOU ARE HERE** according to the location of the posted plan. Then mark the two closest fire exits. Also note that elevators are not to be used as a fire exit, in the event of an emergency

## Assign a meeting place

Choose an outside location for occupants to meet after evacuating-at a distance from the building. In the event of an evacuation, this is a place to assemble and make a head count. The meeting place should be far enough away from the building to keep individuals out of the way of fire fighting activities and away from falling glass and debris.



## Fire Alarm Response Procedures

In every instance, if an alarm sounds, all building staff and occupants should react as though it is a real emergency.

A designated and responsible staff member should proceed to the fire alarm panel. Initial evacuation begins immediately upon alarm. Notify the Fire Department by calling **911**.

When the Fire Department arrives, the officer in charge takes command of the scene, ensuring all proper precautions have been taken and all personnel have been accounted for.

## If the alarm is false

If building staff determine that a fire alarm is false prior to the arrival of the Fire Department, a call to 911 should be made and the information relayed to the fire department dispatchers. Upon instruction of the fire dispatcher, building personnel may silence the alarm.

**DO NOT RESET THE ALARM SYSTEM!**



The Fire Department dispatcher will notify the incoming fire companies that false fire alarm has been indicated. One fire company will continue to verify the alarm is false. All other fire companies will cancel their response. It is extremely important not to reset the fire alarm before fire companies arrive. If the alarm is reset prior to the fire departments arrival the fire companies may have to check every room and floor of the occupancy.

