

FIRE

WHAT YOU SHOULD DO

1. If you smell or see smoke or fire, begin evacuation by pulling an alarm station.
2. Call John Carroll police dispatch at 216-397-1234 if it is safe to do so.
 - a) Tell the dispatcher your name.
 - b) Give the dispatcher the exact location of the fire and any other information you may have about the fire.
3. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.
4. Evacuate the building, closing doors behind you to contain the fire. Exit via stairwells only, **DO NOT** attempt to use elevators.
5. Exit quickly and do not attempt to take anything with you.
6. Assist disabled persons or direct emergency personnel to them.
7. Do not let the fire or heavy smoke come between you and an exit.
8. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
9. If the fire or smoke keeps you from exiting the building, go to a room far away from the fire, shut the door, open or break open a window and signal for help.
10. Once outside a safe distance from the building, return to the building only when instructed to do so by emergency personnel.

WHAT WILL HAPPEN

1. The dispatcher will notify the appropriate fire department and John Carroll police.
2. John Carroll police will respond and coordinate with the responding fire personnel.
3. Once the actual fire or fire alarm situation is resolved, John Carroll police or the fire personnel will give the clear to re-enter the building or will give other directions.