

Emergency Response: Fire

CIA Procedures + Policies

WHAT YOU SHOULD DO

If you smell or see smoke or fire, activate the fire alarm by pulling an alarm station.

WHEN A FIRE ALARM IS ACTIVATED EVACUATION IS MANDATORY

1. 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.
2. Notify occupants and help those needing assistance in the immediate area.
3. If fire is present in the immediate area leave all belongings and exit immediately.
4. Otherwise, when an alarm sounds quickly gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
5. Follow the building's evacuation map and exit quickly via stairwells only; **DO NOT attempt to use elevators.**
 - a. Elevators in operation during a fire alarm will automatically return to the first floor, where occupants will exit and then security personnel will lock the elevator.
6. Persons with disabilities who are unable to use the stairs should wait in the stairwell for rescue assistance.
7. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
8. If the fire or smoke prevents you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and phone for help (cell phone or office phone). If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat, blanket, towel, etc.) under the door may prevent smoke from intruding while you are awaiting rescue.
9. Once outside proceed to the evacuation assembly area **for accounting purposes:**
 - a. Gund Building – proceed to the grassy area by the PBL building
 - b. JMC –proceed to the back of rear parking lot, near the bridge

10. If emergency responders are not already on the scene call 911 with the following information:
 - a. Your name
 - b. The exact location of the fire and any other information you may have about the fire.
11. Return to the building only when instructed to do so by emergency personnel.

WHAT WILL HAPPEN DURING A FIRE ALARM

1. Pulling a fire alarm will alert CIA's security company, who will then contact 911.
2. The 911 dispatcher will notify the appropriate Fire Department.
3. CIA Police/Security will respond and coordinate with the responding fire personnel.
4. Once the actual fire or fire alarm situation is resolved, and the building is assessed for safety concerns, CIA Security or fire department officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.
5. Instructions given during an incident are to take precedence.

WHEN TO EVACUATE

1. Anytime you hear the fire alarm bells in your building. (Evacuation is MANDATORY during fire alarms)
2. If you smell smoke or know an actual fire is burning.
3. When instructed to do so by the CIA security, local police, fire/EMS personnel, or when notified via emergency alerts.

Certain circumstances may prevent safe evacuation. If this happens, move away from the danger and find shelter in a pre-designated area of refuge or an area with a window to allow rescue. Try to notify rescuers of your location.

WHEN NOT TO EVACUATE

1. When instructed to not evacuate by CIA security, police, or fire/EMS personnel.
2. When a tornado warning is given (find appropriate shelter within your building).
3. When it is unsafe to do so (i.e. fire blocking the exit).