

In the event a fire, smoke from a fire or a gas odor has been detected in:

High Rise Buildings *(over 4 stories or 40 feet)*

- Pull fire alarm and notify _____
Crisis Team Coordinator
in _____ at _____.
Office # Work/Mobile/Page #
- Evacuate employees and guests in offices two floors above and one floor below suspected fire to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Call 911.
- Supervisors should account for employees and guests after being evacuated.
- Coordinator may move employees and guests to _____ if weather is
Primary relocation center
inclement or building is damaged.
- No one may reenter building until Fire Officer in Charge declares entire building safe.
- Coordinator must report incident to Fire Marshal.

Other Buildings

- Pull fire alarm and notify _____
Crisis Team Coordinator
in _____ at _____.
Office # Work/Mobile/Page #
- Evacuate employees and guests to a safe distance outside of building.
- Follow normal fire drill route. Follow alternate route if normal route is too dangerous.
- Call 911.
- Supervisors should account for employees and guests after being evacuated.
- Coordinator may move employees and guests to _____ if weather is
Primary relocation center
inclement or building is damaged.
- No one may reenter building until Fire Officer in Charge declares entire building safe.
- Coordinator must report incident to Fire Marshal.