

## RISK CONTROL

### WHAT TO DO IN A FIRE



If there were a fire where you live, what would you do? Fires are always a scary situation, and no one likes to think about getting hurt. It's crucial to prepare so you can avoid panic, think clearly, and act quickly during a fire emergency. Here are some essential steps you should take to prepare.

### Plan Ahead

- **Escape Routes:** Exiting through a door that leads directly outside should be your first choice. However, you may need to exit another way, such as a window, stairwell, or an outside fire escape.
- **Meeting Place:** Make sure you have a designated spot outside to meet.
- **Practice:** Practice escaping in a fire so that you can act quickly in an emergency. Remember, you shouldn't stay any longer than you must, even to call 911.

### Exit Safely

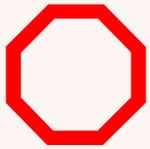
- If smoke is visible, stay as low to the ground as possible as you crawl towards the exit.
- Your main exit door should lead directly to an exit. Designate secondary exits as part of your emergency escape route. Never use elevators.
- Check for smoke coming from the main exit door.
  - If you see smoke, don't open the door.
  - If you don't see smoke, touch the door. Don't open a hot door.
- If smoke isn't coming from the main exit door and it's not hot, touch the doorknob.
  - If the doorknob is hot, don't open the door.
  - If the doorknob is cool, open the door carefully. If a burst of heat or smoke pours into the room, quickly shut the door.
- If you cannot exit the room, follow your emergency escape route.
- Shout at others to alert them of fire and pull a fire alarm if it is in a safe location.
- Once you are out of the building, call 911.
- **Do not re-enter the building for any reason until the fire department has cleared it.**



## If You're Trapped

- Call 911 and shout for help from a window if smoke or fire is blocking your escape.
- If there's a 'safe room' or 'fire room' nearby, attempt to access this room.
- While awaiting help, try to stay near a window for fresh air.

### IF YOUR CLOTHES CATCH FIRE



**STOP**

Don't run around.



**DROP**

Get on the ground so it's harder for fire to spread.



**ROLL**

This will help smother the flames.

### Contact our Risk Control Services Team

for more resources and answers to your housing organization's risk-related questions.

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