**Fire Procedures**

- **Remain Calm**
  - Immediately leave your area, closing all the doors behind you.
  - Proceed to nearest assembly area designated by your floor supervisor.

- **Has the alarm been activated?**
  - Yes: Stay safely away from the fire and follow the instructions of emergency services and Public Safety.
  - No: From a safe location, contact Physical Plant to activate the alarm. Inform Public Safety (x6450) ASAP.

- **Report the exact location (building, floor, room) of the fire and all pertinent information about the fire emergency.**

**Give the following information**
- Nature of the emergency
- Exact location (building, floor level, and room number)
- Telephone number from which you are calling
- Your name

Do not hang up until the recipient of the call has all information needed.