

ATTACHMENT B 6

EMERGENCY ACTIONS CHECKLIST FOR FIRE PROTECTION

The following emergency actions are to be followed if a fire occurs, or you detect smoke or a burning odor:

- Pull the closest fire alarm to initiate building evacuation.
- Call 911 and report: the location of the fire, the suspected cause and current status of the fire, your name and phone number
- DO NOT use elevators.
- If there is time and no personal risk, protect property (staff and inductees records, records of potential recruits, other DoD property, etc.).
- Ensure that all personnel have been cleared from the affected area and then close all doors to the immediate area of the fire to help isolate the smoke and fire.
- Use the proper fire extinguisher to fight the fire if there is no additional danger to yourself and other personnel assisting.
- Follow all instructions from the fire department and police.
- Reconvene all personnel once the facility has been evacuated to ensure that everyone is safe and accounted for.
- Notify the recruiting supervisor if he/she is not present and Command personnel.
- DO NOT go back into the building. Re-enter only after the all-clear is given by the fire department.