

## INSTITUTION TEAM

1. I-4 use groups are required to have a stamped approved Fire Evacuation Procedure and are also required to have a Shelter -In-Place plan.
2. If you discover a fire or smell smoke; follow **R.A.C.E.**
  - **REMOVE**- Remove anyone from the immediate area of danger
  - **ALARM**- Sound the alarm know the location of the closest fire alarm box and how to operate it
  - **CONTAIN**- Close the door to the room on fire
  - **EVACUATE**- Use primary or secondary exit route
3. Remember to take the attendance/roll book with you to the **Designated Meeting Area**. A roll call and head count will be conducted to account for all persons in the building.
4. To operate a fire extinguisher properly, remember the acronym **P.A.S.S.**
  - **PULL** - Pull the pin
  - **AIM** - Aim the nozzle at the base of the fire
  - **SQUEEZE** - Squeeze the lever
  - **SWEEP** - Sweep the nozzle from side to side

## HIGH-RISE TEAM

- When operating in High Rise building with the alarm activated, keep in mind that people are holding, or descending stairs and all persons above the fire floor, must be removed from stairs before going into fire fighting operation.
- The P.A. system is a great tool to use to assist with evacuation procedure.