In Case Of Fire Or Smoke
Activate fire alarm pull station next to fire exit/stair
Follow the R.A.C.E. procedure:

**R**escue  Remove occupants from the affected area and assist others as appropriate

**A**larm  Shout “CODE RED” and activate the nearest fire alarm pull station

**C**onfine  Close all doors and windows as you evacuate to confine the spread of fire and smoke

**E**vacuate  Evacuate the building immediately Do not use elevators

How To Use Fire Extinguisher

**P**ull the pin  This will break the tamper seal

**A**im low  Point the extinguisher nozzle at the base of the fire

**S**queeze  Squeeze the handle to release the extinguishing agent

**S**weep  Sweep the fire extinguisher from side to side at the base of the fire until the fire is out