

FIRE EMERGENCY

When fire is discovered:

- Notify the local Fire Department by calling 911
- Notify the site personnel about the fire by phone page

Fight the fire ONLY if:

- The fire is small and is not spreading to other areas.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated exit routes.
- Assemble in the designated area (vacant parking lot adjacent (North) to AlphaKOR)
- Remain outside until the competent authority - Designated Official announces that it is safe to re-enter.

Designated Official, Emergency Coordinator or supervisors must:

- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.
- Provide the Fire Department personnel with the necessary information about the facility.

Area/Floor Monitors must:

- Ensure that all employees have evacuated the area/floor.
- Report any problems to the Emergency Coordinator at the assembly area.

Assistants to Physically Challenged should:

- Assist all physically challenged employees in emergency evacuation.

Date ___/___/___