

# In Case of Fire

---

## RESCUE

Immediately stop what you are doing and assist anyone in immediate danger move away from the fire to a safe area.

## ALARM

- Activate the nearest fire alarm pull stations.
  - KNOW THEIR LOCATIONS!
  - Fire alarm pull stations are red, wall-mounted boxes with a pull down handle located near stairwell doors and several other locations.
  - Upon activation of alarm the fire doors should automatically close.
- Alert others in the immediate area.

## CONTACT SECURITY

- Contact Security.
  - Speak slowly. Give the location (room number) and the nature of the fire (paper, chemical, electrical, etc.).

## EVACUATE

- Turn off gas and lights.
- Close all doors as you leave.
- Exit by way of the closest stairwell. Do not use the elevator.
- Know an alternate escape route from your office or lab in case the closest stairwell is inaccessible.
- Move as far away from the building as possible. Do not stand in the street or block access of fire department vehicles.
- Do not re-enter the building until "all clear" is announced. NOTE: Only the fire department senior official at the scene can authorize re-entry, which is then announced by the Occupant Emergency Coordinator and/or security guards.

## EXTINGUISH

- Only attempt to extinguish the fire if it is safe for you to do so.
- Do not use a fire extinguisher unless you have had training.
- Retrieve the nearest fire extinguisher and follow the "P.A.S.S." procedure:
  - P = Pull the pin breaking the plastic seal;
  - A = Aim at the base of the fire;
  - S = Squeeze the handles together; and
  - S = Sweep from side to side.

# At the Sound of the Fire Alarm

Treat all alarms as true fires unless prior notification of systems test is given. Drills should be treated as real fire situations. They are practice for the real thing.

**Fire Safety**  
R.A.C.E.

☞ Rescue = Everyone out!

☞ Alarm

☞ Contact Security

- BRC - ext. 3000 or 443-740-2759
- MedStar Harbor - 410-350-3333

☞ Evacuate/Extinguish

Rhonda Walther, NIA IRP Safety Officer  
[NIAIRPBaltimoreSafetyOffice@mail.nih.gov](mailto:NIAIRPBaltimoreSafetyOffice@mail.nih.gov)  
410-558-8636