**POSTING SIGN – FIRE EMERGENCY FOR BUILDING OCCUPANTS**

**FIRE EMERGENCY PROCEDURES FOR BUILDING OCCUPANTS**

IT IS THE RESPONSIBILITY OF ALL PERSONS USING THESE FACILITIES   
TO BE FAMILIAR WITH THE “FIRE EMERGENCY PROCEDURES”.

**IF YOU DISCOVER FIRE**:

1. LEAVE THE FIRE AREA CLOSING ALL DOORS BEHIND YOU.
2. ACTIVATE THE BUILDING FIRE ALARM SYSTEM USING THE CLOSEST FIRE ALARM PULL STATION.
3. FIGHT THE FIRE **ONLY**  IF YOU ARE CONFIDENT THAT IT CAN BE CONTROLLED WITH THE FIRE FIGHTING EQUIPMENT AT HAND.
4. EVACUATE USING THE NEAREAST EXIT.
5. ENSURE THAT THE FIRE DEPARTMENT HAS BEEN CALLED.

TELEPHONE NUMBER:

GIVE THE BUILDING ADDRESS AND YOUR NAME AND TELEPHONE NUMBER.

**IF YOU HEAR A FIRE ALARM**:

1. FOLLOW EVACUATION PROCEDURES.
2. LEAVE THE BUILDING USING THE NEAREST EXIT.

**PERMIT HOLDERS - RENTALS**:

BEFORE USING THIS BUILDING ALL GROUPS OR INDIVIDUALS WILL BE   
FAMILIAR WITH THE “FIRE EMERGENCY PROCEDURES”