

# DEPARTMENT OF EMERGENCY MANAGEMENT

4516 Monarch Way, Norfolk, VA 23508

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it. Otherwise, open the door slowly, stand  
the door quickly if fire is present. If you f

- Exit the building calmly using the stairs - **NEVER** use elevators. Close the stairwell door behind you.
- Stay low when moving through smoke and walk down to the ground floor to exit.
- After you have left the building, report to your building's designated emergency assembly area (EAA). If no designated area exists, remain a safe distance (50+ feet) from the building to allow for emergency vehicle and responder access.
- **DO NOT** return to the area until instructed to do so by emergency personnel.

## In Case of Fire, Be Prepared!

- Know primary and secondary evacuation routes from your building.
- Practice your escape plan: count the number of doors you need to pass through to reach the nearest exit. Heavy smoke may obscure exit signs and your vision in general; counting doors as you exit will help keep you oriented.

## During a Fire

- **REMAIN CALM.**
- If your building has a fire alarm system, activate it as you exit.
- Follow the procedures listed within your department's/building's Emergency Action Plan (EAP).
- Report to your buildings designated emergency assembly area (EAA). If no designated area exists, move to an open area away from other buildings, trees, power lines, and other obstructions.
- **CALL 757-683-4000 or 9-1-1** and report the location of the fire. Follow emergency responder instructions.
- For small fires (wastebasket-size), use a fire extinguisher **ONLY** if safe to do so.
- For larger fires, **LEAVE IMMEDIATELY** and close doors behind you to help contain the fire.
- If clothing catches fire, **STOP, DROP, and ROLL.**

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## If Trapped in a Room

- **REMAIN CALM.**
- Retreat and close as many doors between you and the fire as possible.
- Use available materials to seal cracks around the door. **CALL 757-683-4000 or 9-1-1** to report your location.
- Be prepared to signal from a window; **DO NOT** break the glass unless absolutely necessary to prevent outside smoke from being drawn in.
- Open the window a few inches for fresh air and have a brightly colored cloth or bed sheet from the window to indicate your location. Use a flashlight or mirror to signal at night.

## If Caught in Smoke

- **REMAIN CALM.**
- Crawl/Crouch low on your hands and knees to exit, watching the base of the wall as you go to stay oriented.
- Hold your breath as much as possible.
- Breathe shallowly through your nose whenever possible, using your shirt/blouse as a filter.

## If Forced to Move Through Flames

- **REMAIN CALM.**
- Hold your breath as much as possible.
- Move quickly, covering your head and hair.
- Keep your head down and close your eyes as much as possible.

## How to Use a Fire Extinguisher

Use the P-A-S-S method.

- **PULL** the safety pin from the handle.
- **AIM** the nozzle/cone/horn at the base of the fire.
- **SQUEEZE** the trigger handle.
- **SWEEP** the nozzle from side to side in-2(o s)6(l)-2r9c( s>>BDC o1of)-10(y.)-1(e)il x-ofashing.