



IF YOU LIVE IN AN APARTMENT BUILDING

Instructions to Occupants on Fire Procedures

UPON DISCOVERY OF A FIRE:

If you must leave your suite and/or building in the event of smoke or fire, follow these instructions:

- Close all doors behind you.
- Activate the fire alarm using the nearest pull station.
- Call Fire Department (911) giving details. Never assume this has already been done.
- Leave the building via the nearest exit.
- **DO NOT USE THE ELEVATOR.**

UPON HEARING THE FIRE ALARM:

- Feel all doors for heat before opening, then open door slowly. Check for sign of smoke or fire. Remember; smoke is very dangerous. A few breaths can cause unconsciousness.
- If the corridor is clear, leave the building via the nearest exit if you are able to do so. Close all doors behind you (take your keys).
- **NEVER USE THE ELEVATOR**
- If you encounter smoke or fire, use an alternative exit. If an alternative exit cannot be reached safely, either return to your suite or a neighbour's apartment.

IF YOU ARE UNABLE TO LEAVE YOUR SUITE DUE TO SMOKE OR FIRE CONDITIONS IN THE CORRIDOR OR DUE TO A PHYSICAL DISABILITY, CALL THE FIRE DEPARTMENT (911) AND GIVE YOUR LOCATION

- A closed door can provide good protection against fire and smoke. Use wet towels, bed sheets or tape to seal cracks, mail slots, forced air vents, etc., to prevent smoke from seeping in.
- Move to the balcony. If there is no balcony, move to the most protected room, open windows, and close all doors.
- If smoke enters the room, crawl low – smoke and heated gases rise.
- Signal your position from the window/balcony by waving a towel or sheet.
- Wait to be rescued.

**FOR FURTHER INFORMATION CONTACT THE
CHATHAM-KENT FIRE DEPARTMENT - PREVENTION DIVISION 436-3270**