Job Task

Fire Evacuation

Hazard Review

Burn/ fire

1. When the fire alarm rings, evacuate by exiting the Parker-Lincoln building through the exit near the training room.
2. Do not collect personal or official items. Leave the area of the fire immediately and walk, do not run or push others.
3. Office lights should be turned off and doors closed without delaying the evacuation.
4. Once through the building door, turn left and proceed across the parking lot and the road and form a group across service road.
5. Remember that the Loading Dock door is not a fire exit. The reason for this is that the overhead roll-down doors are electrical and could be triggered to close trapping employees in the high bay with no means of exit.
6. The office Fire Marshall, or in his absence, a manager who is present will verify that all DPPEA staff are present at the assembly area or accounted for and then report to the building safety committee by the main flag pole at the front of Parker-Lincoln.
7. If an individual is overexposed to smoke or chemical vapors, remove the person to an uncontaminated area and treat for shock. Do not enter the area if you suspect that a life threatening condition still exists (such as heavy smoke or toxic gases). If CPR certified, follow standard CPR protocols. Get medical attention promptly.