

Fire evacuation procedures for county employees

To ensure the safety of people in county buildings and to minimize the loss of property, county employees need to know what to do in the event of a fire. CTSI recommends the following procedures.

If you hear a fire alarm:

1. Stop what you are doing and exit the building via the nearest designated exit. **Do not use the elevator.**
2. Close your office door when you leave to help prevent the fire from damaging your office.
3. Proceed to the designated assembly area away from the building.
4. Take a headcount. A designated person should make sure that everyone has evacuated the building.
5. Report any missing persons to the firefighters.
6. Do not re-enter the building until the fire department has given permission.

If you see smoke or a fire:

1. Immediately activate the building's fire alarm to alert other building occupants of the situation.
2. If you are trained in fire extinguisher use and if the fire is very small, use a nearby fire extinguisher to control the fire.
3. Close doors in the immediate area of the fire to slow the spread of the fire.
4. Exit the building and proceed to a designated area away from the building for a headcount.
5. Call 911 from a safe location to alert the fire department.

What else can the county do?

1. Document your emergency evacuation procedures, if you have not already done so.
2. Post maps of building exit routes in prominent locations.
3. Conduct fire drills. The National Fire Protection Association recommends two fire drills per year.
4. Keep vault and storage room doors closed to protect valuable information and historical papers from fire.
5. Have a firefighter demonstrate how to use a fire extinguisher. Allow employees to practice using it.
6. Replace batteries in smoke detectors annually. Press the test button on each smoke detector to verify that the alarm works.
7. Consider installing a sprinkler system, if your building doesn't already have one.
8. Borrow a fire safety video from CTSI's media library. The list of videos is available online at www.ctsi.org.

For more information, contact the CTSI Loss Prevention Team at 303-861-0507.

County Technical Services, Inc.

1700 Broadway, Suite 1512
Denver CO 80290

303.861.0507
FAX: 303.861.2832

Technical Updates are available online at: www.ctsi.org