1. Ascertain the location of the fire and determine the safest exit, inform Chief Warden or Floor Warden.

2. Begin Evacuation Procedure.

3. Direct occupants to outside congregation area.

4. Inform Chief Warden of occupants still in the building or personnel accounted for.

5. Wait for further instructions from Chief Warden.

6. If safe to do so, use hose reel or extinguisher to fight fire.