

# **FIRE BILL**

**BUILDING NO. \_\_\_\_\_**

## **IN CASE OF FIRE**

- 1. USE NEAREST FIRE ALARM BOX OR TELEPHONE EXT. \_\_\_\_\_**

Know the location of the nearest alarm box and the nearest telephone in your area. When using telephone, **REPORT BUILDING NUMBER.** Upon arrival direct Fire Department to the scene of fire.

- 2. SPREAD THE ALARM - PASS THE WORD.**

All personnel except fire parties clear the area.

- 3. IF TIME PERMITS, CLOSE DOORS AND WINDOWS TO CONFINE THE FIRE AND PREVENT DRAFTS. DO NOT ENDANGER YOURSELF OR OTHERS IN THIS EFFORT.**

- 4. USE PROPER EQUIPMENT AT HAND TO EXTINGUISH THE FIRE, PENDING ARRIVAL OF THE FIRE DEPARTMENT.**