

Fire Response Procedures

In case of a fire or a fire alarm, the following procedure is to be followed. Generally, the RACE procedure is a good basic action plan. Always consult and follow your [Departmental Emergency Evacuation Plan](#).

IF YOU DISCOVER A FIRE OR SMOKE CONDITION: **RACE**

- **R**escue any person in immediate danger.
- **A**larm: pull the fire alarm to alert everyone.
- **C**onfine the fire by closing all doors, where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
- **E**vacuate using the nearest stair exit. Follow the exit signs.
- **E**xtinguish a small fire using a fire extinguisher, if comfortable.
- **R**eport the incident by calling 911 or 644-1234 from a safe location.
- **R**eport any discharged fire extinguishers and any first-hand information that you might have to the Fire Safety Coordinator (850-644-6535).

IF YOU HEAR or SEE A FIRE ALARM SIGNAL or ANNOUNCEMENT:

- Follow the emergency procedure for your building and area, if any.
- Follow the announcements on the public address system or the instructions of emergency personnel.
- Evacuate or stand by and stay alert as instructed on the public address system.
- Follow the EXIT signs. Use Stairs. Do not use elevators. Walk at a normal pace.
- Wait outside in the designated assembly areas at least 200 feet or more away from the building as instructed.
- Re-enter the building only after authorized emergency personnel announce "All Clear."