

# The Aerospace Corporation

## Emergency Procedures Quick Reference Guide



### Fire

#### IN THE EVENT OF A FIRE:

- Follow the R.A.C.E model
  - **REMOVE**, anyone (including yourself) who is in immediate danger from the fire to the closest safe area. Simultaneously notify other building occupants to evacuate the area. Use the stairs. Do not use the elevators.
  - **ALARM** - activate the alarm by pulling the nearest fire alarm pull station and call the emergency number from a safe location
  - **CONFINE** the fire by closing all doors and windows in and around the fire area to prevent the spread of smoke and fire.
  - **EVACUATE** the area. **EXTINGUISH** the fire with a portable fire extinguisher **ONLY** if safe to do so and you are trained.
- If unable to evacuate
  - Move to a safe location then call 911
  - If your clothing catches on fire, **STOP, DROP, and ROLL**

