



Date Created:	8.25.2009
Category:	Emergency Response
Revised:	6.23.2010
Approved by COO:	9.15.2010

Subject: Fire

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- Purpose:** To ensure that all UPI employees know what to do in case of a fire.
- Policy:** In case of fire, activate nearest fire alarm pull box, and evacuate the building.
- Procedures:** Upon discovery of a fire follow the A-RACE actions:
ACTIVATE – Pull the nearest fire alarm pull box (usually at or near an exit door)
RESCUE – If safe, assist any injured or disabled person out of the area. Do not put yourself in danger.
ALERT – Notify others in the immediate area. From a safe location, call Aurora Fire Department (911). Give the exact location, what is burning, and your name.
CONFINE – Close doors as you exit the fire area.
EXTINGUISH/EVACUATE – Extinguish the fire, if safe. Otherwise, evacuate the building by following the exit signs to the shortest or safest route, **but do not use elevators**. Assemble at your assigned safe location. Supervisors should try to account for all personnel known to be working in the area of the fire. Report injured or trapped persons to the Fire Department. **Do not** re-enter the building until the alarms have stopped and/or Emergency Personnel advise you that it is safe to re-enter.
- Renewal/Review:** This policy is to be reviewed every year. In the event that significant related regulatory changes occur, the policy will be reviewed and updated as needed.
- Governance:** Property Manager is responsible for adoption and/or implementation of this policy.