

Appendix B - Fire Safety

GENERAL FIRE SAFETY PROCEDURES

- Be aware of the location of the fire-extinguishers.
- Promptly investigate any smell or visible evidence of smoke or unusually hot surfaces.
- Keep combustible materials away from open flame and sources of heat, especially food wrappers and bags near stove burners.
- When using electrical appliances, be aware of overheating during use, especially the power cord and plug.
- Turn off burners and ovens when not in use.

IN THE EVENT OF A FIRE

- Using a fire extinguisher is a judgment call; if an extinguisher is used follow proper procedures for use.
- Designate one member of team to contact the fire department.
- Designate second member of team to lead volunteers and clients in orderly evacuation of the premises.
- *For Second Presbyterian* – evacuate the building to the grassy area near the Wilco station.
- *For Basic United Methodist* – evacuate the building to the rear parking lot, at a point farthest from the building as possible.