



Institute of
Culinary Education
EST. 1975

Fire Safety Procedures

Situations That Require Fire Safety Procedures

- **Smell smoke**
- **Detect Fire**

1. If you see or smell smoke, follow the evacuation plan first in order to maximize safety.
2. If you have not heard a fire alarm or emergency announcement in the building, you can activate the nearest alarm pull-box station located near each stairwell entrance and in each kitchen.
3. Stay low in smoky areas and crawl if necessary and Do NOT use the elevators as an evacuation route.
4. Exit via the emergency stairwells for instruction on where to evacuate, either to alternate floor or descend fully to the street.
 - a. If you are on a floor that has NOT activated the fire alarm and your alarm system is emitting a “CHIRP”, this is an inquiry tone and you are NOT to evacuate or assemble, wait for instruction from the building fire safety director over the PA system.
5. If instructed to reenter on another floor, first check the door for heat and if the door or doorknob is hot, do not open. If cool to the touch, open slightly and look for smoke and feel for heat. If path is clear, proceed through fire door and close firmly behind you once all persons have exited.
6. Floor fire safety marshalls from other floors impacted will conduct a search of their designated floor/area to be sure all students, faculty, staff and guests have been evacuated.
 - a. Faculty will take roll book and accompany their class and ensure all students are accounted for.
 - b. All department heads or their designate will accompany their team and ensure all are accounted for.