



# EMERGENCY PREPAREDNESS

## What You Can Do When There is a Fire

### Small Fire (waste basket size):

- Pull the fire alarm to notify building occupants
- If you have been trained to use a fire extinguisher, and it's safe to do so, attempt to extinguish a small fire using the P-A-S-S procedure:
  - P - Pull the pin located in the extinguisher handle.
  - A - Aim the nozzle, horn, or hose at the base of the fire.
  - S - Squeeze or press the handles together.
  - S - Sweep from side to side at the base of the fire until it is out.
- Call 9-1-1 from a safe area.
- Provide incident-specific information to arriving emergency responders.

### Large Fire (larger than a waste basket):

- Pull the fire alarm to notify building occupants and fire department.
- Evacuate the building and assemble at the designated area.
- Call 9-1-1 from a safe area.
- Provide incident-specific information to arriving emergency responders.

Learn more about fire safety through the [New York City Fire Department's Fire Safety Program](#).