Fire Reporting Procedure

1. **Do not panic**

2. Upon discovering a fire/smoke, rescue people in immediate danger, then **pull** the nearest fire alarm.

3. **Call** the fire department from the nearest phone by dialing 9-911 and state which hospital you’re calling from. Tell them your exact location and answer any other questions they ask. Don’t hang up until directed to do so.

4. Then, dial 88 (emergency number for the Health First switchboard) and tell the operator which hospital you are calling from, your location and advise them if you have called the fire department. Request that a CODE RED/location be announced.


   **R** – Rescue people in immediate danger  
   **A** – Activate alarm (pull lever, call 9-911, followed by 88 for the Health First switchboard)  
   **C** – Contain fire and smoke by closing doors and windows  
   **E** – Extinguish the fire or evacuate  

   **P** – Pull the safety pin of the fire extinguisher  
   **A** – Aim at the base of the fire  
   **S** – Squeeze the handle  
   **S** – Spray in a back-and-forth motion