

# **FIRE AND EVACUATION PLAN**

For use of this poster, see Fort Knox Regulation 420-1

- 1. Notify all personnel in the building and sound the evacuation alarm.**
- 2. Dial 911.**
- 3. Recheck the building to ensure evacuation of all personnel has been completed.**
- 4. Attempt to extinguish fire with first aid appliance on hand, such as extinguishers, standpipe hose, or any other equipment available.**
- 5. Remove classified material and salvage property.**
- 6. Close windows and doors, if possible.**

**NOTE: Evacuation drills will be conducted semiannually in all buildings occupied by 10 or more personnel. The frequency of drills will depend on local conditions, such as rotation of personnel, inherent hazards in buildings due to type of construction, and building utilization. Drills will be held for the purpose of familiarizing personnel with alternate routes of escape, designating personnel to utilize fire extinguishers or available extinguishing equipment, the various means of reporting fires, and establishing procedures to use for salvaging property and classified material.**