

**THE CITY OF KETTERING**  
**FIRE PROTECTION PROCEDURE**

**GENERAL INSTRUCTIONS**

When an employee detects fire or smoke, the steps listed below are to be followed:

1. Ensure that all persons are removed from immediate danger.
2. Alert all other employees and call 8+911.
3. Close doors, confine fire/smoke.
4. Extinguish the fire with the proper extinguisher if possible.
5. Evacuate following your department evacuation plan if necessary.
6. Lights are to remain on.
7. In the event evacuation becomes necessary, employees are to follow the department's fire evacuation plan.
8. Each department head or supervisor is responsible for educating staff on the following information.
  1. General fire instruction.
  2. Escape routes and evacuation procedures as determined by departments.
  3. Location of fire extinguishers.
  4. Specific assignments during a fire alert.
9. Remember the acronym R.A.C.E.
  - Remove person from immediate danger.
  - Activate the fire alarm.
  - Contain the fire, close doors.
  - Extinguish or evacuate the fire area.