



FIRE EVACUATION PROCEDURE

If a fire is detected within a Kaka'ako facility, these procedures are to be followed:

1. Verbally notify others in the nearby area that there is a fire.
2. Sound the fire alarm at the nearest alarm pull station and/or call Security.
3. Do not attempt to extinguish a fire unless all four of the criteria, below, are met:
 - ➡ the fire is small;
 - ➡ you are knowledgeable on how to use a fire extinguisher;
 - ➡ you have an unobstructed exit pathway;
 - ➡ and you feel safe doing so.
4. Gather your personal belongings (keys, purse, wallet, cell phone) only if it is in the immediate area and is safe to do so.
5. Close doors. If time permits, secure any hazardous material and/or sensitive equipment.
6. Evacuate the building using one of the emergency EXITS (follow the illuminated overhead EXIT signs). **DO NOT** use the elevators and avoid using the MEB main lobby stairwell.
7. Assist any mobility-impaired or "elevator dependent" individuals to the nearest exit stairwell landing and position them away from evacuating traffic. These individuals should remain in the stairwell landing so that trained personnel can return to move them safely. Once safely evacuated from the building, immediately inform Emergency Responders of the individual's status and location (note the stairwell number and floor).
8. Proceed to the nearest Evacuation Gathering Area (see the map below) and check in with your departmental contact so you are accounted for.
9. Immediately notify Security and/or Emergency Responders (HFD or HPD) of any mobility-impaired individuals still in the building or if you believe that someone is missing.
10. Do not return to the building until Emergency Responders or Administration permit re-entry.

EMERGENCY PHONE NUMBERS:

JABSOM Security 692-0911 or 692-1911

Cancer Center Security 586-3015

Dial 9-911 from JABSOM phones and 911 from Cancer Center Phones

