WHAT TO DO IF THERE IS A FIRE IN THE STORE

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Standalone Procedure

**Small fire inside of oven**

* **Step 1**: Turn off oven
* **Step 2**: Wait to see if fire will subside
* **Step 3**: If fire subsides, wait until oven is cooled down, and clean inside of oven, fingers, and blower fans
* **Step 4**: If fire continues and/or grows, use fire extinguisher to put out fire

\*If a fire extinguisher is used inside the oven, both ovens must be shut down immediately to be cleaned and approved for use by an official inspector.

**Fire outside of oven**

* **Step 1**: Evaluate the situation
* **Step 2**: If possible, put fire out with fire extinguisher
* **Step 3:** If fire can’t be put out, turn off main gas (Do only if safe to do so)
* **Step 3**: If fire can’t be put out, or if fire creates a lot of smoke, evacuate all Team Members and Customers from the store
	+ Account for all Team Members
* **Step 4**: Inform nearby tenants that may be in danger to evacuate
* **Step 5**: Call 911 or the fire department if fire can’t be put out
* **Step 6**: Report the incident to the Franchisee and Toppers Pizza HQ
* **Step 7**: (Franchisee) Report the incident to your insurance company