



Call 911

In Case of Fire, University Police

Must Be Notified IMMEDIATELY!

Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information are available through the Physical Plant, Ext. 4777.

1. Call 911 as soon as possible from a safe location. Give your name, department and location, and nature of the fire.

A. If the fire is small:

- (1) Qualified personnel may wish to extinguish it with a portable fire extinguisher.
- (2) If safe to do so, activate the closest fire alarm.

B. If the fire is large, very smoky, or rapid spreading:

- (1) Close the door to the room where the fire is located, do not lock doors.
- (2) **Immediately** sound the building fire alarm by pulling the red fire alarm pull box.
- (3) **Evacuate** the building using the nearest fire exit door or stairwell, closing all doors upon leaving. (Do not use the elevator. It may become inoperative due to the fire.) Remember that smoke is the greatest danger in a fire, stay near the floor where air will be less toxic.
- (4) Warn others of the fire as you exit, and others who may be entering the building.
 - If you are disabled and unable to evacuate the building, proceed to the nearest area of rescue assistance or exit stairs that have doors that separate the stairs from the hall corridor and remain there until help arrives. If an emergency communication device is available, notify evacuating personnel of your situation. (See [Building and/or Campus Evacuation Plan: Emergency Procedures for Persons with Physical Disabilities](#)) ([CAMPUS EMERGENCY PHONE LOCATIONS MAP](#))
- (5) When possible, assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to the nearest area of rescue assistance or exit stairs that have doors that separate the stairs from the hall corridor. Notify emergency personnel on the scene where person(s) may be located. Remember to alert hearing and sensory-impaired persons of alarms.
- (6) Report in at your designated assembly site and remain out of the way of emergency personnel. **Do not return to the building until instructed to do so by authorized personnel.**
- (7) **Notify** either police or firefighters on the scene if you suspect someone may still be in the building.
- (8) If you become trapped in a building during a fire and a window is available, place any article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. Stay near to the floor where the air is less toxic. Shout at regular intervals to alert emergency crews of your location. Keep the doors to your location closed and seal cracks and vents. **DO NOT PANIC! DO NOT JUMP! Help is on the way.**



Note: Residential Hall facilities, the Resident Assistants, Hall Directors, or Area Coordinators should assist Public Safety in evacuating all residents and in checking rooms, lounges, bathrooms, etc. They will meet with all residents at a predetermined location outside the building to take roll, assess injuries, and receive approval from authorized personnel when to reenter the building.

Whenever a Fire Alarm sounds, unless directed otherwise by authorized personnel, all persons must evacuate the building until the cause of the alarm has been determined. Authorized personnel will respond to evaluate the situation.

It is unlawful to tamper with fire alarms or emergency fire equipment.

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