

Fire

When aware of a fire

1. Remain calm and shout, "Fire, Fire, Fire"
2. If the fire appears controllable activate the fire alarm system by pulling the nearest pull station
 - immediately call extension 911 on any university phone or 911 on a cell phone and provide
 - the exact location and intensity of the fire
 - estimated number of persons and locations at risk due to the fire
 - follow instructions provided by the call-taker
 - if trained, use university firefighting equipment when the equipment is appropriate to the size and intensity of the fire
3. If the fire does not appear controllable activate the fire alarm system
 - immediately call extension 911/911 and provide the information listed above
 - locate any person in the vicinity of the fire, including persons that may not have heard the warning, direct them to evacuate immediately and assist them, when practical
 - evacuate the building, closing doors (but don't lock) after all persons have exited
 - do not use elevators unless directed
 - once outside, move away from the building, allowing emergency responder access
 - do not re-enter the building unless authorized
 - report to university officials/emergency responders trapped or injured persons
4. If trapped in the building, go to a window away from the fire
 - hang something (article of clothing, towel) outside the window to mark your location
 - if no windows exist, stay near the floor and shout at regular intervals
 - await the arrival of and follow the directions of emergency responders