

FIRE EMERGENCY PROCEDURES

Upon discovering a fire, **close the door** to the room where the fire is located and immediately sound the building fire alarm. Pull stations are located in hallways.

If using a campus phone, call 911 and give specific location and description of the fire.

DO NOT USE ELEVATORS - USE STAIRWAYS ONLY

ASSIST PERSONS WITH DISABILITIES IN EXITING THE BUILDING

Warn occupants to leave the building. After leaving the building, warn others who may attempt to enter the building.

Close office doors and if time permits, lock file cabinets before leaving. If you have mobility impairment, request assistance from those nearest you. In the event no one renders assistance, proceed to the nearest stairway landing and shout for help and wait there until help arrives. If you cannot get to a stairway, stay in a room, shut the door, and go to a window and signal for help.

Evacuate to a distance of at least 300 feet from the building or as directed by emergency personnel.

Do not return to the building until instructed to do so by the Public Safety officers or other proper authority.

In order to respond effectively in an emergency situation, one needs to be aware of the location of fire alarm pull stations, extinguishing equipment, stairwell safe areas, and exit routes.