

Fire Emergency

If you discover or suspect smoke or a fire:

YOU SHOULD:

1. Sound Alarm – Pull lever on nearest red fire alarm call box.
2. **Dial 911.**
3. Give:
 - Exact location of fire, including specific building name and room number / campus location.
 - Your name and telephone number.
 - Give description of fire (what's burning, size of fire).
4. If you're not in immediate danger, assist others needing help.
 - If fire evacuation alarm goes off, elevators automatically shut down, so anyone using the elevators is not feasible.
 - If any person is stranded and has a cell phone and the ability to use it, they should go to the nearest stairwell/exit area and call "911," telling them that you are a person needing help, and also informing them of your situation and exact location, i.e. "I use a power chair, and am near the NE stairwell."
 - If not able to be near stairwell due to smoke, etc., the person should proceed to nearby classroom, turn on the light, shut the door, call "911," tell them your situation, that you need help, giving fire department, etc. the building name and also the room number where you are located. If possible locate yourself near a window, and if able to, open the window.
 - Remain calm and wait for assistance.
5. Leave the building, using stairwells / evacuation route. **DO NOT** use elevators.
6. Close, but **DO NOT LOCK DOORS.**
7. Wait near building entrance to give fire department personnel directions to the site of the fire.
8. Once individuals are assembled in a safe distance from the building, account for all people known to have been in your area at the time of the alarm activation. **Is everyone out?**

If you are in a burning building:

- Stay close to the floor. If possible, place wet towel over nose and mouth.
- Touch doors before exiting. If doors are hot, **DO NOT** open. Attempt to exit through alternative exit or window.
- If exit is not possible, open windows. Hang something available such as clothing from the window and call for help.
- **DO NOT** panic, **DO NOT** attempt to fight the fire, **DO NOT** block entrances.

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