



FIRE EMERGENCY PROCEDURE Human Resources

IF YOU HEAR or SEE A FIRE ALARM SIGNAL:

- Evacuate the building. Follow the EXIT signs.
- Walk at a normal pace.
- Wait outside at least 50 feet away to the designated assembly area, the lawn northeast of the Administration Building (if inclement weather, the south entrance of the Visual Arts Building) until the University Police announce "All Clear".
- Attempt to account for others who may have been inside the building when the alarm sounded. Report missing persons and possible locations to emergency personnel.
- Follow the instructions of emergency personnel.

IF YOU DISCOVER A FIRE OR SMOKE CONDITION:

- **Rescue** any person in immediate danger.
- **Alarm:** Pull the fire alarm to alert everyone. Pull boxes are usually located at stairway doors and building exits.
- **Confine** fire by closing all doors, where possible.
- **Evacuate/Extinguish:** Follow EXIT signs; OR
Extinguish a small fire using a fire extinguisher, if trained and comfortable doing so. Remember PASS: **P**ull the pin, **A**im at the base of fire, **S**queeze the handle, **S**weep side to side until the fire extinguisher is empty. Do not turn your back on the fire, carefully back away after the extinguisher is empty. **EVACUATE IF FIRE IS OUT OF CONTROL!**
- **Report** the incident to the University Police # **6911** from a safe location. REPORT to emergency personnel any first-hand information you have.

EVACUATION PROCEDURE FOR OCCUPANTS WITH DISABILITIES (OWD):

- *All Occupants:* Report the presence of any OWD in the building to the University Police and emergency personnel.
- *Faculty/Staff:* (1) Escort (do not carry or lift!) The OWD to a safe area by the nearest stairwell, and (2) Stay with the OWD in the hallway outside the stair door unless there is an immediate danger. If necessary enter the stairwell when it is clear and close the door behind you. Designate someone to report your presence to the University Police and emergency responders. If possible call the University Police at **6911** to report your situation and location.
- Do not use stairs to evacuate unless the OWD is able to ambulate.
- Exercise caution in the stairwell to avert falls and trips.
- Do not use the elevator unless helped by the Fire Department.



Be sure you have the proper type fire extinguisher:

ABC Fire Types: Class **A** Fire: Wood, Paper, Plastic;
Class **B** Fire: Oil, Grease, Flammables; and
Class **C** Fire: Electrical

PASS: **P**ull the pin, **A**im at base of Fire, **S**queeze handle, **S**weep side-to-side
Report any discharged fire extinguisher to Facilities at #6920 for replacement.