FIRE SAFETY

IF YOU DISCOVER A FIRE
- Alert others to the danger as you leave. Close the door to the room or area involved.
- PULL THE NEAREST FIRE ALARM.
- Leave the building by the nearest exit.
- As soon as you can do so safely, CALL 911 to report details of the emergency.
- Go to the designated staging area (evacuation assembly point) for the building. Tell the Emergency Warden details of the fire. Stay in case the Fire Department has additional questions.
- If your clothing catches fire.... STOP....DROP......ROLL.

WHEN YOU HEAR A FIRE ALARM
- IMMEDIATELY PROCEED TO THE NEAREST FIRE EXIT!
- Proceed calmly but rapidly. Close the doors if you are the last person out.
- Do not wait for more information or to ascertain the cause of the evacuation.
- DO NOT USE THE ELEVATORS.
- Follow the instructions of the Emergency Wardens or Campus Security.
- Go to the designated staging area (evacuation assembly point) for your building.
- DO NOT RE-ENTER THE BUILDING until the Chief Building Warden or the Fire Department advises you it is safe to do so.
- NEVER ENTER A BUILDING WHEN THE FIRE ALARM IS SOUNDING.

IF TRAPPED IN A ROOM
- Place a damp cloth around/under the door to prevent smoke from entering.
- Retreat and close as many doors as possible between you and fire.
- Be prepared to signal from window but do not break glass unless absolutely necessary (outside smoke may be drawn in).

IF CAUGHT IN SMOKE
- Drop to hands and knees and crawl.
- Hold breath as much as possible.
- Breathe shallowly through nose.
- Use blouse, shirt, or jacket as filter.

IF FORCED TO ADVANCE THROUGH FLAMES
- Hold your breath, move quickly.
- Cover head/hair with clothing or a blanket.
- Keep head down and eyes closed as much as possible.
- Be familiar with your building floor plan, stairways, exits and fire extinguishers.
- Plan the route you would take to exit the building in an emergency.