

# SPECIFIC EMERGENCY PROCEDURES

---

---

## FIRE

In an emergency, dial 911

ON CAMPUS EMERGENCIES, DIAL EXT. 5171

OFF CAMPUS EMERGENCIES, DIAL 9-911 (Using campus telephone system)

IN ALL CASES OF FIRE, CAMPUS POLICE DEPARTMENT MUST BE NOTIFIED IMMEDIATELY!

1. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the Facilities Management Department at 963-5671.
2. If a minor fire appears controllable, IMMEDIATELY contact the Fire Department and Campus Police. Then promptly direct the charge of the fire extinguisher toward the base of the flame.
3. If an emergency exists, ACTIVATE the building alarm. CAUTION: The building alarm rings only in some buildings, you must ALSO report the emergency by telephone.
4. On large fires that do not appear controllable, IMMEDIATELY notify the Fire Department and Campus Police. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS.
5. When the building evacuation alarm is sounded, walk to the nearest marked exit and ask other to do the same.
6. ASSIST THE HANDICAPPED IN EXITING THE BUILDING! Remember that elevators are reserved for handicapped persons. DO NOT USE THE ELEVATOR IN CASE OF FIRE. Smoke is the greatest danger in fire, so stay near the floor where the air is less toxic. DO NOT PANIC!!
7. Once outside, move to a clear area that is at least 500 feet away from the affected building(s). keep streets, hydrants, and walkways clear for emergency vehicles and crews. Know your assembly points.
8. If requested, assist emergency crews as necessary.
9. A Campus Emergency Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a University official.

**NOTE:** If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!

**IMPORTANT:** After any evacuation, report to your designated campus area assembly point. Stay there until an accurate head count is taken. The Senior Building Emergency Coordinator will take attendance and assist in the accounting for all building occupants.