

IN CASE OF FIRE

1. **CALL** Campus Safety **911**
2. **PULL** the nearest fire alarm pull box to activate the alarm and notify others of the fire.
3. **EXIT** the building by the nearest available exit.
DO NOT USE THE ELEVATORS TO EVACUATE
DO NOT RETURN TO THE BUILDING UNTIL THE AUDIBLE FROM THE FIRE
ALARM STOPS OR YOU ARE TOLD TO RETURN TO THE BUILDING BY FIRE OR CAMPUS
SAFETY OFFICIALS.
4. Notify Campus Safety or Fire Department personnel of anyone trapped in the building or unaccounted for.
5. All fires and fire emergencies must be reported to campus police **911 or ext. 7770**, even if the fire has been extinguished or the emergency resolved.

IF YOU CANNOT LEAVE THE BUILDING OR ARE MOBILITY IMPAIRED.

1. **PROCEED** to the nearest available stairwell or safety phone. Keep as many fire doors closed between yourself and the fire as possible. Fire doors are located in hallways and stairwells and they have a fire rating from 20 minutes to 2 hours.
2. **CALL** Campus Safety at **911** and notify them of your position or have someone else in the building make the contact for you. Usually there are other people in the building that can assist you.
3. **WAIT** for the Fire Department to get you out. Their first priority is going to be life safety and making sure everyone is safely out of the building.
4. **STAY** low to the floor where the air is less toxic and wait for assistance.

REPORT ANY EXPLOSIONS TO CAMPUS SAFETY OR PHYSICAL PLANT **911 OR ext. 7835**.

5. FIRE /EXPLOSIONS
