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## **FIRE**

### **FIRE PREVENTION**

- Waste must be properly disposed of to prevent the creation of a fire and/or safety hazard.
- Do not overload outlets with multiple outlet cords or multiple plug adapters.
- Keep closets free of old rags, paper or other combustible odds and ends.
- Keep walkways and stairwells free from obstruction at all times.

### **PERSONAL SAFETY PRECAUTIONS**

- Know the location of fire extinguishers, fire exits, and alarm systems in your area. Know how to use them.
- Smoke is the greatest danger in a fire. Stay near the floor where the air will be less toxic.
- Ask bystanders to assist in watching windows, doorways, etc., for persons that may be trapped inside.

### **IN THE EVENT OF A FIRE**

- If a minor fire appears controllable and you know how to operate a fire extinguisher, promptly direct the charge of the fire extinguisher toward the base of the flame with a sweeping motion. Be sure to maintain a means of retreat at your back.
- If the fire does not appear controllable, activate the fire alarm. Call 911 to report the fire. Then, alert Campus Police (D). Give as much information as possible about the fire and its location.
- When the alarm is sounded, evacuate all rooms through the nearest marked exit. Close all doors and windows to confine the fire and reduce oxygen. **DO NOT LOCK DOORS.**
- Walk single file on the right side of the hallway or stairwell. Alert others to do the same. **DO NOT USE ELEVATORS!**
- Assist any disabled persons in exiting the building.
- If your clothing catches fire, **STOP, DROP, and ROLL.**
- Fire doors, such as those leading to stairwells, prevent fire and smoke from spreading. Fire doors should be closed at all times. Be sure that fire doors are closed upon exit.
- **DO NOT RETURN FOR VALUABLES!**
- Once outside, move to a clear area at least 1500 feet away from the affected building. Keep streets, fire hydrants, and walkways clear for emergency vehicles.
- Do not return to the affected area or evacuated building unless instructed to do so by the fire department. Stay clear of the emergency area.

### **SHOULD YOU BECOME TRAPPED IN A BUILDING DURING A FIRE**

- If a window is available, place an article of clothing (shirt, coat, towel, etc.), preferably

white in color, outside the window as a marker for rescue crews.

- Use towels, sheets, or clothing to seal around doorways. If possible, wet the items before sealing the area.
  - If a window is not available, stay near the floor, where the air will be less toxic.
  - Tie a wet cloth over nose and mouth to aid breathing.
  - Call 911 to advise them of your location. Shout at intervals to alert emergency crews of your location. DO NOT PANIC.
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