

IF YOU DISCOVER A FIRE OR SMOKE

1. Remove yourself from immediate danger.
2. Assist others in leaving the immediate danger as long as it is safe to do so.
3. Confine the fire or smoke by closing doors and windows as you leave.
4. Activate the nearest fire alarm to alert building occupants.
5. Call Security or the Police Department at 911 and give the following information
 - Campus name
 - Room number
 - Size or type of fire
 - Your location
 - Your name
6. Never attempt to use a portable fire extinguisher unless:
 - You have been properly trained
 - The fire is small (wastebasket size)
 - You are not alone.
 - A safe escape route is present.
 - If any of these conditions is absent, simply close the door and evacuate.
7. If you choose to use a portable extinguisher follow the PASS procedure;
 - P - PULL the pin on the extinguisher.
 - A - AIM at the base of the fire.
 - S - Squeeze the handle before you approach the fire from about 10 feet away.
 - S – SWEEP and SPRAY covering the entire fire surface as you approach.

If this doesn't extinguish the fire quickly, evacuate.
8. Evacuate through the nearest safe exit.
9. Call Security and the Police Department to ensure the fire was reported.
10. Once outside, help to account for personnel and report to staff or emergency personnel if any occupants are unaccounted for and may still be in the building.

Please, always remember that is important to avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke to enter exit hallways, severely jeopardizing safe evacuation, and hampering the efforts of fire department personnel.

IF YOU HEAR OR SEE A FIRE ALARM

1. **NEVER** assume the fire alarm is a false alarm.
2. Move to the safest exit.
3. Close doors as you leave the area.
4. Exit the building.
5. Proceed to an assembly area.
6. Wait for further instructions from Security, the Emergency Response Team or the Fire Department.
7. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment as you exit, unless doing so presents a greater hazard.

IF TRAPPED INSIDE YOUR OFFICE OR AREA

1. Wedge cloth material along the bottom of a door to keep the smoke out.
2. Close as many doors as possible between you and the fire.
3. Call Security or 9-1-1 and notify them of your situation.
4. Hang a sheet, coat or flag out of the window and close the window back.
5. If windows are operable, and you must have air, so open the window.
6. Break windows only as a last resort, as they cannot be closed if necessary.
7. If necessary, signal through the window to let safety personnel know your location, otherwise remain to the floor.

Laboratory Fire and Fire Related Emergencies – High Threat Situations

Personal Response Procedures

- Extinguish burning clothing by dousing with cold water, by using the emergency shower, by using a fire blanket or by using the drop-and-roll technique

- **Remove individuals overcome with smoke or chemical fumes to uncontaminated air in a safe location**
- **Treat individuals for shock by elevating their legs above their heart and covering with a blanket**
- **Call Security or the police from the safe location**
- **Acquire medical attention promptly**
- **Apply CPR if properly certified**

General Response Procedures

- **Evacuate the laboratory**
- **Close doors and fume hood sash**
- **Activate the building fire system**
- **Move away from building to a pre-designated assembly area**
- **Stay clear of driveways, sidewalks and other means of access to the building.**
- **Call Security or the police**

Provide the following information:

- **Your name and the reason you are calling**
- **The exact location of the emergency**
- **The nature of the emergency, any injuries or symptoms involved and any hazardous materials involved if you know them**
- **Provide the fire or police teams with the details of the problem upon their arrival**
- **Account for your employees and report any missing persons to the emergency personnel at the scene**
- **Assist emergency personnel as may be requested**
- **Reenter building only after proper notification by the emergency response personnel**