



|Be Prepared: In Case of Fire

Practical Tips to Help You Keep Yourself, Your Co-workers and Your Campus Safe, Healthy and Secure

Learn and Practice: Be Prepared in Case of Fire



Evacuate Quickly

- Evacuate everyone without delay so fire fighters can move in quickly.
- Learn several evacuation routes out of your work area. Practice using paths and exits that you don't normally use.
- Exit paths are not storage areas. During a fire, it may be smoky and dark- people can become disoriented. Keep all exit paths clear and free of storage.
- Be sure injured persons and people with disabilities are assisted in an evacuation.
- Know your evacuation rally point and proceed there immediately. Maintain an updated contact checklist so all department members can be accounted for.
- Participate in the annual evacuation drills and make sure you know the procedures - faculty members should review evacuation routes with students at the beginning of each semester.
- As you and your co-workers evacuate the area, close all doors behind you.
- In buildings with a fire alarm system, activate the alarm by pulling the closest manual pull station. In areas with no alarm system, notify other building occupants verbally as you evacuate. Loudly announce to evacuate the building.



Know How to Use Fire Extinguishers

- People often attempt to put out a fire themselves to avoid embarrassment or criticism from a supervisor. Rest assured, the consequences of waiting too long to call for help will have much more serious consequences.
- A fire extinguisher is to a fire what a band-aid is to a cut. Only use fire extinguishers on small fires and only if you have been trained in how to use the extinguisher.
- Take fire extinguisher training. Learn the correct way to use fire extinguishers effectively on different types of fires.
- Know when you should use the extinguisher and when to evacuate immediately - leave the firefighting to the professionals.
- If the fire is smaller than a five gallon garbage can, you can try using a fire extinguisher. If you don't control the fire within a few seconds, rescue yourself and others by leaving the area and calling for emergency assistance once you are clear of danger.
- Remember: you are not the only one who needs to escape. The sooner you call for help, the more likely it is that everyone in the building can be safely evacuated.

For additional information on fire safety-
please contact Environmental Health and Safety at 898-5126.