

# Campus Fire Safety

## If You Discover Fire or Smoke Remember: R.A.C.E.

Rescue: Remove anyone from immediate danger.

Alarm: Activate the nearest fire alarm pull station.

Contain: Close all doors to confine smoke and fire.

Extinguish/Evacuate: If the fire is small, and you have been trained in fire extinguisher use, you can attempt to extinguish a fire. Otherwise follow your Evacuation Plan and proceed to the nearest exit and designated area outside the building.

## Fire Safety Tips

- If You Catch Fire, Do Not Run!
  1. Stop where you are, and
  2. Drop to the ground, and
  3. Roll over and over to smother flames.
- Response to Fire Alarms
  1. Remain calm.
  2. Evacuate and stay with your class or office group.
  3. Notify University Police.
  4. Remember to take your class roster with you to the designated area.
  5. Once you have reached the designated area, report any missing person to University Police.
  6. Only return to the building when directed by University Police.



## Evacuation Reminders

- If leaving a room, feel the door with the back of your hand before opening it.
- Do not open any door that feels hot.
- Do not return to your area for personal belongings.
- If smoke is present, stay low. The best quality air is near the floor.
- Use the stairway or horizontal exit to evacuate.
- DO NOT USE ELEVATORS!
- Consider individuals with disabilities who may need assistance evacuating. Individuals with disabilities should exit to the next building or outside by horizontal egress (when available) or otherwise to stairway landing (considered an area of refuge).
- Notify University Police of any missing person and where they were last seen.
- Never allow the fire to come between you and the exit.
- University Police monitor all fire alarm signals and will respond.



- If You are Trapped In Your Office or Classroom
  1. Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
  2. Try to close as many doors between you and the fire as possible.
  3. Use the telephone to notify 9-1-1 and University Police of your problem and location.
  4. Be prepared to signal your location through the window.
  5. Do not open or break windows unless necessary to alert emergency personnel to your location or to escape.