



Fire or Explosion



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.



1 If You Catch Fire, Do Not Run!

- a. Stop where you are, and
- b. Drop to the ground, and
- c. Roll over and over to smother flames.



2 Response to Fire Alarms or Explosion

- a. Remain calm.
- b. Evacuate and stay with your class or office group.
- c. Notify University Police.
- d. Remember to take your class roster with you to the designated area.
- e. Once you have reached the designated area, report any missing person to University Police.
- f. Only return to the building when directed by University Police.



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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.

3 If You are Trapped In Your Office or Classroom

- a. Wedge wet towels or cloth materials along the bottom of the door to keep out smoke.
- b. Try to close as many doors between you and the fire as possible.
- c. Use the telephone to notify 9-1-1 and University Police of your problem and location.
- d. Be prepared to signal your location through the window.
- e. Do not open or break windows unless necessary to alert emergency personnel to your location or to escape.

