

Fire Emergency Procedures (Sample)

In case of fire do the following:

- Attempt to extinguish fire only if you can do so safely, using ONE Portable Fire Extinguisher.
- Leave fire area and close doors.
- Actuate nearest wall mounted fire alarm.
- Notify EMERGENCY 911
- Evacuate the building, and keep clear of the exits.
- Report to Police or Fire Officer if anyone is suspected of being in the building after general evacuation.
- Do not use elevators.
- When fire alarm sounds do the following:
- Evacuate the building quickly even though alarm is suspected to be false.

Note: It is mandatory for all University buildings to be evacuated upon sounding of the building fire alarm unless a test has been announced.

- Do not use elevators.
- Do not re-enter the building, keep clear of evacuated area until authorized by the Fire Officer or Police.
- Please familiarize yourself with the location of Fire Exits, Fire suppression systems and Fire Extinguishers in your area.

PLEASE POST



Be Responsible - Think Safety

