

ANNEX – F: FIRE OR EXPLOSION

If you discover fire on your floor:

- Manually activate the fire alarm system.
- Immediately exit the building, closing doors behind you (DO NOT USE ELEVATORS).
- Call 911 or from campus phone call 3411.

Once fire alarm is activated:

- Walk to the nearest exit (DO NOT USE ELEVATORS).
- Assist persons with special needs.
- Notify fire personnel if you suspect someone is trapped inside the building.
- Gather outside at an Emergency Assembly Area or stay at least 150 feet away from the building.
- Do not attempt to re-enter the building until instructed to do so by Campus Safety or the Fire Department.

If trapped in a room:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).

If caught in smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

If forced to advance through flames (which should be a last resort):

- Hold your breath. Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.

Using a fire extinguisher: If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.

- Pull safety pin from handle.
- Aim at base of fire.
- Squeeze the trigger handle.
- Sweep from side to side to side at base.

If there is an explosion:

- Take shelter against your desk or a sturdy table.
- Turn off or stabilize any laboratory process/experiment if it is safe to do so.
- Check for fire and other hazards
- Do not light matches.
- Exit the building as quickly as possible if it appears safe to do so. (DO NOT USE ELEVATORS.)

If you are trapped in debris:

- Use a flashlight to signal your location if possible.
- Avoid unnecessary movement so that you don't kick up dust.
- Cover your mouth and nose with anything you have on hand. Dense-weave cotton material can create a good filter. Try to breathe through the material.
- Tap on a pipe or wall so that rescuers can hear where you are.

- Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amounts of dust.

Please note: All employees, especially those in certain occupations, should learn to use a fire extinguisher. Personnel working in laboratories, facilities management, food service, and student services are encouraged to attend fire extinguisher training.