



## MONTHLY PREPAREDNESS TOPIC

### HOW TO PREPARE:

Familiarize yourself with your building.

Know the location of the nearest fire alarm pull box.

Know the location of at least two exits from your current position.

Count the doors or workspaces between you and the exit. In a power failure, it may be necessary to evacuate in the dark.

If you are above the first floor, know the evacuation stairwell that will help you reach the ground safely.

### IF YOU DISCOVER A FIRE:

**Sound the alarm** – Activate the nearest fire alarm pull station.

**Evacuate** the building immediately.

**Call 911** from a safe location and report the details of the fire.

**Extinguish** the fire if the flames are small and contained and you have received training on the use of portable extinguishers. If not, close the door to contain the fire.

Report to designated meeting area.

# FIRE

## RESPONSE TO FIRE OR ALARM:

**Do NOT** assume the alarm is a false alarm.

**STOP** what you are doing immediately, remain calm and follow instructions.

**EVACUATE**, using appropriate exits and escape routes.

**Use the stairs**; NEVER use an elevator when exiting.

Once outside, **proceed to designated assembly area** or at least 50 feet away from the building.

**Check in** with the authority of your building.

**Stay put** until the “ALL CLEAR” signal is given by firefighters, campus safety officers, or police officers.

If you should catch on fire, **STOP, DROP AND ROLL**.

