

Fire Procedures

Fire Prevention

- Keep exits and hallways clear and free of potential obstructions, such as boxes, desks, and bicycles.
- Do not overload outlets - plug one appliance into an outlet at a time.
- Avoid using extension cords whenever possible.
- Smoking is prohibited in all University buildings, including residences.
- Unplug coffee pots and hot plates before leaving the office for the day.

In the Event of a Fire

- If you smell smoke or detect a fire, activate the nearest alarm and call 911 or 5234 from a campus phone.
- Before opening any door, use the back of your hand to see if it is hot - if it is hot, leave it closed and stuff towels or clothes in the cracks and open a window.
- If the door is not hot, open it slowly (CAUTION: the doorknob may be hot) and be prepared to close it quickly if necessary.
- Stay low when moving through smoke and walk to the nearest exit.
- Exit the building quickly but cautiously.
- If you see or smell smoke in a hall or stairways, use another exit. Do not use elevators.
- Go directly to your building's Emergency Assembly Point.