



FIRE

EVACUATE BUILDING

Your best chance at surviving a fire emergency is to prepare yourself before an emergency occurs. Familiarize yourself with the emergency exits and safety equipment in the locations you frequently visit (classrooms, labs, residence halls, offices, etc.). The information provided below has been designed to assist in preparing for a fire emergency.

- When you notice a fire or hear the building fire alarm, exit the building immediately. Once you are safely away from the danger, **call 911**.
- Remember – smoke rises, and it is very toxic. If you encounter smoke, remain low and continue to exit.
- Use caution prior to opening doors. If the door is hot, consider another exit.
- USE THE STAIRS – DO NOT USE THE ELEVATOR.
- Activate the fire alarm pull station as you exit if it is safe to do so.
- Move well away from the building, and inform others in the area to stay away from the building.
- Do not re-enter the building or area until you have been instructed to do so by the emergency responders.
- ONLY use the portable fire extinguisher if you have been trained to do so. Fire extinguishers should only be used on small contained fires. If the extinguisher is ineffective, discontinue those efforts and evacuate immediately. The safety of people is our top priority.

IF YOU BECOME TRAPPED IN A ROOM/BUILDING DURING A FIRE:

- Remain calm and take action to protect yourself.
- Close the room doors, and place towels, sheets, or items of clothing along the bottom of the door. Wet these items before placing them if possible.
- Call 911 and inform them of your location. Then, call Campus Safety at (404) 504-1998.
- If a window is available, place a large piece of brightly colored fabric (shirt, coat, etc.) outside the window as a marker for rescue crews.
- If there is no window, stay near the floor where the air is less toxic.
- Make noise (tap pipes, bang furniture, blow whistle, shout, etc.) at regular intervals to alert emergency responders of your location.



**THEN CALL CAMPUS SAFETY
(404) 504 - 1998**

