Fire

1. Upon discovering a fire, explosion or smoke in the building, activate the fire alarm and notify the occupants of the fire. The nearest fire alarm box is ____________________________.
   *(Fill in the blank)*

2. Call 911.

3. You should immediately evacuate the building using your preplanned evacuation routes. Do not use elevators.

4. If possible, provide assistance to mobility-impaired individuals. If it is not possible for you to assist these individuals, call Public Safety at 852-6111.

5. Do not attempt to extinguish the fire.

6. Once out of the building gather at the preplanned assembly area located at ____________________________.
   *(Fill in the blank)*

7. Do not re-enter the building or leave the campus until told to do so by the Department Chair or the Building Emergency Coordinator.

8. If someone is injured during the fire or evacuation, call 911.

9. Report damage to the applicable Physical Plant office:
   
   o Belknap Campus: 852-6241
   o Shelby Campus: 852-5601
   o Health Science Center: 852-5695
   o Also, notify Risk Management at 852-6925.