

## **Information**

Fire Emergencies

## **Effective**

January 2003

## **Administrative Authority**

Senior Associate Vice President for Operations

## **Responsible Unit**

Office of the Fire Marshal

University of Louisville Department of Public Safety

2126 S. Floyd Street

Louisville, KY 40208

502.852.FIRE (3473)

[Michael.long.1@louisville.edu](mailto:Michael.long.1@louisville.edu)

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## **History**

Revision Date(s): June 30, 2016; September 16, 2021; April 17, 2025

Reviewed Date(s): June 2014; December 4, 2024

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## **Categories**

## **Statement:**

- Upon discovering a fire, explosion or smoke in the building, activate the fire alarm (if applicable) and notify the occupants of the fire.
- Dial 502-852-6111 or 911.
- Know the building name and address where you are located.
- Immediately evacuate the building using your preplanned evacuation route or nearest exit. Do not use elevators. Evacuation is mandatory.
- If possible, provide assistance to mobility-impaired individuals. If it is not possible for you to assist these individuals, call ULPD at 502-852-6111. Provide

accurate location and number of persons requiring assistance.

- Do not attempt to extinguish the fire unless you feel confident the fire is small enough for you to control and are familiar with the proper use of a fire extinguisher.
- Do not re-enter the building or leave the campus until told to do so by the Department Chair, Fire Department personnel, University Fire Marshal, ULPD, or the Building Emergency Coordinator.
- If someone is injured during the fire or evacuation, dial 502-852-6111 or 911.
- Report any damage to the applicable Physical Plant department either directly or through the Department Chair.

## **Reasoning:**

Fires can occur anywhere at anytime. Emergency procedures should be implemented when someone discovers a fire, or a fire alarm system activates.