

Information

Fire Emergencies

Effective

January 2003

Applicability

This procedure applies to the University Community (administrators, faculty, staff, and students), contractors, and visitors.

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)

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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

Categories

Reason for Procedure:

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

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.

Forms/Online Processes:

<https://louisville.edu/firesafety/fire-emergencies>