

What Faculty Should Do in the Case of a Fire

If You Hear a Fire Alarm

- Immediately evacuate the building with your class by the shortest and safest route.
- Do not stop or go back for belongings and do not use the elevators.
- As you evacuate the building, look for signs of fire, such as smoke or heat, coming from the stairwell. Be prepared to reroute to another stairwell or use an alternate exit route.
- Before opening a door, test the door with the back of your hand to determine if it is hot. If it is hot, do not open the door, and use an alternate exit route.
- Once out of the building, proceed to a pre-assigned location that is at least 100 feet from the building and out of the way of fire truck traffic.

If You Discover Smoke or Fire

- Pull the nearest fire alarm. Immediately evacuate the building by the shortest and safest route.
- Once out of the building, proceed to the pre-assigned location that is at least 100 feet from the building and out of the way of the fire truck traffic.
- Call 911 and describe the fire and conditions you discovered before you had pulled the fire alarm.

If You Are Trapped By Smoke or Fire

- Move to the nearest room that has outside windows and close all the doors behind you.
- Use clothing, towels, duct tape, or anything else that is available to seal the cracks around the door to reduce the potential of smoke entering the room.
- Call 911 and identify the room where you have taken shelter.
- Wait by the window and signal your location to the emergency responders outside the building.

Once You Have Evacuated

- If you are with a class, remain with the class at the pre-assigned location that is at least 100 feet away from the building. Determine if everyone from the class has evacuated. If someone is missing, notify the emergency responders.
- If you are not with a class, follow others to their pre-assigned location or stay at least 100 feet away from the building. Remain at that location until released from the scene by emergency responders.
- As soon as possible, notify your College Dean's office. Provide the Dean's Office with the information you know about the emergency.
- Follow all directions given by emergency responders.

