

## **AUBURN UNIVERSITY FIRE EMERGENCY ACTION GUIDELINES**

### **Before A Fire Emergency**

Familiarize yourself with the locations of at least two exits in your area of the building. Know where the nearest fire alarm pull stations and fire extinguishers are located.

### **What To Do If You Discover A Fire**

1. If the building does not have a fire alarm system, and you discover smoke or fire, exit the building immediately. Alert others on your way out of the building to advise others. From a safe location call 911 to report the emergency. Be sure to give the name of the building and location of the fire.
2. In buildings equipped with a fire alarm system, if you smell or see smoke or evidence of fire, or detect a gas leak, activate the fire alarm by pulling the closest fire alarm pull station. If you hear the fire alarm you must evacuate the building as required by the State Fire Prevention Code 1, Section 3-1.4.1. **Assume all alarm activations are real.**
3. Remove any person in immediate danger if possible without endangering yourself.
4. Before opening doors, feel the door with the backside of your hand to see if it is hot. If it is not, open it slowly. If conditions allow, proceed to the nearest exit. If smoke is too heavy do not enter, find another exit.
5. Exit the building immediately. Do not lock doors behind you.
6. In a multiple story building, use stairwells to exit the building. Never attempt to use an elevator.
7. Call 911 from a safe location (Give the location of the fire). Even if your building has a monitored fire alarm system, you must still call 911 to report the alarm. Remember although the system may be monitored, equipment malfunctions can occur.
8. If conditions will not allow you to exit your room, stay in the room, remain calm, and close the door. Call 911, give your location and situation, and wait for the fire department to assist you. Place a towel, sheet or article of clothing along the bottom edge of the door. Wet the item if possible. Slightly open a window and hang a cloth article such as a sheet, towel or clothing out the window to let the fire department know where you are. The air is fresher near the floor so remember to stay low in smoke filled areas.
9. Everyone evacuating the building must report to a safe meeting area, located at least 200 feet from the building. The purpose of this is to ensure everyone is out of the danger zone and to provide adequate working areas for fire department vehicles and fire suppression operations.
10. The Auburn Fire Division will perform search, rescue and fire suppression operations as needed.
11. **Do not re-enter the building** until the fire department has completed their work, determined the building is safe, and permission to re-enter has been given by the Auburn Fire Division.
12. Remember fire safety is everyone's responsibility.