**Fire Procedures**

When the alarm is activated, the Control Center will immediately make all necessary notifications to the proper authorities. All employees and students will start to evacuate, and upon evacuation everybody must report to the assigned Assembly Area.

a. **If you discover fire on your floor:**
   - Manually activate the fire alarm system.
   - Immediately exit the building, closing doors behind you (DO NOT USE ELEVATORS).
   - Call 911.

b. **Once fire alarm is activated:**
   - Walk to the nearest exit (DO NOT USE ELEVATORS).
   - Assist persons with special needs.
   - Notify fire personnel if you suspect someone is trapped inside the building.
   - Gather outside at a designated assembly area, and do not attempt to re-enter the building until instructed to do so by the Emergency Coordinator or authorities.

c. **If trapped in a room:**
   - Wet and place cloth material around and under the door to prevent smoke from entering the room.
   - Close as many doors as possible between you and the fire.
   - Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).

d. **If caught in smoke:**
   - Drop to hands and knees and crawl toward exit.
   - Stay low, as smoke will rise to ceiling level.
   - Breathe shallowly through nose and use a filter such as a shirt or towel.

e. **If forced to advance through flames (which should be a last resort):**
   - Hold your breath. Move quickly.
   - Cover your head and hair with a blanket or large coat.
   - Keep your head down and your eyes closed as much as possible.

f. **Using a fire extinguisher:** If you have been trained and it is safe to do so, you may fight small fires with a fire extinguisher.
   - Pull safety pin from handle.
   - Aim at base of fire.
   - Squeeze the trigger handle.
   - Sweep from side to side to side at base.

g. **If there is an explosion:**
   - Take shelter against your desk or a sturdy table.
   - Turn off or stabilize any laboratory process/experiment if it is safe to do so.
   - Check for fire and other hazards
• Do not light matches.
• Exit the building as quickly as possible if it appears safe to do so, or if directed by the Emergency Coordinator or the Fire Department. (DO NOT USE ELEVATORS.)

h. **If you are trapped in debris:**
• Use a flashlight to signal your location if possible.
• Avoid unnecessary movement so that you don’t kick up dust.
• Cover your mouth and nose with anything you have on hand. Dense-weave cotton material can create a good filter. Try to breathe through the material.
• Tap on a pipe or wall so that rescuers can hear where you are.
• Use a whistle if one is available. Shout only as a last resort – shouting can cause a person to inhale dangerous amount of dust.