# Emergency Response and Occurrence

**STEP 1**
Activate Alarm

- In the event of a fire, activate the nearest fire alarm.
- Take appropriate actions to ensure your personal safety.

**STEP 2**
Dial 911 from any hard-wired campus phone or 397-4239 from a cell phone

- From a safe location dial 911 from any hard-wired campus phone or 397-4239 from a cell phone to notify the University Police of the emergency.
- Give your name and the exact location of the fire (room, floor, etc.). Be sure to stay on the phone until released by the emergency operator.
- If you are unable to leave the building make every effort to call 911 and inform the emergency operator of your exact location within the building. Move to a room with a closing door as far from the fire as possible. Check any door that you open with the back of your hand to see if the door is hot - do not open a door that feels warm to the touch.

**STEP 3**
Evacuate the Building

- Ensure those in the general vicinity are aware of the evacuation.
- Evacuate the building quickly and calmly by way of the nearest exit. Shut off any major equipment or electronics before leaving if possible. Shut doors behind you to reduce the spread of fire. If there is heavy smoke, stay as close to the floor as possible.
- **DO NOT USE ELEVATORS!**
- Upon exiting, proceed to a safe distance from the building. Keep clear of emergency vehicles. If possible report to the designated evacuation area for your building. Stay with the group from your area or with your class.
- Do not reenter the building until the "all-clear" has been given.

**STEP 4**
Evacuation for the Disabled

- Escort persons unable to negotiate stairs to area near emergency exit staircase. After the staircase is clear of traffic, move them onto the landing of the emergency stairwell. Do not attempt to move them down the stairs.
- If you have information regarding the location of any individuals unable to evacuate the building, provide that information to arriving emergency personnel.
- Be aware and prepared. All campus community members should plan their evacuation before a fire breaks out. Never ignore the smell of smoke or an alarm.

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Updated March 8, 2006 by Michael Blevins