

## FIRES

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### Immediate Response

1. Notify and evacuate any people in immediate danger.
2. Attempt to extinguish the fire with an extinguisher if possible. If possible, unplug equipment that is on fire or in danger of catching fire. If it is not possible to extinguish the fire, exit and close doors as you leave to contain the fire. Notify individuals in adjacent areas that there is a fire.
3. **Pull the fire alarm** at the station nearest to you. Alarm stations and extinguisher locations are indicated on the floor plans provided at the back of this booklet.
4. Evacuate using stairs, not elevators. If the area is smoky, crawl under the level of the smoke. If your clothes or those of any other person catch fire, **stop, drop, and roll**.
5. **Call 9-911 immediately**. Tell the dispatcher where the fire is located, its severity when you left, and your extension. **Do not** hang up until they tell you to do so.
6. After they say you can hang up, notify the University Librarian's Office (3-0790) during the day and Campus Police (9-911) at night.
7. Try to keep people from entering the building.

### If you are trapped:

1. Wedge cloth material along the bottom of the door to keep smoke out. If possible, wet it first.
2. Close as many doors as possible between you and the fire.
3. If windows are closed and you must have air, open the window. **Do not** break the window if it will make it impossible to close the window again.
4. Feel the top of any door before opening it. If it is warm or hot, **do not** open the door.
5. If you are trapped, attempt to use the phone to let authorities know that you are trapped.

### Additional Notes:

1. **Do not** lock doors behind you when closing them.
2. **Do not** use elevators, plumbing, or gas.
3. **Do not** allow the fire to come between you and your exits.