



Fire Safety Guidelines For Building Occupants

Building occupants are required by law to evacuate a building when a fire alarm sounds.

In the event of a fire:

- ♦ Gather and take with you important personal items when you evacuate: identification, medication, keys, and appropriate clothing
- ♦ Leave the building immediately, and if the fire alarm is not sounding activate a pull station
- ♦ Do not use elevators
- ♦ From a safe location on campus, call 911 and report the fire
- ♦ Proceed to the designated Emergency Assembly Area
- ♦ On your way out of a building, warn others nearby
- ♦ Do not re-enter the buildings until you have been instructed to do so by the emergency responders
- ♦ No one may shut off a fire alarm system during a fire emergency without the permission of the fire department officer in charge
- ♦ If you have been trained and are able to safely extinguish a fire, do so
- ♦ If you are unable to extinguish a fire, leave the area immediately and activate a pull station



Department of Public Safety

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