

  
**EMERGENCY PLAN**  
**for**  
**FIRE EMERGENCY**

In the event of a fire, smoke from a fire, or detection of natural gas:

- Pull the fire alarm.
  - Upon initiation of the fire alarm system, flashing strobes will occur and an automated evacuation message will follow.
- Evacuate students, employees, and visitors from building.
  - Elevators must not be used as they can become disabled during a fire alarm resulting in entrapment.
  - Stoves or heating elements must be shut down prior to evacuation.
  - If possible, close doors to classrooms and offices to keep fire from spreading.
  - Do not engage individuals who refuse to evacuate, but notify Campus Police immediately.
  - Use the nearest stairwell in multi-floor buildings and exit from the building.
  - Persons with disabilities must evacuate to the nearest stairwell and use the emergency phone located in hallways and classrooms to contact Campus Police to request assistance. Refer to [Evacuation/Relocation of Persons with Disabilities Procedures](#).
  - Building/Floor Captains will assist Campus Police by helping individuals evacuate and looking out for anyone needing assistance.
- If trapped by fire, follow [Shelter-in-Place Procedures](#).
- Evacuees must move away from building entrances and roadways to allow emergency personnel to have access to the building.
- Do not re-enter buildings until they are declared safe by the fire department, Campus Police, or the Safety and Risk Manager.
- Unless told otherwise, all fire alarms must be treated as an emergency.

Campus Police or Safety and Risk Manager:

- Notifies fire department or emergency services, if needed.
- Meets with emergency officials as soon as possible.
- Upon consultation with appropriate officials, individuals may be moved to a relocation center in a nearby building if weather is inclement or building is damaged.
- Notifies employees, students, and visitors of termination of emergency.

**\*Annual fire drills will be conducted by Campus Police in all buildings.**