

## **Fire Emergency**

While fires are rare on campus, they do occur both on and off campus each year. Prevention is the key to fire safety. Remember, it only takes a few minutes for a small flame to become an out of control fire that consumes an entire room, apartment, or other space.

### **If a fire occurs ON campus:**

If a burning odor, smoke and/or flames are present, **EVACUATE** the building **IMMEDIATELY**.

Feel doors with the back of your hand for heat before opening them. If the door is hot, do not open it. Find a different way out, such as a window or alternate hallway.

As you leave the building, pull a manual fire alarm box to activate the fire alarm system.

If it is safe to do so, close doors as you leave the building to help contain the smoke and fire, as well as secure your office space or room.

Remember: **DO NOT** use elevators.

Remember: If there is smoke, crawl on your hands and knees as you leave the building. If possible, keep your mouth covered as you leave the building.

Report to the building's assembly point, or follow the directions of emergency personnel. Be prepared to assist others as you evacuate.

Once you are a safe location, contact University Police (334-7675), and advise them of the situation (location, what you saw, if someone is trapped, etc...).

**DO NOT** re-enter the building for any reason. Stay away from the building, parking lot and roadway around the building for your safety. Emergency personnel or University Police will provide further instructions and inform you when it is safe to re-enter the building.

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### **Fire Alarms:**

If the audible fire alarm sounds, evacuate the building immediately.

**Remember:** There is never a false alarm. The fire alarm is going off for a reason. While it may not be a fire, you do not know that until the building is searched. **ALWAYS** treat fire alarms as if there is a real fire. **DO NOT** wait until it is too late to leave; your life could depend on it.

## **Prevention:**

Simple steps can help keep you and those around you safe by preventing a fire. While you are on campus, remember that items with an open flame (such as candles) or an open heat source (such as hot plates) are prohibited. Household extension cords should never be used, and only commercial extension cords are approved for temporary use. Appliances (such as toasters and coffee makers) that are designed for household use only are also prohibited. Make sure you keep your workspace or living area clean, allow at 36 inches of space around any heat source (such as a space heater). Ensure that emergency exits are not blocked by boxes, bags, or other items. Finally, you should never leave any food being cooked unattended. This includes food being prepared in microwave ovens.

While off campus, many of the same rules used on campus apply in the same ways. While items such as candles may not be prohibited, they can still be dangerous if not used properly. Never leave open flames or heat sources unattended. Items such as household extension cords can pose a fire hazard, and should be avoided. Remember to regularly check your smoke detectors, and replace the batteries.

**Are you insured?** - Make sure you have insurance to cover property damage. For example, if you rent an apartment or a house, you should have renters insurance. Visit <http://www.ncdoi.com/> for more information.

### **For more information on fire safety, contact the following:**

#### **On-campus:**

Environmental Health and Safety: 334-7992

Emergency Management: 285-2405

#### **Off-campus:**

Contact your local fire department: Guilford Co. FD 336-641-7565