

## **Fire Evacuation**

As a rule, if you discover any type of fire/smoke or hear an audible alarm (bell, horn, etc.) in your area, treat the situation as an emergency. If the alarm system has not been activated, do so immediately. Contact University Police (262-8000) or Boone Fire Department (9-911) and evacuate the building. If time permits, warn others as you leave. If remaining in the area long enough to activate the alarm, contact emergency response personnel or warn others, would place you in danger. **EVACUATE THE BUILDING IMMEDIATELY.** Move to a safe location such as an emergency blue light telephone or another building that is unaffected by the emergency. Continue with the following procedures:

- Contact University Police (262-8000) or Boone Fire Department (9-911). Describe the nature, extent and location of the emergency situation (e.g. fire/smoke present or alarm sounding).
- Await the arrival of Fire Department personnel and University Police at the pre-designated evacuation meeting point.
- Inform arriving emergency personnel of any areas where occupants may still be located inside the building ( e.g. , mobility impaired, trapped, or injured).
- Remain outside the building while emergency personnel inspect the premises, extinguish fires, remove trapped individuals and restore the alarm system.
- Do not re-enter the building until Fire Department Officials, University Police, or other designated safety personnel communicate that it is safe to return.

*For additional information regarding emergency evacuation and fire prevention please see visit the ASU Resource Manual Procedure 2 Fire Prevention and Emergency Action.*