

## **FIRE EMERGENCY**

\*\*\*Always take fire alarms seriously\*\*\*

### **Fire Safety Tips**

1. Know your exits.
2. Keep exit paths clear.
3. Know where the nearest fire alarm and fire extinguisher are located.
4. Never leave an open flame unattended.
5. Never overload electrical power strips or continue to operate defective equipment.

### **If You Discover a Fire**

1. Manually activate the nearest fire alarm system.
2. Immediately exit the building, using the stairs and closing doors/windows behind you.
3. DO NOT use elevators.
4. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).
5. Assemble in the designated area as instructed by the Residence Life staff (RA's, RD's etc.) and/or Public Safety Officers.
6. Do not attempt to re-enter the building or leave the premises until instructed to do so by the Residence Life staff, Public Safety or emergency personnel.

### **Once Alarm is Activated**

1. Walk quickly to the nearest exit, closing doors between you and the fire.
2. If possible, assist people who have special needs. Contact Public Safety for assistance.
3. Notify fire personnel if you suspect someone is trapped inside the building.
4. Assemble in the designated area as instructed by the Residence Life staff (RA's, RD's etc.) and/or Public Safety Officers.
5. Do not attempt to re-enter the building or leave the premises until instructed to do so by the Residence Life staff, Public Safety or emergency personnel.

### **If Trapped in a Room/Building**

1. Close as many doors and windows as possible between you and the fire.
2. Place cloth material (wet if possible) around or under the door to prevent smoke from entering the room. Duct tape may also be used as an alternative to seal the room.
3. Attempt to signal to someone outside the building.
4. Contact Public Safety by dialing (518) 783-2999 (from a cell phone) or 911 (from a campus phone).

## **FIRE EMERGENCY CONT.**

### **If Caught in Smoke**

1. Drop to hands and knees, and crawl towards the nearest exit.
2. Stay low as smoke will rise to ceiling level.
3. Hold your breath as much as possible.
4. Breathe shallowly through nose, and use a filter such as a shirt or towel.

### **If Forced to Advance through Flames**

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.
5. If your clothing catches fire, immediately STOP, DROP and ROLL to smother the flames. If someone else's clothing catches fire and they are in a panic, knock that person to the floor and roll them around to smother the flames.

### **Using a Fire Extinguisher**

1. Report the fire first (Call "0" from any campus phone, or call 740-587-6777 from a cell phone off campus).
2. Use a fire extinguisher only if you have been trained to do so. Improper use of an extinguisher can increase the hazard.
3. If you have any doubts of your ability to fight the fire, exit immediately.
4. If you decide to use a fire extinguisher, place yourself between the fire and your exit from the area.
5. To use the fire extinguisher, follow the **PASS** method:

**P**ull the pin. This will break the tamper seal if one is provided.

**A**im low, pointing the extinguisher nozzle (or the horn or hose) at the base of the fire.

**S**queeze the handle to release the extinguisher agent.

**S**weep from side to side at the base of the fire until the fire is out. Watch the area.

If the fire re-ignites, repeat the steps above.