

In Case of Fire

The most important thing to remember in case of fire is to stay calm. Know your building exits.

IF YOU HEAR A FIRE ALARM OR SEE FIRE

- Immediately evacuate the building via the shortest and safest route
 - Close (but do not lock) doors as you leave.
 - Activate the fire alarm system at the nearest pull station *as you exit*.
 - Knock on doors and yell “fire” as you depart.
 - Do not use elevators (unless instructed to do so by fire department responder).
 - If you are unable to use stairs, wait by stairs or a designated area of rescue (as long as it is safe to do so)
 - Do not hesitate or stray from your egress path or go back for belongings.
 - If you must exit through smoke, keep as low as possible – crawl if necessary.
 - Before opening a door, test it with the back of your hand. If the door is warm or you notice smoke coming through, use an alternative escape route.
- If you are trapped inside during a fire emergency, close all doors between you and the fire. Stuff items into cracks around the doors to keep out smoke. If you have access to a phone call 911 and report exactly where you are. Wait by a safe window and signal for help (wave a light colored cloth) and/or post a sign on the window. It is not safe to break the window. Ensure doors are closed and cracks sealed around door before attempting to open a window. Open only slightly. Be prepared to close again if smoke starts to come in.
- Use of fire extinguishers by trained individuals is optional. Use the extinguisher only for small (trash can size fire). Yell out for help. Keep exit behind you. Upon emptying the extinguisher, immediately exit. Do not go back/re-enter the space if fire is still present. Activate the fire alarm pull station.

ONCE YOU HAVE EVACUATED

- From the nearest phone in a safe area, call 911 unless responders are already on scene.
- Await emergency response personnel at a safe location and direct them to the scene. Do not re-enter the building until instructed to do so by the Fire or Police department.
- If you suspect that someone is missing or trapped, contact firefighters on scene or at the fire engine, police officers or ambulance personnel.
- Report/check-in to the person who is taking roll for your department/area.

Inhalation of toxic by-products and lack of oxygen are the main causes of death in fire emergencies.

Re-entering a smoke filled building is dangerous.

After the incident is over contact KSU Environmental Health and Safety (785) 532-5856 to report the fire, complete an incident report, and obtain a new fire extinguisher if needed.

Report any fire event even if it was extinguished with no damages.