IMMEDIATE ACTION

1. ACTIVATE THE FIRE ALARM (Alarm alerts Security)

2. DIRECT SOMEONE TO CALL 911
   The Circulation Supervisor will usually do this.

3. EVACUATE THE BUILDING
   Do what you can to evacuate the building without putting yourself in harm’s way. If necessary, use bullhorns to direct occupants to:
   - Evacuate the building using the nearest exit
   - There are fire exits on the sides of the building
   - Do not use the elevators

   Persons unable to use stairs should be directed to enter a fire escape stairwell and wait for assistance.

STAFF RESPONSIBILITIES DURING EVACUATION

Individual departments are encouraged to discuss department-specific evacuation plans for their areas.

Main Floor:
- Circulation Supervisor:
  - directs someone to call 911
  - locks the safe and cash drawer and takes the key
  - designates someone to take the red flag to the assembly area on the sidewalk between Hemmingson and Mulligan Field
  - is the main contact for Security and the Fire Department
- Info Desk staff take the bullhorn (right lower drawer) outside to direct occupants away from the building and toward the designated assembly areas.
- All personnel encourage other occupants to evacuate as you head toward the nearest exit.

Second Floor:
- Disability Access personnel will direct 2nd floor occupants to evacuate using the nearest exit.
- If it is safe to do so, a staff member may walk through the 2nd floor toward the west fire tower exit and encourage other occupants to evacuate, especially students in the study rooms.

Third Floor:
- Encourage other occupants to evacuate as you head toward the nearest exit.
- If necessary, use a bullhorn (Admin Office) to direct occupants to evacuate using the fire escape stairwells on either end of the building.

Lower Level:
- ILL staff takes the red flag to the assembly area in front of Herak.
- All personnel encourage other occupants to evacuate as you head toward the nearest exit.
OUTSIDE THE BUILDING

- **Designated Assembly Areas**: South side of Hemmingson / In front of Herak
- Use the bullhorn to direct people away from the building and to the assembly areas
- Ask someone to monitor the ramp to prevent people from entering/reentering
- The Circulation Supervisor or Info Desk staff is the main contact for Security and the Fire Department.
- Wait for the "All Clear" signal from Security or the Fire Dept. before re-entering the building. Use the bullhorn to announce “All Clear”

GENERAL FIRE SAFETY INFORMATION

WHILE EXITING

- Check doors for heat or smoke before opening. Close doors after passing through.
- Do not lock interior doors. Locked doors could preclude return should the fire prevent exit.
- If smoke is encountered, crawl rather than walk. Air is cooler and less toxic nearer the floor.
- If smoke is present in a stairwell, do not enter the stairwell. Choose another route.
- To extinguish burning clothes; stop, drop, and roll. If available, wrap with blanket or coat.
- Persons with disabilities who cannot use stairs should be directed to shelter in place or enter a fire escape stairwell and wait for assistance. Inform the Fire Department and/or Security of the location of this person.
- Do what you can to evacuate the building without putting yourself in harm’s way. Building occupants are required to leave the building when the fire alarm sounds. Persons not following this mandate are in violation of fire code and may be found guilty of a misdemeanor. Most importantly, they may place themselves or others in jeopardy.
- After exiting, move to established meeting areas.

TRAPPED IN WORK AREA

- Seal door/window cracks and ventilation grills with tape (preferably duct tape) or towels and/or clothing (preferably wet) to keep smoke out.
- If there is smoke in the room, open the window to let it out. To signal rescuers, hang a large article of clothing out of a corner of the window. Close the window again and seal cracks. Keep window closed to prevent outside smoke from entering.
- Do not break the window unless the room has been invaded by smoke and you must get air to survive.
- Stay close to the floor for air for cooler, less toxic air.
- Call the emergency phone number (911) to report your fire location.
- If it is necessary to filter smoke, tie a towel or clothing (preferably wet) around the nose and mouth.
- Do not jump from windows or other high locations.