CAMPUS FIRE EMERGENCIES

1. **Remove all personnel** (students, visitors, and employees) from the immediate danger area.

2. **Pull the nearest fire alarm.** A tripped alarm is automatically signaled to the Campus Police Station.

3. **Call Rice University Police at 713-348-6000** and give them
   - **exact location** of the fire (building, floor, and room number)
   - **type of fire** (electrical, flammable liquid, trash, etc.)
   - **extent of fire** (severity of fire and/or amount of smoke)
   - **your name and telephone number.** Remain on the telephone until the dispatcher releases you or hangs up.

4. **If the fire is small and somewhat contained, you may attempt to extinguish the flame with a fire extinguisher.**
   Pull the pin, Aim the nozzle, Squeeze the handle, Sweep the nozzle.

5. **Confine the fire and smoke** by closing all windows and doors. **DO NOT LOCK THE DOOR.** **LEAVE THE CORRIDOR AND ROOM LIGHTS ON.**

6. If possible, **shut off all non-essential oxygen, gas and electrical appliances** in the area and remove any hazardous material.

7. **Evacuate the building** using the nearest enclosed stairway or ground exit (take personal belongings with you). **Do not use the elevators.**

8. **Re-enter** the building only **after the all clear is signaled** by repeated intermittent sounds on the building alarm system.

*modified with permission from [http://safety.rice.edu/emergency_procedures.htm](http://safety.rice.edu/emergency_procedures.htm)*