

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*