FIRE EVACUATION PROCEDURES
BACA – 1ST FLOOR

PLAN AHEAD:
- Know where the fire alarms are located
- Count and remember the number of doors to each exit
- Know where all exits are located

IF YOU DISCOVER A FIRE:
- Shut door to prevent fire from spreading, if possible
- Pull the nearest alarm
- Leave the building by the nearest exit
- Call Campus Police at x911 or x5434
- Do NOT attempt to put out fires or rescue others unless you can do it safely.

WHEN THE ALARM SOUNDS OR WARNING IS GIVEN:
- Always presume it is the real thing!
- For your safety, it is mandatory to evacuate when the alarm sounds.

Campus Police will handle anyone not complying with these procedures. Check the door and door handle for heat and the corridor for smoke.

IF DOOR IS HOT:
- From within your room, check for smoke seepage around the door cracks.
- Feel the inside door surface. If it is hot, DO NOT OPEN!
- If you live on the first floor, remove screen and climb out the window.
- If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
- Hang a towel or sheet out your window to signal rescuers.
- Grab a wet towel and place over head and face if smoke is heavy.

IF DOOR IS COOL:
- If your door seems cool, cautiously open it with your body braced solidly against it. While one hand is on the handle, hold the other hand over the door opening to detect any blast of in-rushing heated air.
- In your room, close all windows
- Open all drapes, pull blinds to the up position.
- Turn all lights off
- Put on shoes and other clothing or grab a blanket
- Close room door behind you and leave it unlocked
- Exit in an orderly fashion. Stay low to the ground if the smoke is heavy in the air.

MEETING LOCATION:
- Meet at the SAC Parking Lot.
- Re-enter the building only after the “all clear” signal has been given.

EMERGENCY NUMBERS
EMERGENCY  x911
CAMPUS POLICE  x5434