

FIRE

Simple Steps to Follow

ALWAYS REMEMBER!

- Stay calm.
Do not panic.
- Walk! Do not run.
- Use the stairs.
Do not use an elevator.
- Use judgment to assess the safest course.

PLAN NOW!

- Know several escape routes.
- Know location of alarms/extinguishers.
- Keep your emergency contact info current at StanfordYou.
- Know your Emergency Assembly Point (EAP).
- Know your Building Evacuation Response Team (BERT) member and Building Manager.

1. PULL ALARM

If you witness (see, smell, etc.) a fire, **PULL ALARM**.

2. EVACUATE BUILDING

During a fire, **EVACUATE** the building; if safe, **TAKE VALUABLES** with you (keys, cell phone, wallet, prescription drugs, etc.); **DO NOT USE THE ELEVATOR**; test doors with the back of your hand before opening them – if door is warm or if you notice smoke, use an alternative escape route; if your Building Manager or BERT member issues specific instructions, follow them.

3. SHUT DOORS

As you exit your area, **SHUT DOORS** but **DO NOT LOCK** them; this will help isolate the fire.

4. KEEP LOW

If smoke is present, **CRAWL** on the ground to avoid breathing in smoke; if visibility is poor, use the wall to help guide you to the nearest exit.

5. REPORT TO EAP

ASSEMBLE AT YOUR EAP; report hazards and/or injuries to a representative at the EAP; follow instructions issued by an official at the EAP; if you are away from your normal work/study place, assemble at the EAP where you are visiting and follow that EAP's instructions; **DO NOT REENTER** the building until instructed.

6. STAY INFORMED

KEEP APPRAISED of the situation by staying in touch with your Building Manager, reading AlertSU texts, listening to AlertSU voicemails, and visiting Stanford's emergency website; **DO NOT LEAVE** campus or work/study from an alternative location unless requested; obtain information only from an **AUTHORIZED STANFORD UNIVERSITY SOURCE**.