

TRAPPED INDOORS DURING A 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. CALL 911 / PULL ALARM

If a phone is nearby, **CALL 911** (mobile phone), 9(911) (campus phone), or 286 (SoM /hospital phone); provide your name, phone number, location (building name, address and room number); **STAY CONNECTED WITH DISPATCHER** until you have been instructed to hang up; **PULL ALARM** if within reach.

2. KEEP LOW

To avoid breathing in smoke or toxic gases, **STAY LOW** to the ground; crawl if you need to move about.

3. CLOSE DOORS AND COVER OPENINGS

To keep out smoke/fire, **CLOSE DOORS** (suite and/or office); **DO NOT LOCK** them; place clothing, paper or soft material in gaps around doors and wet with any available non-flammable liquid.

4. KEEP WINDOWS CLOSED/DON'T BREAK

DO NOT OPEN OR BREAK windows; doing so could draw smoke and gas into the room.

5. POST HELP SIGN (if trapped inside building)

Make a large "HELP" sign with your location; **POST SIGN** in the nearest window facing outwards (towards the street, courtyard, etc); doing this will help emergency personnel locate you.

6. STOP, DROP AND ROLL

If your clothing catches on fire **STOP, DROP** and **ROLL** to smother the fire.