

FIRE/FIRE EXTINGUISHER

If You Should Discover a Fire

- Alert people in the area and immediately activate the fire alarm at the closest pull station.
- Call Emory Police at 911 from any campus phone or 404.727.6111 to provide details of the fire location.
- Quickly assess the fire and determine if it can be extinguished safely using a fire extinguisher. If you cannot extinguish the fire, immediately exit the building.

During an Alarm

- Evacuate the building immediately by using the closest exit and go to the “outside designated meeting location.”
- Never take the elevator during a fire. You may be trapped if the power goes out.
- Before opening any door, feel the handle and door with the back of your hand for heat. If the door is hot, do not try to open it. Find another route to evacuate the room or building.
- Leave quickly, closing unlocked doors as you go to contain fire and smoke.
- If you encounter smoke or flame during your escape, use another exit. Heat and smoke rise, so cleaner air will be near the floor. Get as low as possible to the floor and move toward the exit.
- Do not re-enter the building.

If you have limited mobility, including a chronic medical condition, you should do the following:

- Plan ahead for possible evacuations.
- During evacuation, let the closest person to you know that you need assistance leaving the building. Look for “areas of refuge,” like stair enclosures or the other side of corridor fire doors.

If Trapped in a Room

- If there is a telephone in the room where you are trapped, dial 911 and provide your exact location.
- Wait at a window if possible and signal for help by waving an object that can be seen from a distance.
- If you cannot escape safely, protect yourself by closing as many doors as possible between you and the fire.
- Seal all cracks where smoke can enter by using wet materials—jackets, towels, etc.

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Fire Extinguisher: Use the PASS Technique

1. HOLD EXTINGUISHER UPRIGHT AND PULL THE RING (SAFETY) PIN



2. STAND BACK FROM THE FIRE AND AIM AT THE BASE OF THE FIRE NEAREST YOU



3. SQUEEZE HANDLES TOGETHER AND SWEEP THE EXTINGUISHER STREAM SIDE TO SIDE



REMEMBER THIS SIMPLE WORD -
P A S S

PULL **AIM** **SQUEEZE** **SWEEP**