A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the Fire Department by dialing 911. As soon as it is safe to do so, page or radio Tony Santana or a Maintenance staff member. A Student Manager will work with Maintenance representatives and emergency responders to provide information about the location of the fire, the cause of the fire, and to assist in a safe and orderly evacuation of the building.

Immediate Action
1. For the person discovering the fire, remember R-A-C-E:
   A. REMAIN CALM, and RESCUE anyone in immediate danger.
   B. ALARM—pull the nearest fire alarm.
   C. CONTAIN the fire—close all doors but do not lock them—and CALL 911
   D. EXTINGUISH the fire only if you can do so safely and quickly, and EVACUATE the building using established procedures.

   After the fire is extinguished, call 911, if you have not already done so.

2. For occupants of the building:
   A. Close, but do not lock the doors to your immediate area.
   B. EVACUATE the building via the nearest exit. Assist others in exiting the building.
   C. DO NOT use elevators.
   D. Avoid smoke-filled areas.

3. For persons evacuating from the immediate fire area:
   A. Feel door from top to bottom. If it is hot, DO NOT proceed; go back.
   B. If door is cool, crouch low and open the door slowly. Close door quickly if smoke is present so you do not inhale it.
   C. If no smoke is present, exit the building via the nearest stairwell or exit.
   D. If you encounter heavy smoke in a stairwell, go back and try another stairwell.

Decision
The responding Fire Department Incident Commander will control and make decisions at the scene of the fire. The Fire Department will decide when to turn control of the scene back to the University. The University Police will decide when to turn control of the scene back to the facility tenant(s).

Subsequent Procedures/Information
Depending on the nature and degree of the fire incident, other support agencies and University resource units may be brought in for service or assistance. For more information on fire safety and evacuation procedures for a University building, consult the Newcomb evacuation plan.