

Fire and Fire Related Emergencies



If you discover a fire or fire related emergency immediately follow these procedures:

- Activate the building alarm (pull fire alarm)
- Notify Public Safety (ext. 9-911)
- Isolate the area and evacuate the building
 - Shut down equipment in immediate area, if possible
 - Close doors to isolate area
- Use portable fire extinguisher to:
 - Assist oneself or another to evacuate
 - Extinguish/control small fire, (If trained)



If the fire alarms are ringing in your building:

- Evacuate the building
- Move at least 200 feet from the building
- Stay clear of driveways, sidewalks and other access ways to the building
- Do not re-enter the building until directed to do so.



If you are a supervisor:



- Try to account for your employees and report any missing persons to the emergency personnel at the scene.
- Assist emergency personnel as may be requested
- Follow any special procedures established for your unit.

For Delegation of Authority in Emergency Situations refer to University Policy 7-6.

[Http://www.udel.edu/ExecVP/polprod/7-6.html](http://www.udel.edu/ExecVP/polprod/7-6.html)

