Fire Evacuation

If you discover any type of fire/smoke or hear an audible alarm (bell, horn, etc.) in your area, evacuate the building immediately and treat the situation as an emergency. Occupants are required to evacuate the building during alarm situations. This includes fire drills. If the alarm system has not been activated, do so immediately. Contact Boone Fire Department (911 or 9-911 from campus phones) and evacuate the building. If time permits, warn others as you leave. If it would place you in danger to remain in the area long enough to activate the alarm, contact emergency response personnel or warn others, **EVACUATE THE BUILDING IMMEDIATELY.** Move to a safe location such as an emergency blue light telephone or another building that is unaffected by the emergency. Continue with the following procedures:

1. **a)** Contact Boone Fire Department (911 or 9-911 from campus phones). If a telephone is unavailable, University Police can be contacted by activating any of the campus Emergency Blue Light Telephones. Describe the nature, extend and location of the emergency situation (e.g. fire/smoke present or alarm sounding). Await the arrival of Fire Department personnel and University Police at the pre-designated evacuation assembly area.
2. **b)** Inform arriving emergency personnel of any areas where occupant may still be located inside the building (e.g. mobility impaired, trapped, injured or unaccounted for individuals.)
3. **c)** If requested, provide University Police and Boone Fire Department personnel with keys.
4. **d)** Remain outside the building while emergency personnel inspect the premises, extinguish fires, remove trapped individuals and restore the alarm system.
5. **e)** Do not re-enter or allow others to re-enter the building until Fire Department Officials, University Police, or other designated safety personnel communicate that it is safe to return.

*For additional information regarding emergency evacuation and fire prevention please see the ASU Resource Manual Section 303.19 Fire Prevention and Emergency Action.*