

## Responsibilities before a fire

**Everyone** should confirm that emergency exits and pathways are accessible. If they are not, notify a supervisor, instructor, Building Captain, or Floor Manager. Where possible, confirm that exit doors open.

**Supervisors** are to brief their employees in regards to office safety, including fire evacuation plans.

**Instructors / Teaching Assistants** must ensure that your class is prepared for a fire or fire drill. In the event of a fire or drill you must make sure your class is evacuated and close the door behind you. In science labs you must make sure all Bunsen burners are off.

**Building Captains and Floor Managers** can provide further information on safe evacuation. If you see a problem in your building, contact the Building Captain. Floor Managers aid in evacuation of their floors or departments.

- If your building has a Building Captain or Floor Manager, their contact information can be found on the building safety board.

## Fire alarms and Extinguishers

- Know the location of the fire alarm pull stations near you.
- Know where the fire extinguishers are and how to use them.
- Use fire extinguishers only if you have been trained.



## If You Suspect a Fire Outside Your Door



Feel the door  
or door knob

DO NOT OPEN IF HOT!!!

- Open window a few inches for fresh air, only if necessary
- Notify emergency personnel of your location by telephone or by hanging something out the window



If smoke enters your area

Get low to the ground  
Place something over your mouth  
to help you breathe

For fire extinguisher training, contact  
Environmental Health & Safety

**Environmental Health & Safety**  
002 Martin Hall, Cheney, WA 99004  
P: 509.359.6496 | F: 509.359.4690  
[sites.ewu.edu/ehs/](http://sites.ewu.edu/ehs/)

# EMERGENCY EVACUATIONS & FIRE DRILLS



Environmental Health & Safety

 **EASTERN WASHINGTON UNIVERSITY**  
start something **big**

There are on average 5,800 fires per year in office properties. Being prepared for a fire situation helps prevent injuries and death. This brochure will provide information on what to do in the event of a fire or fire drill.

In the event of a fire or fire drill, **EVERYONE** must evacuate the building!



If you discover a fire and the fire alarm is not on:

- Notify as many people as you can as you exit the building.
- Activate the fire alarm pull stations as you pass them.
- Call 911 from a safe location.



### Exit Strategies

- **Have at least 2 exit routes from any building you are in.** Everywhere you go, know at least 2 ways out.
- Most people will attempt to leave the same way they came in. This can lead to delays in escape. Where possible use a back way out.



### Evacuation

- Have a pre-designated area to meet that is at least 100 feet from the building.
- When you hear a fire alarm, leave the building quickly and close the door behind you.
- Do not use the elevator.
- If your building has an area of rescue assistance, move the disabled to these locations before exiting.
- If someone was left behind due to injury, physical limitations, or disability, notify rescue personnel immediately.
- Once you evacuate, do not reenter the building until given the all clear by an official.



### Areas of Rescue Assistance

- These are located in a stairwell landing behind closed doors that are fire rated for 2 hours.
- There should be illuminated signs indicating their location.
- If you or someone you know would need to use an Area of Rescue Assistance, make sure you know their locations in the buildings you frequent.

**ALWAYS** confirm that exit doors are accessible and pathways are clear

**DO NOT** place objects in front of exit doors or in exit pathways.



### Encountering Blocked Exits

- If an exit is blocked, proceed to an alternate exit.
- If all exits are blocked, move as far away from the fire as possible.

