

Fire Emergency Procedures

IF YOU DISCOVER A FIRE OR SMOKE

1. Remove yourself from immediate danger.
2. Assist others in leaving the immediate danger as long as it is safe to do so.
3. Confine the fire or smoke by closing doors and windows as you leave.
4. Activate the nearest fire alarm to alert building occupants.
5. Call Vanderbilt University Police Department at 911 (if you are using an off campus or cellular phone dial 421-1911).
 - a. Give the following information
 - i. Building name
 - ii. Floor or room number
 - iii. Size or type of fire
 - iv. Your location
 - v. Your name
6. Never attempt to use a portable fire extinguisher unless:
 - a. You have been properly trained.
 - b. The fire is small (wastebasket size)
 - c. You are not alone.
 - d. A safe escape route is present.
 - e. If any of these conditions is absent, simply close the door and evacuate.
7. If you choose to use a portable extinguisher, follow the **PASS** procedure
 - P** - PULL the pin on the extinguisher.
 - A** - AIM at the base of the fire.
 - S** - Squeeze the handle before you approach the fire from about 10 feet away.
 - S** - SWEEP and SPRAY covering the entire fire surface as you approach.If this doesn't extinguish the fire quickly evacuate.
8. Evacuate through the nearest safe exit or exit stairwell.
9. Go to your pre-determined evacuation assembly point, located at (Insert assembly location)
10. Call VUPD to ensure the fire was reported.
11. Once assembled, help to account for personnel and report to the emergency staff if any occupants are unaccounted for and may still be in the building.

Please always remember that is important to avoid using wedges or otherwise blocking hallway and exit doors open. Open doors can allow smoke to enter stairwells and exit hallways, severely jeopardizing safe evacuation and hampering efforts fire department personnel.

IF YOU HEAR OR SEE A FIRE ALARM

1. NEVER assume the fire alarm is a false alarm.
2. Move to the safest exit or exit stairwell.
3. Close doors as you leave the area.
4. Exit the building
5. Proceed to the Evacuation assembly area, located at
6. Wait for further instructions from Vanderbilt Police Department or the Fire Department.
7. If you are in a laboratory and hear the fire alarm, shut down any hazardous equipment as you exit, unless doing so presents a greater hazard.

IF TRAPPED INSIDE YOUR OFFICE OR AREA

1. Wedge cloth material along the bottom of a door to keep the smoke out.
2. Close as many doors as possible between you and the fire.
3. Telephone Vanderbilt Police Department at 1-1911 and notify them of your situation.
4. Hang a sheet, coat or flag out of the window and close the window back.
5. If windows are operable, and you must have air, open the window.
6. Break windows only as a last resort, as they cannot be closed if necessary.
7. If necessary, signal through the window to let safety personnel know your location, otherwise stay close to the floor.

Laboratory Fire and Fire Related Emergencies

1. Plan A – High Hazard Emergencies

a. Personal Response Procedures

- **Extinguish** burning clothing by dousing with cold water, by using the emergency shower, by using a fire blanket or by using the drop-and-roll technique.
- **Remove** individuals overcome with smoke or chemical fumes to uncontaminated air in a safe location.
- **Treat** individuals for shock by elevating their legs above their heart and covering with a blanket.
- **Call** VUPD at 1-1911 or 322-2745 from the safe location.
- **Acquire** medical attention promptly.
- **Apply** CPR if properly certified.

b. General Response Procedures

- **Evacuate** the laboratory.
- **Close** doors and fume hood sash
- **Activate** the building fire system
 - Move away from building to a pre-designated assembly area
 - Stay clear of driveways, sidewalks and other means of access to the building.
- **Provide** the following information:
 - Your name and the reason you are calling.
 - The exact location of the emergency.
 - The nature of the emergency, any injuries or symptoms involved and any hazardous materials involved if you know them.
- **Provide** the fire or police teams with the details of the problem upon their arrival.
- **Account** for your employees and report any missing persons to the emergency personnel at the scene.
- **Assist** emergency personnel as may be requested.
- **Reenter** building only after proper notification by the emergency response personnel.

2. Plan B- Low Hazard Emergencies

- **Rescue** anyone in immediate danger
- **Alert** co-workers
- **Confine** the fire by closing doors
- **Extinguish** the fire by smothering with a blanket or using a fire extinguisher. **Evacuate** if extinguishing methods are ineffective.