

### FIRES

**Most fires are preventable. If you know how to recognize and reduce potential fire hazards, you will increase your chances of protecting yourself and those around you.**

#### When a Fire Alarm is Activated

- If a fire alarm activates in your building, you must exit the building immediately.
- Proceed to the nearest exit.
- Using the back of your hand, feel the top and bottom of the door for heat.
- **Do not** open the door if it is hot.
- If you feel heat, proceed to an alternate exit.
- Otherwise, open slowly.
- Stand behind the door and to one side; be prepared to close it quickly if fire is present.
- Exit the building in a calm manner using the stairs — **NEVER** use elevators. Remember to close the stairwell door behind you.
- Stay low when moving through smoke; walk down to the ground floor and exit.
- After you have left the building, go to your department's/residential designated assembly point and remain there.
- If there is no designated assembly point, maintain a safe distance (a minimum of 50 feet) from the building to allow ample room for emergency personnel and equipment to access the building.
- **Do not** return to the area until instructed to do so by emergency personnel.

#### BE PREPARED IN CASE A FIRE OCCURS

Know the locations of alternate exits from your area. If your work station is located within an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may not be visible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.

#### During a Fire

If there is a fire on your floor, follow these recommendations:

- If your building has a fire alarm system, activate it as you exit.
- Follow the procedures outlined in your department's/residential Emergency Operations Plan (EOP).
- Move quickly to an open area that is away from buildings, trees, power lines, and roadways. If your department has a designated assembly area, move to that location if it is safe to do so.
- **Call 7777 on a campus landline or use a campus emergency blue lighted phone or dial 860-768-7777 on your cell phone** and report the location of the fire. Follow directions of emergency personnel.
- Use a fire extinguisher on small (wastebasket-size) fires; but **ONLY** if it is safe to do so.
- For larger fires, **GET OUT**; close doors as you leave to confine the fire as much as possible.
- If clothing catches fire, **STOP...DROP...ROLL**.

## University of Hartford Emergency Guide

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### If TRAPPED IN A ROOM

If you are trapped in a room, follow these recommendations:

- Retreat and close as many doors as possible between you and the fire.
- Seal cracks around the door to prevent smoke from entering. **Call 7777** to report your location.
- Be prepared to signal from a window but **DO NOT** break the glass unless absolutely necessary as outside smoke may be drawn in.
- Open the window a few inches for fresh air and hang a brightly colored cloth or bed sheet out the window to alert the Fire Department to your location. If you have a flashlight, use it to signal at night.

### If CAUGHT IN SMOKE

If you are caught in smoke, follow these recommendations:

- Drop to hands and knees and crawl or crouch low with your head 30 to 36 inches above the floor, watching the base of the wall as you go.
- Hold your breath as much as possible.
- Breathe shallowly through your nose using a blouse or shirt as a filter.

### If FORCED TO ADVANCE THROUGH FLAMES

If you are forced to advance through flames, follow these recommendations:

- Hold your breath.
- Move quickly, covering your head and hair.
- Keep your head down and close your eyes as often as possible.

### How to use a FIRE EXTINGUISHER

Use the “P-A-S-S” method below to use a fire extinguisher.

- **Pull:** Pull the safety pin from the handle.
- **Aim:** Aim the nozzle, cone, or horn at the base of the fire.
- **Squeeze:** Squeeze the trigger handle.
- **Sweep:** Sweep from side to side and beware of re-flash.