🔥 Fire Evacuation Policy Factsheet

IF YOU DISCOVER A FIRE OR SMOKE CONDITION:

- **Activate** the nearest **Fire Alarm.**
- **Notify** anyone nearby of the **emergency** and tell them to **evacuate.**
- **Follow instructions** of **Bldg. Emergency Coordinator** or **Res. Life Staff.**
- **Turn off** electrical, gas, and hazardous equipment, if you can do so safely.
- **Close the doors** on your way out, if you can do so safely.
- **Evacuate** using the **nearest exit**. Follow the **EXIT** signs.
- Do not use elevators!
- Go to the **Assembly Point**. Do not reenter the building until the "all clear" message is given.
- If you activated the alarm **or** have important information about the fire:
    - **Call MUPD** at **x4444** (732-571-4444) or **911** from safe location
        - Tell them your name
        - Information about the fire
        - Any persons that require evacuation assistance
        - Where you can be reached for more information (i.e., location and phone #)

FIRE EXTINGUISHERS – Remember…

- You are not required to fight a fire.
- Always **activate** the **Fire Alarm** before you use the Fire Extinguisher!
- **Evacuate immediately if there is any danger** from smoke, heat or flames.
- Use fire extinguishers to fight **SMALL**, non-spreading fires only and, **ONLY** if you've been trained.
    - *(Small fire = a fire no larger than a wastepaper basket!)*
- Remember **P.A.S.S.**:
    - **P**ull the pin
    - **A**im low, pointing the extinguisher nozzle at the base of the fire
    - **S**queeze the handle to release the extinguishing agent
    - **S**weep from side to side at the base of the fire until it appears to be out
- **Report** any used/discharged Fire Extinguishers to Facilities Management or MUPD.