Activate fire alarm if necessary. Evacuate to the building assembly location, do not use elevators. Call 911.

**Before**
1. Identify primary and secondary exits.
2. Locate the nearest fire alarm manual pull station as appropriate.
3. Identify and practice alternative evacuation routes.
4. Contact Environmental Health and Safety at 541-346-3192 for more information about fire safety.
5. Follow general preparedness guidelines available in the Take Action: Emergency Planning section of this flip chart or online at emc.uoregon.edu.

**During**
Remember to RACE:
- **R**escue anyone in danger, if safe to do so.
- **A**ctivate the pull station and call 911 with your specific location and identity.
- **C**ontain the fire by closing doors and windows on your way out.
- **E**xtinguish small, controllable fires (if you are safe, have been trained, and are comfortable doing so). Evacuate building using only fire escapes and stairs. Gather at the building assembly location and perform a head count to ensure all staff members are accounted for.

**After**
1. Inform emergency personnel of any trapped or injured individuals.
2. Enter the building only after it is declared safe by emergency personnel.

**Special Issues**

**Trapped in a Room**
1. Close as many doors as possible between you and the fire.
2. Wet and place cloth material around or under the door to prevent smoke from entering the room.
3. Be prepared to signal to someone outside.

**Caught in Smoke**
1. Drop to your hands and knees and crawl toward an exit. Stay low as smoke will rise to ceiling level.

**Forced to Advance through Fire**
1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

**Using a Fire Extinguisher**
Trained individuals may choose to use a fire extinguisher to extinguish very small, contained fires. This should be done only if it can be done safely. If you have any doubt, evacuate. Remember to PASS:
- **P**ull safety pin from handle.
- **A**im at base of fire.
- **S**queeze the trigger handle.
- **S**weep from side to side at base of fire.

See the Take Action: Emergency Planning section of this flip chart, or visit emc.uoregon.edu for additional planning resources.