



# FIRE EMERGENCY RESPONSE

## One World's Fair Drive, UMDNJ



In case of a fire or a fire alarm, the following general procedure is to be followed. Always consult and follow your department-specific Fire Safety and Emergency Evacuation Plan, if any.

### IF YOU DISCOVER A FIRE OR SMOKE CONDITION: RACE

- ◆ **Rescue** any person in immediate danger.
- ◆ **Alarm** - pull the fire alarm to alert everyone.
- ◆ **Confine** the fire by closing all doors, where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
- ◆ **Evacuate** using the nearest stair exit. Follow the exit signs.
- ◆ **Extinguish** a small fire using a fire extinguisher, if trained.
- ◆ **Report** the incident to campus emergency phone number **5-4000** from a safe location.
- ◆ **Report** any discharged fire extinguishers and any first-hand information that you might have.



### IF YOU HEAR or SEE A FIRE ALARM SIGNAL or ANNOUNCEMENT:

- ◆ Follow the emergency procedure for your building and area, if any.
- ◆ Follow the instructions of your fire wardens.
- ◆ Evacuate, or stand by and stay alert as instructed.
- ◆ Follow the EXIT signs. Use Stairs. Do Not Use Elevators. Walk at a normal pace.
- ◆ Wait outside in the **Designated Assembly Area** in the **FRONT PARKING LOT, AT LEAST 50 FEET OR MORE AWAY FROM THE BUILDING.**
- ◆ Re-enter the building only after "All Clear" is announced by the UMDNJ Public Safety.
- ◆ If your departmental procedure calls for 'defend-in-place' strategy, follow it carefully.



### PROCEDURE FOR PEOPLE WITH DISABILITIES

*Note:* Each Department will complete the "Emergency Evacuation Procedures for People with Disabilities" form to develop their specific evacuation strategy.

- ◆ *All occupants:* report the presence of any person with a disability in the building to the fire department.
- ◆ *Designated buddies:*
  - Move (do not carry or lift!) the person to a safe area by the nearest stairwell, and
  - Stay *outside* by the stair door *unless* there is an immediate danger.
  - *Buddy #1:* Report the location of the person to the fire department or other emergency responders, and be available to provide any relevant information.
  - *Buddy #2:* Always accompany the person while waiting for help by the stairwell
- ◆ Do not evacuate vertically unless the person is able to ambulate.
- ◆ Do not use the elevators unless helped by the fire department.

### REMEMBER Fire Extinguisher Key Words: P.A.S.S. and ABC fire types:



#### **P.A.S.S.:**

Pull the Pin,  
Aim at the base of the fire  
Squeeze the handle  
Sweep Side-To-Side

#### **ABC Fire Types:**

Class **A**: Wood, Paper, Plastic;  
 Class **B**: Oil, Grease, Flammables  
 Class **C**: Electrical

