

# Safety Tip

## Fire Procedures

Fire incidents can and do occur, we would like you to take a minute to review the fire procedures. These procedures should be reviewed by everyone and followed in the event of a fire incident.

In the event that you discover fire, see flames or smoke or there is an activation of the building fire alarm or similar system, all occupants must begin an orderly evacuation of that facility.

⇒ Persons should remember the “**RACE**” acronym when responding to a fire/alarm situation.

**RESCUE.** If it is safe to do so, Rescue anyone who may be in imminent danger of fire or smoke. Be aware of persons who may need assistance. **RMU faculty and staff provide direction regarding evacuation to students and visitors in their area.**

**ALARM.** Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exits. Call RMU Public Safety (x2424) if the incident is on campus or 911 if off campus (Yorktown or ISC).

**CONTAIN.** Close all doors and windows as you evacuate the area.

**EVACUATE.** Evacuate the building to a safe point away from the building.

### EVACUATION AND EXIT ROUTES:

⇒ Do not use building elevators to evacuate. In multi-level facilities, a stairwell designated as an exit provides a safe and immediate means of egress.

⇒ When evacuating, remember to keep low to the ground to minimize smoke inhalation.

⇒ Feel closed doors for heat before opening. If the door feels hot, do not open.

Doors, corridors or passageways leading directly to an exit must be kept clear of obstructions at all times.

### USE OF FIRE EXTINGUISHERS:

⇒ Fire Extinguishers are located throughout RMU facilities, but should only be used by persons trained on their proper use.

⇒ The “**PASS**” acronym is used to assist trained persons in remembering the procedures for fire extinguisher operation.

**P** – Pull pin.

**A** – Aim the nozzle at the base of the fire.

**S** – Squeeze the handle.

**S** – Sweep from side to side at the base of the fire.



**ROBERT MORRIS UNIVERSITY™**

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