

## **How to report a FIRE:**

1. If a burning odor or smoke is present, pull the fire alarm, then call 911 and Public Safety 740-366-9237. Report the exact location of the fire and, if known, what is burning.
2. If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.
3. Never allow the fire to come between you and the exit.
4. Remove all people from the danger area. Close doors behind you to confine the fire.

### **5. Response to audible Fire Alarms:**

6. If the audible horn alarm sounds for more than 15 seconds, evacuate the building.
7. Do not use elevators.
8. If requested, accompany and assist people with disabilities who appear to need direction or assistance.
9. Leave all parcels and personal property inside.
10. Remain approximately 100 feet from the exits to help facilitate clear access to the building for the Fire Department.
11. Return to the building only when instructed to do so by campus officials or Fire Department personnel.
12. Planning includes training in the proper use of the fire extinguishers and knowing their locations.