

**University of West Florida
Environmental Health & Safety
January 2012**

Fire drills will be conducted this semester during normal business hours.

A summary of actions that must be taken when a building fire alarm sounds is as follows:

All building occupants including classes must immediately exit the building. NEVER assume it is a false alarm.

Immediately walk to the nearest exit.

Close but do not lock doors.

If a door handle is warm to the touch, open cautiously. If a door handle is hot, DO NOT open the door.

When smoke is present, crawl low to the floor to minimize smoke exposure.

If your egress is blocked by smoke or fire, go to the window and summon help.

Building occupants should move away from the building to a pre-established rally location. The rally point must be out of the street and must not hamper access to the buildings by emergency responders.

Attempt to verify that all occupants are out of the building.

Instructors should verify all class participants exit the classroom.

In the event some building occupants are trapped in the building, report their location to the firefighters.

Do not enter the building until authorized by the fire department, UWF Police or EH&S staff.

If a person with impairments needs assistance exiting the building, either lend assistance or move the person into a protected stairwell. Inform the UWF police or Fire Department of the location of the person so a rescue can be conducted immediately.