



## School of Nursing Building FIRE EVACUATION PLAN

IF FIRE ALARM IS SOUNDING WITH, **NO EVIDENCE OF FIRE OR SMOKE:**

- Proceed to a safe stairwell (**DO NOT ENTER STAIRWELL OR EVACUATE FLOOR**)
- Remain there for further instructions:
- U.T. Police will announce over the PA System that the alarm is being investigated.
- **Re-enter the building only after the all clear is given by safety personnel or U.T. Police**

IF YOU SEE SMOKE, FLAMES, OR SMELL SOMETHING BURNING, **IMMEDIATELY:**

- **Isolate the fire and smoke by closing all windows and doors if possible. DO NOT LOCK THE DOORS.**
  - Note: If you believe it to be an electrical fire turn room lights off.
  - If possible, shut off all non-essential oxygen, gas, and electrical appliances in the area and secure any hazardous materials.
- **Activate** the Fire Alarm pull station by pulling the nearest fire alarm pull station.
- **Call 911 and UT Police (713-500-HELP)** and provide the following information.
  - EXACT location of the fire (building, floor and number)
  - Type of fire (electrical, flammable liquid, trash, etc.)
  - Extent of fire (severity of fire and/or amount of smoke)
  - Your name and the telephone number.
- **Evacuate** the building using the nearest enclosed stairway or ground exit when advised by a UT-Houston ASL, Facility Operations Personnel, U>T. Safety Personnel, U.T. Police, HFD Personnel, , or if YOU think it is necessary.
  - Notify all personnel of the emergency (patients, visitors, and employees)**
- **If you have been trained and feel comfortable, attempt to extinguish the fire using the proper fire extinguisher.**
- **Re-enter the building only after the all clear is given by safety personnel or U.T. Police**

**FOR EMPLOYEES AND STUDENTS NEEDING ASSISTANCE THAT ARE MOBILITY IMPAIRED:**

- **Call 911 and UT Police (713-500-HELP)**
- Provide the following to the Fire Department: **Address:** 6901 Bertner @Holcombe. Your floor location and your stairwell location.
- Advise the Fire Department Dispatcher of the emergency condition and that you will need assistance evacuating.
- If FIRE or SMOKE condition poses a personal threat, enter the stairwell along with the Fire Warden(s) that is farthest away from the fire or smoke and wait for assistance from the U.T. Police and Fire Department.