

FIRE

Evacuation Procedures

If you discover
SMOKE or **FIRE**



- ✦ If not in immediate danger, call **9-1-1**
- ✦ Activate nearest fire alarm pull station

If your building's **FIRE ALARM** activates:

- Prepare to exit building immediately
- Close doors behind you
- Evacuate building using nearest safe exit
- If your primary evacuation route is blocked, use a secondary route
- **DO NOT** use elevators
- Calmly walk to the designated assembly area for your building and assemble with your work group
- Inform University Police, Risk Management and Safety, San Marcos Fire Department or your building fire warden of any missing employees
- Wait for the all-clear signal before re-entering the building

Fire Safety Tips:

1. Know how to activate a fire alarm if you discover a fire.
2. Know emergency reporting numbers and where your closest exits and fire extinguishers are located.
3. Never prop open fire doors, and close all doors behind you when you exit due to an alarm activation.
4. Make sure hallways, corridors and stairwells remain clear of obstructions at all times.
5. Evacuate building immediately when an alarm sounds.

COURTESY OF THE
RISK MANAGEMENT & SAFETY OFFICE - (512) 245 3616
TEXAS STATE UNIVERSITY-SAN MARCOS