**Fire and Emergency Procedure**

**REMAIN CALM**
- If there is visible flame or smoke, and an automatic alarm has not been sounded.
- Notify Security and/or call 911

**BE PREPARED**
- Your own good judgment is the finest safety device ever developed. Above all, remember to use your head! If you hear the fire alarm sound, or if verbal instructions to evacuate are given, take them seriously and proceed immediately to the nearest exit. Evacuation is a must under these circumstances and not something you choose not to do.
- Determine in advance the nearest exit to your location, and the route you will follow to reach that exit in the event of an emergency. Also, establish an alternate route to be used in the event your first route is blocked or unsafe to used. Check the evacuation drawing in the hallway.
- Remember, if you encounter heavy smoke, often the smoke may camouflage the exit signs above the door. If you know in advance how many doors you will have to pass, you can then crawl or crouch low, with your head below the smoke, watching the base of the wall, and count the doors you pass so that you will know when you reach the exit door.

**IF YOUR CLOTHING CATCHES FIRE ... STOP... DROP ... ROLL**
- Any attempt to fight a fire should be limited to the discharge of one hand-held fire extinguisher and only if you feel comfortable operating one.
- Fire extinguishers are located in the hallway on every floor of every building in Lower Housing. You should be familiar with the location of the nearest fire extinguisher in your area and how the extinguisher operates.