BEFORE

1. Identify primary and secondary exits.
2. Locate the nearest fire alarm manual pull station.
3. Identify and practice alternative evacuation routes.
4. Contact Environmental Health and Safety at 541-346-3192 for more information about fire safety.

DURING

Remember to RACEE:

- **R**escue anyone in danger, **only if it is safe to do so.**
- **A**ctivate the nearest pull station and call 911 with yourspecific location and identity.
- **C**ontain the fire by closing doors and windows onyour way out of the building.
- **E**xtinguish small, controllable fires (if you are safe,have been trained, and are comfortable doing so).
- **E**vacuate building using only the stairs.
  Gather at the assembly location and perform a head count to ensure all persons are accounted for.

If you are trapped:

1. Close all doors between you and the fire.
2. Wet and place cloth material around or under the door to prevent smoke from entering the room.
3. Be prepared to signal to someone outside. If

you are in a smoky room or hallway:

1. Drop to your hands and knees and crawl towards an exit. Stay low as smoke will rise to the ceiling.

Using a fire extinguisher:

Trained individuals can use a fire extinguisher to extinguish small, contained fires. If in doubt, evacuate. Remember
PASS:

- **P**ull safety pin from handle.
- **A**im at the base of the fire.
- **S**queeze the trigger handle.
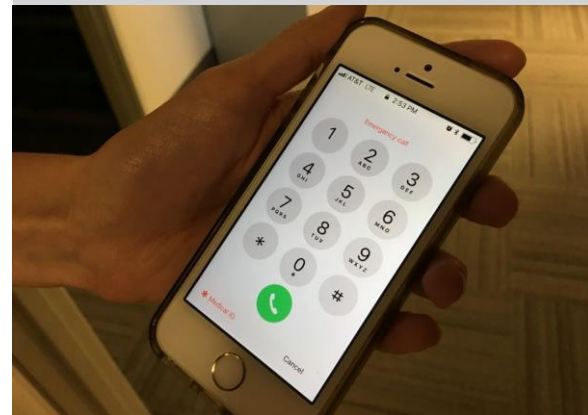- **S**weep from side to side.

AFTER

1. Inform emergency personnel of any trapped or injured individuals.
2. Enter the building only after it is declared safe to do so.

Activate fire alarm.

Evacuate the building and assemble at the designated location, do not use elevators.

Call 911. Inform emergency personnel of any trapped or injured individuals.