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:
• Rescue anyone in danger, only if it is safe to do so.
• Activate the nearest pull station and call 911 with your specific location and identity.
• Contain the fire by closing doors and windows on your way out of the building.
• Extinguish small, controllable fires (if you are safe, have been trained, and are comfortable doing so).
• Evacuate 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:
• Pull safety pin from handle.
• Aim at the base of the fire.
• Squeeze the trigger handle.
• Sweep 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.