UNIVERSITY OF ARIZONA
POLICY FOR APPROPRIATE ACTION IF A FIRE OR ALARM OCCURS
EDUCATION BUILDING

If you discover fire, smoke, or hear the fire alarm:

* Leave the building immediately via the stairs. **DO NOT USE THE ELEVATORS.**

* As you leave **close all doors**, including those propped open.

* On your way out, you will pass a fire alarm pull station. If the alarm is not already ringing, **PULL IT.**

* Once outside, move as far away from the building as possible:
  - Persons evacuating to the North, cross Second Street; persons evacuating to the South, gather in the courtyard at least 100 feet from the building. If using the East or West exit doors, move either North or South to the above designated areas.

* Building or Department Manager should call the University Police Department and report the details of the fire: **UAPD: 621-8273 or 9-1-1**

* Remain outside the building until the "ALL CLEAR" is given by the Tucson Fire Department or UAPD. Silencing of the alarms does not constitute an "ALL CLEAR."

**For mobility impaired persons:** If a person with a mobility impairment is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

* The mobility-impaired person should proceed to the nearest enclosed stairwell or "area of safe refuge" and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. If possible a co-worker, supervisor, instructor, or building monitor should be notified.

* Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.

* Once outside, the co-worker, supervisor, instructor, or building monitor should inform the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, which floor the person is on and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. **UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.**

* After the "ALL CLEAR" has been given by TFD or University Police (UAPD), the co-worker, supervisor, instructor, or building monitor should immediately go to the stairwell or refuge area and inform the person that it is safe to re-occupy the building.