IN CASE OF FIRE

1. Before a fire:
   • Know where all fire exits are located and how to get out if your exit is blocked.
   • Know where all fire alarm pull stations, fire extinguishers, and nearest telephone are located.
   • Know how to operate a fire extinguisher.

2. Call Furman Police at 294-2111, or extension 2111 on campus. Give location and type of fire.

3. Only use a fire extinguisher if the fire is very small and you know how to do it safely. If the extinguisher does not put out the fire, leave immediately. Contact Furman Police even if you think you’ve put the fire out.

4. Evacuate Building:
   • Activate the fire alarm pull station, usually located at an exit door.
   • Sounding of fire alarm in a campus building requires automatic evacuation.
   • Don’t panic, remain calm.
   • Walk to the nearest exit. DO NOT USE ELEVATORS.
   • If hallway is smoky, get on hands and knees and crawl to nearest exit.
   • If you become trapped in a building during a fire, call Furman Police by phone and give your specific location. Keep any doors closed. A closed door can protect you from fire, heat and smoke from elsewhere. If a window is available, place an article of clothing outside the window as a marker for rescue crews and shout at regular intervals.

5. Report any damaged fire equipment to Furman Police.
   • Fire doors—should close automatically and completely.
   • Exit signs—two exit signs should be visible from all public areas.
   • Fire alarms—horns, bells, and pull stations should be accessible and in working order.
   • Fire extinguishers—should be accessible and not blocked by stored materials. Report empty or vandalized extinguishers.