

**ADVISORY NO. 1.2: FIRE/SMOKE EMERGENCY PROCEDURES**

**WHAT TO DO IN CASE OF FIRE OR SMOKE**

- Leave the area immediately, if possible close doors, windows, and any other opening which would permit the spread of fire or smoke. If you are in a laboratory, turn off all gas lines, or flammable gas cylinders. Do not endanger yourself or others in order to accomplish these actions.
- Sound the alarm, pull the closest fire alarm box to warn others of the emergency.
- Evacuate the building through the nearest exit to outside. Use the stairs, **DO NOT USE ELEVATORS!** Have an alternate escape route in case your primary escape route is blocked. According to the **OHIO FIRE CODE** and the **CINCINNATI FIRE PREVENTION CODE**, failure to evacuate any structure upon the sounding of an alarm or interfering with an evacuation in any manner is a misdemeanor and penalties may be a fine of not more than \$1000, or imprisonment not more than six (6) months or both.
- On your way out of the building, telephone **911**. Use a University telephone or "Help Phone". Give the dispatcher as much **ACCURATE INFORMATION AS POSSIBLE**, including the location of persons with physical disabilities. Give the exact location of the emergency, building name, and room number etc. Don't hang up, let the dispatcher hang up first. Do not endanger yourself or others in order to accomplish this action.
- **DO NOT RE-ENTER** the building until the **"ALL-CLEAR"** has been given by the Fire Department.
- All fires are required to be reported regardless of their size or dollar loss, this includes even fires that have been extinguished prior to the arrival of the Fire Department.

**KNOW WHERE THE NEAREST FIRE ALARM PULL STATION IS  
LOCATED**

**KNOW WHERE THE NEAREST EMERGENCY "HELP PHONE" IS  
LOCATED AND ALTERNATIVE ESCAPE ROUTE**

- **PULL NEAREST FIRE ALARM AND CALL 911**  
USE ANY UNIVERSITY PHONE OR EMERGENCY HELP PHONES.
- **CLOSE DOORS AND WINDOWS, BUT**  
DO NOT WASTE TIME OR ENDANGER YOURSELVES OR OTHERS.
- **LEAVE THE BUILDING**  
DO NOT USE ELEVATORS!
- **ALL FIRES MUST BE REPORTED**  
EVEN FIRES WHICH HAVE BEEN EXTINGUISHED.