

FIRE

FIRE RESPONSE

If you see a fire in the building:

1. Pull a fire alarm as soon as possible.
2. Call 9-1-1.
3. Put out the fire with a fire extinguisher if you are trained and able to do so.
4. If you are unable to put out the fire with an extinguisher, evacuate the building – alert others in your area to evacuate.
5. Stay low and out of the smoke.
6. Head to your building's designated meeting area: you can look this up on emergency.unt.edu/emergency-floor-plans.
7. **DO NOT** re-enter the building until an all-clear from the Fire Department is given.

If you hear a fire alarm in the building:

1. Assume all alarms are real.
2. Evacuate the building – alert others in your area to evacuate.
3. Head to your building's designated meeting area.
4. **DO NOT** re-enter the building until an all-clear from the Fire Department is given.

If you are unable to leave the building, create an area of refuge:

1. Call **911**.
2. Stay below the smoke—cover your nose and mouth with a wet cloth, if possible, and only breathe through your nose.
3. Signal for help.
4. Seal up all the room's vents and cracks using a wet cloth or other materials.
5. Only open or break windows if there is **NO** chance of fire coming in the room.

FIRE PREVENTION AND PREPAREDNESS

To prevent fires, ensure your workplace is free of the following fire hazards and combustible materials:

- Scrap paper
- Cardboard
- Trash
- Dust
- Flammable liquids
- Exposed heating elements (toaster ovens and other heat-producing appliances)

- Make sure that stairways are never blocked, and fire doors are kept closed (unless they are held open by an approved device that releases to close the doors when the fire alarm is activated). If you notice burned out EXIT lights, contact **Emergency Management & Safety Services**.
- Ensure exit doors will always open with the flow of evacuation without keys or special knowledge.

Contact **Emergency Management & Safety Services' Fire and Life Safety Team at 940-369-6435 or 940-369-6436** immediately if you discover missing or broken fire safety equipment.

Be mindful of overloaded electrical circuits and outlets, damaged wiring, defective switches, and damaged plugs; these can cause electrical fires. Take note of any mechanical equipment in your workspace; if the equipment is inadequately lubricated or inadequately cleaned, it could cause a fire. Contact **UNT Facilities at 940-565-2700** if you discover any of these issues.

Be familiar with the fire extinguishers in your workplace; be sure to know basic extinguisher operation, as well as the types, sizes, and maintenance requirements of your workplace's extinguishers. Contact **Emergency Management & Safety Services** at Emergency.Management@unt.edu if you would like to host a fire extinguisher training.

SPACE HEATERS ON CAMPUS

Faculty or staff, who would like to place a space heater in their office, should submit a work order to Facilities (940-565-2700 or facilities.unt.edu) prior to purchasing the space heater. Facilities will check to see if the area can be made more comfortable by adjusting the HVAC system. Additionally, Facilities will ensure the electrical system has been evaluated and is able to support space heater use. If the space cannot be made more comfortable and Facilities determines the electrical system can sustain a space heater, submit a [Space Heater Request form](#) through the [emergency.unt.edu website](http://emergency.unt.edu). All space heaters must be inspected by approved by the **Emergency Management & Safety Services Fire and Life Safety Office (940-369-6435 or 940-369-6436)** prior to operation. Any questions regarding space heaters should be directed to the **Emergency Management & Safety Services Fire and Life Safety Office**.