

**When a fire
breaks out**

First step for faculty

Actions to take and judgments to make

Report

Notify others

Alert people around you in a loud voice

Press the emergency bell



**If there is no emergency bell nearby,
dial #119**

Evacuate

**Evacuate
students**

**Be careful not to breathe in smoke, and
evacuate to the **area in front of the fountain****

* If possible, turn off the circuit breaker before evacuating

First aid

**Administer
first aid**

Provide first aid to people
with burns or other injuries

Important notes regarding evacuations:

- Key principles for safe evacuation: Do not push, do not run, do not talk, do not go back to the site of the fire.
- If you are surrounded by smoke, cover your mouth and nose with a towel or other cloth, keep your head close to the ground, and escape. When breathing, inhale through your nose, and exhale through your mouth.