

# Fire

## A. In ALL cases of fire:

- Activate the nearest fire alarm to warn other occupants of the building to evacuate.
- Call the Moorhead Fire Department (9-911). **Do not assume someone else is making this call, call yourself!**
- All Rooms must be evacuated.
- Leave the lights on.
- Close, but do NOT lock or block the doors.
- Assist those with mobility impairments to the nearest stairwell in the building (make sure stairwell doors are closed).

1. Have them wait on the landing.

Note: Stairwells are checked by the Fire Department and are constructed to provide a higher degree of protection.

2. Immediately notify the police or fire department if a disabled individual is waiting on a stairwell landing.

**CAUTION:** The building fire alarm will sound in the building, but the alarm does not automatically notify emergency personnel. Someone must report the alarm via telephone to fire/police authorities -- by calling 9-911; and also to Campus Security at 477-2449.