



Be Prepared

Being prepared is a large part of fire safety.

- Learn the emergency exit routes in advance so you can get out quickly.
- Be aware of your department's predetermined assembly point so that you know where to go once you are out of harm's way.
- Know where the closest fire alarm pull station is and how to activate it so that you can activate it as you exit.
- Know who to call. After you are safely out of the building. Report the fire by calling:

Main & Park Avenue Campuses

[901.678.4357](tel:901.678.4357)

Lambuth

[731.425.1942](tel:731.425.1942)

All Other Campuses

[911](tel:911)



414 J.M. Smith

Memphis, Tennessee 38152-3550

901.678.5700

memphis.edu/ehs

Fire Safety



The University of Memphis is an Equal Opportunity/Affirmative Action University. It is committed to education of a non-racially identifiable student body.



Fire Safety

Fires can start and spread quickly, which is why it is important to be careful and educated when it comes to fire safety. Always be aware of potential hazards; a little bit of planning can make a big difference.

Prevention

Fires can be prevented if you take some simple precautions.

- Never use an extension cord in the place of a permanently installed electrical outlet. Extension cords should only be used temporarily and for portable equipment.
- Never use equipment with a frayed, cracked, or broken electrical power cord.
- Never run power cords under rugs or carpeting, through doorways, or in other configurations where there is on-going mechanical stress.
- Use a properly sized and listed power strip or surge protector where multiple devices must be plugged into a single electrical outlet.
- Periodically inspect surge protectors, power strips, and adapters for potential overload. Take immediate action to remove any potential overload.

Fire Alarms are SERIOUS

Never ignore a fire alarm, even if you believe it to be a drill or false alarm. If you hear a fire alarm, do not wait to see smoke, and do not worry about grabbing your belongings. In a fire situation, survival is your top priority. You should GET OUT as quickly and as safely as possible.

- If electrical equipment malfunctions or gives off a strange odor or sound, disconnect it immediately. Do not place the equipment back in service until cleared by an electrician.
- Store combustible materials away from hot equipment, open flames, electrical outlets, electrical cords, and operating electrical equipment.
- Limit the accumulation of paper and fabric materials.
- Do not use candles, scented oils, or other unapproved items with an open flame in University facilities.
- Smoke only in designated areas.
- Keep equipment and furniture away from exits, and never allow trash or unused materials to accumulate in stairwells or hallways.
- Never lock or block exit doors, and do not prop open fire doors.

PASS THE EXTINGUISHER

If a fire is large, leave the area immediately, activate the fire alarm, get to safety, and call Police Services or 911. In the event of a small fire, fire extinguishers are available to people who have been trained and feel comfortable enough to use them. PASS is an acronym to help remember how to use a fire extinguisher:

Pull the pin in the handle.

Aim the nozzle at the base of the fire.

Squeeze the lever slowly.

Sweep from side to side.