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

  Lambuth
  731.425.1942

  All Other Campuses
  911

Fire Safety
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.

• 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.

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.

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:

P ull the pin in the handle.
A im the nozzle at the base of the fire.
Squeeze the lever slowly.
S weep from side to side.