



# FIRE

## UTSI Faculty, Staff, & Students

In the event of a fire:

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Facility Director at 393-7311. Unless you see flames, call this number first.

If you discover an actual fire situation, you should:

- Alert building occupants by immediately activating one of the wall-mounted fire alarm pull stations (if available) located near all exit ways.
- Dial 9-911 from a campus phone or dial 911 from a cell phone and give the dispatcher the location of the fire.
- Evacuate the building using the nearest exit.
- DO NOT USE AN ELEVATOR. Most stairways are protected from smoke and are the safest way out of the building.
- At your discretion, and only if you are not in immediate danger and feel qualified to do so, you may attempt to extinguish the fire using one of the portable fire extinguishers located in all buildings.
- Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately!
- DO NOT re-enter the building until told it is safe by the police, fire department, or UTSI Safety Office.

**NOTE: When evacuating a building, please go to the following assembly areas:**

Building 8101:

1. If exiting through the front of building, assemble in the circle.
2. If exiting through the rear of the building, wings D – H, assemble in the back-parking lot.
3. If exiting through the rear of the building, wings A – C, assemble in the grassy area behind the lobby.

Building 8103. Assemble in the grassy area in front of the dorm.

Building 8105. Assemble in the grassy area in front of the building.

Buildings 8121, 8122, 8124, 8185. Assemble in the parking area in front of building 8121.

Buildings 8183, 8184, 8189. Depending on exit point, assemble in the parking areas located near building 8184.

**See:** [UTSI Evac Areas](#)