

Fire Emergency Procedures

Employees and students should preplan for a fire situation by becoming familiar with the primary and alternate exits for their building and the location of fire alarm pull stations and fire extinguishers in their area. [Evacuation Route Maps](#) can be found on the [EH&S website](#).

In the Event of a Fire:

If you see a fire or smoke, or if you smell smoke, complete the following steps:

1. Pull a fire alarm pull station to activate the alarm and begin evacuation of the building.
2. If you are not in immediate danger, call the UTA Police Department (UTAPD) emergency number at 817-272-3003 to report the fire. Provide the operator with the following information:
 - Location – building, room and/or area
 - Size and type of fire
 - Your name
3. If you are formally trained and are not in immediate danger, you may attempt to extinguish the fire using a fire extinguisher. However, do not place yourself or others in unnecessary danger.
4. Exit the building by following posted exit signs. Do not use elevators during a fire emergency.

In the event of an evacuation, building occupants must receive permission from UTAPD, the Arlington Fire Department (AFD) or EH&S before re-entering the building.