If You Discover a Fire ...

Summary: Learn what to do if you discover a fire.

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<th>If you discover a</th>
<th>Follow these steps</th>
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| **LARGE FIRE**    | • Activate the fire alarm and call for help.  
|                   |  • **On campus telephone call Campus Police at 9-911.**  
|                   |  • **On non-campus telephone call 9-1-1.**  
|                   |  • Alert people in the area to begin evacuation. Assist those with disabilities.  
|                   |  • Close doors to confine the fire.  
|                   |  • Move to your designated assembly area away and upwind from the building.  
|                   |  • Have people who know about the nature and location of the fire assist emergency personnel when they arrive.  
| **SMALL FIRE**    | • Activate the fire alarm and call for help.  
|                   |  • **On campus telephone call Campus Police at 9-911.**  
|                   |  • **On non-campus telephone call 9-1-1.**  
|                   |  • Alert people in the area to begin evacuation. Assist those with disabilities.  
|                   |  • **If you know how to use a fire extinguisher, and have a clear exit path behind you,** bring the extinguisher to within six feet of the fire.  
|                   |  • Use the P-A-S-S procedure to operate the extinguisher:  
|                   |    | **P** | Pull the pin located in the extinguisher's handle.  
|                   |    | **A** | Aim the nozzle, horn, or hose at the base of the fire.  
|                   |    | **S** | Squeeze (or press) the handles together.  
|                   |    | **S** | Sweep from side to side at the base of the fire until it is out.  
| **AFTER THE FIRE**| After the fire has been completely extinguished:  
|                   |  • Report used extinguishers immediately to:  
|                   |  • Environmental Health & Safety, ext.7751.  
|                   |  • If any injuries or damage occurred, notify Risk Management, ext. 2860.  

If you are a UCSB employee and have a question about fire safety, contact the **UCSB Deputy Fire Marshal, ext. 7751.**

Notice: In case of fire, your first responsibility is to escape unharmed and sound the alarm. Use a fire extinguisher only if you have been trained to use one and you have a clear exit path behind you.