

# Fire Safety Do's and Don'ts

## Do

Know your building's evacuation plan.

Evacuate calmly and quickly whenever a fire alarm or carbon monoxide alarm sounds.

Keep important items such as medications and medical equipment handy for quick access in the event of a building evacuation.

Know two ways out of any building.

Before opening a door, feel it with the back of your hand. If the door is hot, do not open it.

If you encounter smoke during your evacuation, stay low to the floor.

Know the outside rally point for your building.

In case of a smoke or fire emergency, activate the nearest fire alarm pull station, alert those around you, and from a safe location call the fire department by dialing 911, then call Public Safety at the Charles River Campus by dialing 617-353-2121 and the Control Center at the Medical Campus by dialing 617-414-6666.

Ensure that smoke and carbon monoxide alarms have batteries. Change the batteries (in non-BU-owned property) when you set your clocks back or forward.

Test smoke and carbon monoxide alarms regularly.

Make sure that hallways and stairway doors close tightly.

Know the locations of fire extinguishers, fire alarm pull stations, and exits.

Learn to use a fire extinguisher.

Extinguish barbecue coals completely.

## Don't

Leave candles, incense, barbecue grills or other open flames unattended. (Note that these items are prohibited in University housing.)

Use halogen lamps near curtains or other combustibles. (Halogen lamps are prohibited in University housing.)

Hang tapestries from walls or ceilings.

Leave cooking appliances unattended.

Use barbecue grills in or on any building or fire escape.

Smoke in bed. (Smoking is prohibited in University housing.)

Tamper with smoke detectors, carbon monoxide alarms, fire alarms or sprinkler systems.

Ignore any building alarm.

Hang anything from sprinkler heads or pipes. Foreign objects may impede the system's function.

Prop fire or smoke doors open.

Use elevators during an evacuation.