

Bloch School Fire Safety and Building Evacuation

April 19, 2001

At a recent staff meeting, we were joined by UMKC Fire Inspectors [Gene Drury](#) and [Brian Madden](#). They shared the following important information:

■ Fire Alarms

The fire alarms are tested in the building on the first Thursday of each month at 9:00 AM. If the alarms sound at any time other than this, *leave the building as quickly as possible!*

When exiting the building, it is important to remember the following:

1. DON'T PANIC.
2. Leave the light on to facilitate the work of the fire department/inspector.
3. Close the door behind you to help contain any fire that might move through your area.
4. Do not use the elevator.
5. Be familiar with the exit(s) closest to you.
6. When outside, do not stand in the circle drive on the east side of the building, or in the driveway on the west side of the building. This is where the fire department's trucks will need to be to access the hydrants.
7. Do not re-enter the building until the "all-clear" has been given from the fire inspectors.

■ In Case of Fire

If you have a fire in your office or area, remember the following:

1. Let someone know - call [Campus Police](#) (x1515), yell for help, pull the alarm, blow a whistle - something to notify others of the situation.
2. If the fire is anything bigger than a small trashcan, *do not attempt to put it out; leave the building and call the [Campus Police](#) (x1515).*
3. If you attempt to put the fire out yourself using one of the forty extinguishers located throughout the building, remember the acronym P.A.S.S.: Pull the safety pin, Aim the extinguisher hose at the base of the fire, Squeeze the extinguisher handle, and Sweep the hose over the flames.

■ Building Safety

To prevent emergencies, please observe the following:

1. Do not overload extension cords. Use only cords with the appropriate rating, and do not use cords that are frayed or have exposed wires.
2. Open flames of any kind (such as candles or potpourri burners) are prohibited.
3. Do not block exits.
4. Fire doors should be closed at all times. The inspectors will close those fire doors propped open and any item used to keep them open will be confiscated.
5. Don't over-stack boxes or books below fire sprinklers. The sprinklers could be damaged or set off by accident. These sprinklers put out 95 gallons per minute when activated.

If you see a fire extinguisher that has been tampered with or used, contact the fire inspectors at x1423.

A group of building evacuation coordinators is being assembled. If you wish to volunteer, please contact [Karen](#) or [Kristen](#) in the Dean's Office. Training will be provided.