If you discover fire, smoke, or hear the fire alarm:

* Leave the building immediately via the stairs. **DO NOT USE THE ELEVATORS.**

* As you leave close all doors, including those propped open.

* On your way out, you will pass a fire alarm pull station. If the alarm is not already ringing, **PULL IT.**

* Once outside, move as far away from the building as possible:

  - (Primary gathering location is 1 - South of McClelland Park in the plaza next to Life Sciences South Building. If this location is not available, Secondary gathering point is 2 - the parking lot across 4th Street, North of McClelland Park)

Gathering Locations:
* Building Monitor should call the University Police Department and report the details of the fire: UAPD: 621-8273 or 9-1-1

* Remain outside the building until the "ALL CLEAR" is given by the Tucson Fire Department or UAPD. Silencing of the alarms does not constitute an "ALL CLEAR."

For mobility impaired persons: If a person with a mobility impairment is able to exit the building without use of the elevator, then evacuation should follow the appropriate route out of the building. If exit from the building is only possible by use of the elevator, follow the procedures outlined below:

* The mobility-impaired person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or "area of safe refuge" and remain there. In case of a fire, enclosed or exterior building stairwells are "safe refuge areas," and have a higher fire resistive rating. The mobility-impaired person should notify someone (i.e. a co-worker, supervisor, instructor, or building monitor) or if possible, take a mobile phone with him or her. 9-1-1 can be called to notify of their location.

* Make sure the door to the stairwell is closed. Open doors will violate the "safe refuge area" and will allow smoke, and possibly fire, into the stairwell.

* Once outside, anyone with information should inform the Tucson Fire Department (TFD) Incident Command Center that there is a mobility-impaired person in a stairwell, which floor the person is on, and location of the stairwell or refuge area. When stairwell evacuations are necessitated, such decisions and evacuations will be made by TFD. UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.

* After the "ALL CLEAR" has been given by TFD or University Police (UAPD), the co-worker, supervisor, instructor, or building monitor should immediately go to the stairwell or refuge area and inform the person that it is safe to re-occupy the building.