**Upon discovery of a fire at CU Anschutz, follow the A-RACE actions:**

1. **ACTIVATE:** Pull the nearest fire alarm pull-box (usually at or near an exit door).
2. **RESCUE:** If safe, assist any injured or disabled persons out of the area. Do not put yourself in danger.
3. **ALERT:** Notify others in the immediate area. From a safe location, Call University Police at 9-1-1 from a campus landline telephone or at 303-724-4444 from a cell phone. Give the exact location, what is burning, and your name.
4. **CONFINE:** Close doors as you exit the fire area.
5. **EXTINGUISH and/or EVACUATE:** Extinguish the fire, if safe. Otherwise, evacuate the building by following the exit signs to the shortest or safest route, but **DO NOT USE ELEVATORS**. Assemble at your assigned safe location. Supervisors should try to account for all personnel known to be working in the area of the fire.

Floors/departments may choose to implement a floor warden process in order to assist with evacuation and/or sheltering; communications internally and with first responders; and accountability of students, faculty, staff, and visitors.

Floor warden duties should be split between more than one person in order to accomplish these tasks and proper training to staff should be provided.

Report injured, trapped, or unaccounted for persons to fire personnel. DO NOT re-enter the building until alarms have stopped and/or emergency personnel advise you that it is safe to re-enter.

The University Fire & Life Safety Officer may be reached at 303-724-0293.