All accidents, regardless of severity, should be reported and investigated.

Key elements of an emergency procedure plan are summarized by the acronym NEAR;

- Notify,
- Evacuate,
- Assemble,
- Report.

LABORATORY FIRES

Fires are a common emergency in a chemistry laboratory. In the event of a fire, do the following things:

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
2. Immediately activate the building fire alarm system. This will automatically notify the Campus Police, A&M Environmental Health and Safety Services and Texarkana Fire Department and sound the fire alarm bells or horns to evacuate the building. It is best to have these people respond and not to be needed than to have them arrive too late for potential rescue.
3. If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire. Don't fight the fire if these conditions exist:
   - The fire is too large or out of control.
   - If the atmosphere is toxic.
4. If the first attempts to put out the fire do not succeed, evacuate the building immediately.
5. Doors, and if possible, windows, should be closed as the last person leaves a room or area of a lab.
6. Do not use elevators; use building stairwells.
7. When they hear the fire alarm sound, all personnel in the affected areas shall evacuate the building immediately.
8. Upon evacuating the building, personnel shall proceed to the designated meeting area (at least 150 feet from the affected building) where the supervisors are responsible for taking a head count and accounting for all personnel.
9. No personnel will be allowed to re-enter the building without permission of A&M Environmental Health & Safety or the Fire Department.
10. You must report all fires to A&M Environmental Health & Safety. All fires will be investigated by A&M Environmental Health & Safety Officers and/or the local fire marshal.