EMERGENCY EVACUATION PROCESS

FIRE – Emergency Procedures:
Plan ahead: Familiarize yourself with locations of fire extinguishers, fire exits and escape routes. Do not use elevators. Whenever a fire alarm sounds, day or night, the building is to be evacuated immediately.

Upon discovering a fire:
- Ring the building fire alarm. If the alarm fails to work, shout “FIRE” several times.
- Telephone University Police at Extension 2300 and report the fire –
  - Describe the building, floor, area and intensity.
  - Evacuate the building immediately. Do not attempt to fight a fire.
- Fire extinguishers are to be used only to clear an exit way. Remain calm.

Evacuation Procedures:
- Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. DO NOT OPEN THE DOOR. Go to your window and wait for rescue.
  - If the door is cool, CLOSE YOUR WINDOWS before opening the door slowly. Upon leaving the room, leave the lights on and door closed.
- If you cannot leave the room:
  1. Open the windows if there is smoke; if there is no smoke, keep the windows closed to prevent outside smoke from being drawn into the room.
  2. Seal cracks around the door with damp towels or other materials.
  3. If you are trapped, attempt to attract attention by hanging an object from the window, the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.
- If smoke is severe, place wet cloth over your nostrils, and REMEMBER the area closest to the floor usually contains less smoke. Crawling may be the best means of seeing and moving.
- When evacuating:
  1. Walk quietly at a brisk pace. DO NOT RUN. Remain calm.
  2. Follow the exit route.
  3. Move in a single file along the wall upon which the exit is located.
4. Do not re-enter the building until instructed to do so by a University official.