



## **Emergency Evacuation Plan / Residences Fire Evacuation Procedures**

### **A. When You Can Leave Your Room**

1. Learn the location of the two exits nearest to your room.
2. When the fire alarm sounds, leave the building immediately. Feel the exit doors and doorknobs with the back of your hand. If they are not hot, open the doors slightly to check the hallway for flames and/or smoke. If smoke and/or fire are present, crawl low to the floor. If the smoke is heavy, grab a wet towel and place it over your face (nose and mouth) and take short breaths through your nose.
3. Use the stairwells; **DO NOT** use the elevators.
4. Warn fellow neighbors by knocking on doors on your way to the nearest exit. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
5. Wear climate friendly clothing and flat non-slip feet ware (shoes, boots etc.).
6. When you leave your room; close and leave the door unlocked if feasible. This will help to confine the smoke and fire to a smaller area and allow emergency response teams accessibility to conduct search and rescue when necessary.
7. Avoid exiting the building through the front main lobby doors, use the side or rear exits of the building. This should help to avoid any collisions of exiting occupants with entering emergency responders.
8. Proceed to the large red sign with your residence name; that is your designated Assembly Evacuation Area. Stand at least 150 feet from the building.
9. **DO NOT** re-enter the building until instructed to do so by Fire, Police, Campus Public Safety or Residence Life Staff.

### **When You Can Not Leave Your Room**

1. Call 9-911 and advise the dispatcher of your location; do not hang up until the dispatcher tells you to.
2. Close the door to your room but do not lock it; the door can help hold back dangerous heat and smoke. An unlocked door should help to enhance search and rescue efforts.
3. Grab a wet towel. Place it over your face (nose and mouth) if the smoke is heavy and take short breaths through your nose.
4. Stay low where air is fresher.
5. From within your room, check for smoke around the door cracks.
6. Seal air ducts and any other openings where smoke may enter using wet sheets and wet pieces of clothing.

7. Stay close to the windows, holding a wet towel to your face. Do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out the window to signal your location.

8. Exit your room or apartment only if you can safely do so.

#### Fire Evacuations: Residents with Disabilities

It is required that the appropriate College personnel know of any student's with disabilities that limit their mobility, whether temporary or permanent. Attempting to carry immobilized persons is discouraged.

A. If an alarm is activated, the following procedures should be followed at all times:

1. Accompanied by a partner, permanently immobilized persons who must rely on crutches, wheelchairs or walkers for transport should proceed into the stairwell and wait on the landing until additional help can be summoned.

2. Blind but mobile persons should be guided through any rush of traffic and then promptly assisted to the nearest exit.

3. Deaf but mobile persons, who may be unaware of the need to evacuate, should be calmly advised of the situation and guided to the nearest available exit.

4. Temporarily immobilized persons, including people wearing casts and/or using canes or crutches, should be assisted, depending on their maneuverability.

5. They should proceed into the stairwell and wait on the landing until additional help can be summoned.

6. Emergency phones that automatically connect you to Campus Public Safety are located in the Core rescue areas. Give the Public Safety Officer your location (i.e. Core 3, floor 2). You may also call 9-911 and report your location to the dispatcher; do not hang up until the Public Safety Officer or dispatcher tells you to. The fire department will arrive to help complete the evacuation.