

Evacuation routes are posted in rooms and corridors in all campus buildings. Know the location of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Training and information is available through the University Safety Office by calling extension 2009. Become familiar with at least two emergency exits in buildings you frequent.

Every academic building and residence hall on campus is equipped with a fire alarm system. Fire drills are conducted on a regular basis in all campus buildings. Evacuation is required whenever the fire alarm system is activated. Never assume that an alarm is false. Upon hearing the fire alarm:

- Close the window in your room or office.
- Walk quickly to the nearest exit, closing room and stairwell doors as you leave (do not lock doors). Closing doors helps confine the fire and reduce oxygen.
- Alert others as you leave.
- Activate the fire alarm as you leave the building.
- Notify Public Safety at extension 2111 from another location or dial 9-911 from on campus.
- Do not use the elevators during a fire.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 100 feet away from the affected building.
- Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless told to do so by an authorized University official.
- If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. Do not panic.

Evacuation of Disabled Persons

If you are disabled and are unable to evacuate an area quickly or use stairs the University encourages you to register with the Office of Disability Support Services at extension 2095 prior to an emergency evacuation to discuss accommodations and to establish an evacuation plan. Advanced planning is the best way to ensure your safety. General evacuation procedures for persons with disabilities are:

- Go to the nearest stairway and wait on the landing with someone who is able to assist you. Ideally, this person should be a pre-designated volunteer assistant. Stairway walls and doors are specially designed to protect you from fire and smoke
- If it is not possible to go to a stairway, remain in your room or office and keep the door closed. Attempt to call Public Safety. If this is not possible, hang a shirt or towel out the window as a signal for help.

- Ask others leaving the building to inform Public Safety of your location and that you need assistance. Public Safety will either initiate a rescue immediately or will notify responding firefighters of the need to immediately initiate a rescue.
- In the case of imminent danger, where evacuation cannot be delayed, solicit the assistance of others in the area to carry or help you from the building in the best and fastest manner possible.

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Public Safety
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