

WHAT TO DO IN CASE OF.....

Pre-Emergency:

- Know fire evacuation routes
- Know exterior designated meeting location
- Know the number of rooms to your right and left to the emergency exits

During the Emergency:

Upon hearing the alarm.....

- Feel the top of the door with the back of your hand for heat
- If not hot, open the door slowly and stay low on your way to the exit.
- Count the number of doors on your way and alert those who may still be in their rooms.
- Never re-enter once you exit the building.

***** If your door feels hot, do NOT open it!!***

- Place towels under the door - if possible, wet towels
- Call 511 (on campus) or 911 (non-University phone) and give the exact location of your building, floor, room number and the number of people with you.
- Wave a white towel from the window to signal attention.
- If light smoke exists in your room, open window 6" from the top and bottom and breathe from the bottom portion.
- Do NOT break glass. Fire and smoke from below may enter.

REMEMBER:

- **Know your evacuation route**
- **Keep a clear path to the exits**
- **Know the location of the fire alarm**
- **Know the location of fire extinguishers**
- **Extension cords are for temporary power only and should not be used all the time.**
- **Knock on doors as you exit the building**
- **Remain calm and activate the fire alarm as you exit the building. Call 511 or 911 if you have a phone.**
- **NEVER re-enter the structure once you have evacuated.**