In the event of a fire:
- If you discover a fire, first proceed to the nearest EXIT and activate the nearest fire alarm pull station (usually located near an EXIT or stairway door), and then immediately leave the building.
- Second, immediately notify Dispatch Services at the emergency phone extension 6565 from a safe location outside of the building in alarm.
- Report all fire or smoke conditions, no matter how small they may seem, since they often grow out of control rapidly.
- If warranted, Dispatch Services will make notifications to Residence Life staff of the situation.
- Individuals found responsible for intentionally causing false fire alarms, for tampering with or theft of any fire safety equipment or any type of safety signage, or for non-compliance with evacuation procedures will be subject to a $500 maximum fine and/or other disciplinary actions.

FIRE ALARMS
When a fire alarm sounds, all persons are required to immediately exit the building.
- When alarm sounds, remain calm and close room window(s).
- Grab only the clothing necessary for existing weather conditions. Do not attempt to salvage personal belongings.
- Turn off all electrical appliances, including stoves/ovens and room lights.
- Feel lock or top gap between door and frame to see if it is hot. If it is, don’t open the door. Instead, if you can do so safely, use window to escape or summon help by yelling. Keep window closed if smoke enters room through it.
- Close but do not lock room/apartment door(s) behind you.
- Stay low under smoke and toxic fumes; crawl on hands and knees, if necessary.
- Do not use elevators; use stairways only.
- Leave by the nearest EXIT. Do not run. Leave building directly from stairway; do not use your ID card to pass through doors during evacuation.
- Remain clear of building by at least 50–100 feet; move beyond sidewalks if necessary, but never stand on roadways or in parking lot aisles.
- Never re-enter building for any reason, even if alarm signals are silenced. Wait until permission is granted by person in charge of drill or fire scene, (e.g., Department of Safety officer, drill coordinator, resident director, or ultimately, the township fire chief).
- In an actual EMERGENCY (especially if you are trapped in your room/apartment by smoke or fire), use the phone in that room/apartment to summon assistance by dialing:
  1. Messiah College Dispatch Services— ext. 6565 or ext. 6005; or
  2. Cumberland County Dispatch—9-911 (dialing 9 first gets you an outside line).