

# Messiah University

## Emergency and Fire Drill Evacuation Procedures - Students

Excerpt taken from the Messiah University 2016-2017 Student Handbook – Residence Life Policies

### In the event of a fire:

- If you discover a fire, first proceed to and activate the nearest fire alarm pull station (usually located near an EXIT or stairway door), and then immediately leave the building via the nearest EXIT.
- Second, immediately notify Dispatch Services at the emergency phone extension **6565** or at **717.691.6005** via cell phone 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 noncompliance 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 the 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 the lock or top gap between the door and the door frame to see if it is hot. If it is, don't open the door. Instead, if you can do so safely, use the window to escape or summon help by yelling. Keep the 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 your hands and knees, if necessary.
- Do not use elevators; use stairways only.
- Leave by the nearest EXIT. Do not run. Leave the building directly from the 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 in roadways or in parking lot aisles.
- Never re-enter the building for any reason, even if the alarm signals are silenced. Wait until permission is granted by the person in charge of the 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:
  - a) Messiah University Dispatch Services— ext. **6565** or ext. **6005** or **717.691.6005** via cell phone;
  - b) Cumberland County Dispatch—9-911 (dialing 9 first gets you an outside line).