

Emergency & Fire Drill Evacuation Procedures

Messiah University Campus Residences

- 🔔 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 door knob and/or top gap between door and frame to see if it is hot. If it is, **don't open it** - 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 the building **directly from stairway**; **do not use your ID card** to pass through extra doors during evacuation.
- 🔔 Remain clear of the building by at least **50 to 100 feet**; move beyond sidewalks if necessary, but **never** stand in 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, (i.e., Dept. 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 by smoke or fire), use your cell phone or the phone in that room/apartment to summon assistance by dialing:
 - Messiah University Dispatch – extension **6565**, or extension **6005**, or **717-691-6005** (cell phone)
 - Cumberland County Dispatch - **9-911** (dialing **9** first gets you an outside line) or **911** (cell phone)



Please direct questions regarding the above information to the Department of Safety (x6005, 717-691-6005 via cell phone).