

Messiah University

Fire Alarm Response Instructions

For Campus Buildings

All building occupants are expected to follow the instructions below during a Fire Alarm:

1. Upon activation of the building fire alarm system (audible and/or visual signals), **remain calm**. Each building that has a fire alarm system reports directly to the **Department of Safety Dispatch Services** via our campus' Central Alarm Monitoring System. However, all fire alarms should still be individually reported to **Dispatch Services at extension 6565**, advising them of any known fire conditions that may be present in the building, e.g., the presence of smoke and/or actual fire. **Dispatch Services** will contact 911, if this is necessary, according to current established response protocols.
2. **IMMEDIATELY LEAVE THE BUILDING VIA THE NEAREST AVAILABLE EXIT. DO NOT USE ELEVATORS – USE STAIRWAYS. ALL CLASSROOMS/OFFICES/LABS MUST BE EVACUATED -- NO ONE IS PERMITTED TO REMAIN INSIDE OF THE BUILDING FOR ANY REASON.** Grab only the necessary clothing (coats, etc.) for existing weather conditions. Do not delay evacuation while attempting to salvage other personal belongings.
3. Turn off all unnecessary classroom/office/lab appliances and equipment, including **lab/classroom gas valves**. Also, turn off room lights upon evacuation. **DO NOT LOCK ANY CLASSROOM/OFFICE/LAB DOORS UPON EVACUATION.**
4. Feel the inside of your classroom/office/lab door with the back side of your hand before attempting to open the door to the hallway. If the door is **“COOL”** to the touch, then open the door to the hallway slowly. Immediately observe the hallway for any visible signs of danger, such as smoke and/or fire.
 - a. If the hallway is clear, then proceed quickly to the nearest exit and evacuate the building.
 - b. If there is a light to moderate smoke condition in the hallway, then stay low to the floor and/or crawl to the nearest exit; evacuate the building immediately.
 - c. If there is heavy smoke and/or fire in the hallway and you have no way to escape safely, then close your hallway door immediately and remain inside of your classroom/office/lab.
5. If the door or lock is **“HOT”** to the touch, then do not open the door for any reason. **Remain calm**. Seal the door cracks with wet paper towels or clothing. **Immediately phone the Department of Safety Dispatch Services at extension 6565** (or 911, if Dispatch can't be reached), give your location (room number, if known), and state that you are trapped by fire/smoke. Go to the window in your classroom/office/lab, and **signal** to anyone outside that you need assistance. If your classroom/office/lab begins to fill with smoke, lie down on the floor to avoid breathing any smoke/toxic fumes. The Fire Department will search the building and evacuate you as soon as possible. If you are physically-disabled and unable to safely use stairs, and your building has a Rescue Assistance System callbox on your floor, activate the push button if you can access it safely. **DO NOT USE ELEVATORS!** You may become trapped if power becomes interrupted, or the elevator is automatically called to the fire floor because of heat-damaged hall call buttons.
6. After exiting the building, all persons should remain clear of the building by at least **50 to 100 feet**; move beyond sidewalks if necessary, but **never** stand in fire lanes, on roadways, or parking lot aisles.
7. **Never re-enter the building for any reason.** Every effort will be made to return evacuated persons to the building as soon as it is safe to do so. However, if it appears that the incident will require an extended evacuation period, then all evacuated persons will be directed to an adjacent facility.
8. **Faculty/Staff** shall assist the Departments of Safety, Facility Services, and Campus Events with crowd control by keeping evacuated persons away from building entrances, clear of fire lanes, roadways, and parking lot aisles.
9. **ALL CLEAR.** Wait until permission is granted by the Department of Safety or the Township Fire Chief before re-entering the building.