

Emergency & Fire Drill Evacuation Procedures

Messiah College Campus Residences



- ☞ 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 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 building **directly from stairway; do not use your ID card** to pass through doors during evacuation.
- ☞ Remain clear of building by at least **50 to 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, (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 the phone in that room/apartment to summon assistance by dialing:
 1. Messiah College Dispatch Services – extension **6565**, or extension **6005**, or,
 2. Cumberland County Dispatch - **9-911** (dialing **9** first gets you an outside line).



Please direct any questions regarding the above information to the Department of Safety.