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).