Emergency & Fire Drill
Evacuation Procedures
Messiah University 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 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 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 Universitiy Dispatch Services – extension **6565**, or extension **6005**, or **717-691-6005** via cell phone, 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 (extension 6005).