



INCREASE YOUR FIRE SAFETY IQ

Know procedures, policies and emergency information **BEFORE** you need them.

WHAT TO KNOW BEFORE A FIRE: PLAN AHEAD

- Look around. Know where the emergency exits are. If you're not sure, ask someone who knows. Think about how you would get out if you see fire/smoke in various places.
- Know where the fire alarm boxes are located and how to operate them.
- Know how many room doors are between your door and the exit in case you cannot see.
- Don't even think about fighting a fire! Yell "FIRE", pull the fire alarm, and get out of the building. Let the professionals fight the fire.
- **WHEN YOU HEAR AN ALARM, SEE A FIRE STROBE LIGHT, OR SOMEONE YELLS "FIRE", LEAVE THE BUILDING IMMEDIATELY!**
- Participate in fire drills. They may seem like a pain, but could save your life! Exit immediately whenever the fire alarm sounds or when requested to do so by University personnel or officers (see the Student Handbook).
- If you will need help evacuating a residence building due to a mobility limitation (temporary or permanent) talk to your Residence Assistant or Resident Director right now!

WHAT TO DO IN THE EVENT OF A FIRE:

- **Sound the Fire Alarm** if it isn't already sounding. Remember, the more time you have to evacuate the building, the better!
- **If you have time**, grab your keys and slip on shoes. Take a cell phone with you if you have one. Always leave these items near the door so that you can grab them when exiting quickly, even if you can't necessarily see them!
- **Close the door** as you leave the room. This will prevent fire from spreading as quickly. **LOCK YOUR DOOR ONLY IF YOU HAVE YOUR ROOM KEY.**
- **Leave the building!** The faster you get out, the lower your chances are of suffering from smoke inhalation or other effects from smoke. However, **DON'T RUN** – walk quickly in an orderly manner, and do not push. Also, **BE CAREFUL ON THE STEPS!** Rushing and tripping will make the evacuation harder for you and others.
- **Never use an elevator.** Always use the stairways or emergency exits.

- **Stay low** to avoid smoke and toxic gases. Pull your shirt up over your nose and mouth. The best air is close to the floor, so crawl if necessary.
- Once you're outside of the building, **go to a designated meeting place** immediately and report in. Firefighters will be looking for people who are not present at the head count, so don't skip this step!
- **If you cannot get out of the building**, go to a window and let the firefighters know you are there. Hang a towel or other visible cloth out the window. Block incoming smoke at the bottom of the closed door if possible. Yell for help!

KNOW EASTERN'S POLICIES!

- **Emergency/Security Alarms & Equipment:** Because abuse of emergency alarms and equipment endangers the lives of many people, tampering with this equipment in any way is considered to be a serious safety and security violation.
- **Think about Safety:** Everyone must exercise every care to prevent fire, which could not only destroy property, but end lives as well.
- **Fire Drills:** A minimum of one fire drill will be held each semester for each residence hall. Everyone must exit the building immediately whenever the fire alarm sounds, or when requested to do so by University personnel.
- **Electric Appliances:** Portable heaters can be a fire hazard and are not permitted unless issued by the University. Anything with an open coil that gets red hot is NOT permitted. Halogen lamps/bulbs of any kind in the residence halls will result in an automatic fire safety violation fine.
- **Automatic Door Closers:** Removal of the mechanism, or door propping, is considered a fire safety violation.
- **Cooking:** Only very limited cooking is permitted. Hot pots or similar small appliances may be used as long as they are in good condition and circuits are not overloaded nor odors created. The importance of not overloading circuits cannot be stressed enough! Electric frying pans, air conditioners, and the like are not permitted. Any appliance with an exposed coil (i.e. hot plate or immersion coil) is never permitted due to the fire hazard it creates. Refrigerators over four cubic feet (per room) are not permitted, either, as they will overload the circuit.

HOW TO PREVENT FIRES:

- **Check all electrical appliances and cords. Look for fraying, worn insulation, and broken electrical fittings.**
- **Make sure lights are covered** (with a shade, etc.) because heat from an uncovered light bulb can ignite ordinary combustibles.
- **Report any appliance or electrical equipment that smells strange.** Unusual odors can be the first sign of a dangerous situation.
- **Don't overload wall outlets.** Two outlets should have no more than two plugs. A power strip is a good investment for creating more plugs without overloading the wall outlet.

- **Do not run electrical cords under rugs, objects, or pieces of furniture**, especially beds and mattresses. Electrical cords can quickly fray and set furniture, paper, fabrics, or other items on fire.
- **NEVER use halogen lamps.** The bulbs become extremely hot and have been the cause of numerous fires nationwide, especially in residence halls.
- **Don't use appliances with exposed coils.**
- **Watch for damaged/missing fire safety equipment and report it to Campus Security (x1737).** Tampering with this equipment in any way is considered to be a serious fire safety and security violation. Immediately report anyone you see violating the fire safety policy. You may save many lives by doing so.
- **Do not use incense or candles.** Doing so will result in a fire safety violation fine.
- **Smoking is not permitted anywhere on campus.** Students caught smoking on campus will be fined. Likewise, students who leave the campus specifically to smoke while walking along the perimeter roads or properties will be confronted and fined. No warnings will be given.

INDIVIDUALS WITH MOBILITY LIMITATION (Temporary or Permanent):

- If you are a person who might need assistance in the case of an evacuation emergency, please identify yourself to your RA, RD, or if a commuter, to the Dean of Students or Commuter Advisor.
- If you are comfortable with the idea and if it will work for you, have some people in the rooms close to you or in your class act as “buddies” in the event of an emergency. Tell others how to best help you in this situation. You are the expert!

IN CASE OF FIRE

From any campus phone, call Security at **x1737** or press **9-911**.

From other phones, call **911** or **610.688.0500** immediately!

You are located at: **Eastern University in St. Davids, off Eagle Road** (NCH, Fowler, Workman, Gallup, Guffin, Kea, Hainer, or Gough) **OR Fairview Drive** (Doane, Ott, Plant Ops, Gatehouse, Mall Cottage, Gym, Gym Cottage, McInnis, Walton, HHC/Warner, or Andrews).

Indicate name of building/location of fire.

Always notify EU SECURITY at x1737.

Security will escort firefighters to the correct location.