

220.020 – FIRE

Date Revised: May 2017

POLICY

When the Fire Alarm sounds, act immediately to ensure your safety. The Fire Alarm System is designed and engineered to provide you with an early warning to allow you to safely exit the building during an emergency situation.

- Never ignore or assume the alarm is false or the result of a test.
- Everyone must evacuate the building by way of the safest and closest exit and/or stairway.
- Never use an elevator to exit during fire alarm activation.
- Once outside the building, move away from the building.
- The front of the building is where the fire fighters and fire trucks will be operating. Do not obstruct their access to the building.
- If there is an incident occurring on the upper floors and glass is being blown out of the windows, the area below is the hazard zone where serious personal injuries will happen. Do not remain in or near the hazard zone.
- Once outside, never re-enter the building until you are told to do so by the fire department or a member of the COT (Campus Oversight Team).

PROCEDURE

In case of fire

- Utilize the fire alarms located in all buildings and residences
- Evacuate the buildings
- Congregate in the following places:
 - New Imaging Center
 - Homestead Residence Staff parking area
 - Haas Building
 - Student parking area
 - Photo Labs, Film office, Film Sound Stage
 - Student parking area
 - Marshall House
 - Marshall House parking area
 - Campus Residence
 - Campus Residence parking area
 - Windjammer Residence
 - Windjammer Front parking area