For more information on emergency planning and safety, refer to the University Safety Policy and Procedure Manual or contact Risk Management.

Please Notify University Dispatch at 474-7721 to report any disabled safety system, for example: fire extinguishers, smoke detectors, or unlit exit signs.
**Reporting Emergencies**

- Report all fires by phoning 911.
- State what happened and where it happened.
- Wait in a safe area.
- Meet responders at a safe location.
- If needed, have someone direct the Fire Department to the scene.

**Means of Egress**

- Dial 911 or activate the fire alarm using the pull stations adjacent to every exit.
- If unable to exit the building, find a safe refuge in a stairwell or sprinklered area next to an exit. Dial 911 from this safe location if possible.

**Exit Routes**

- Exit a building immediately upon activation of a fire alarm.
- Be familiar with your residence hall evacuation procedure.
- Identify at least two exit pathways from your location.
- Never keep a fire door open with a wedge or chair.
- Once you exit a building, do not reenter until cleared by the Fire Department.
- If outside conditions are extreme, or individuals have limited mobility, evacuate to a safe refuge.

**What is a Safe Refuge?**

- A safe refuge could be a sprinklered room/area near an exit or a stairwell landing.
- In the Upper Dorms, Fine Arts complex, or Patty complex you can proceed into the adjacent building.
- If possible, notify 911 and identify your location.
Fire Prevention - YOUR Responsibility

- Fire doors are to be kept closed at all times, unless held open with auto-closing devices.
- Keep a clear and unobstructed exit path to your door.
- No flammable or combustible liquids allowed in residence halls.
- Smoke detectors cannot be removed or tampered with for any reason.
- Extension cords are for temporary use. Plug strips with a breaker should be used for additional outlets.
- Do not store items or decorate in a way that would block or impede the ability of pull boxed, exit lights, sprinkler heads, etc.
- No open flames, including candles, allowed in any dorm room or office.
- Approved appliances only in residence rooms, all other cooking must be done in kitchens.
- Exit and stairwell doors cannot be wedged open.
- No natural Christmas trees or wreaths.

Fire Extinguishers

- All non-sprinklered buildings will have fire extinguishers located near exits or exit pathways.
- Fire Extinguishers are to be used by trained personnel only.
- If a fire extinguisher has been discharged or tampered with, please report it to Facility Services at 474-7000.