

FIRE SAFETY NOTICE

In the event of fire, stay calm. Notify the fire department and follow the directions of the fire department personnel. If you must take immediate action, use your judgement as to the safest course of action. Guided by the following information:

IF THE FIRE IS IN YOUR ROOM

- Close the door to the room where the fire is and leave the room.
- Make sure **EVERYONE** leaves the room with you.
- Take your keys.
- Close, but do not lock, the room door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building. Pull the fire alarm manual pull station located in the hallway to transmit an alarm signal.
- DO NOT USE THE ELEVATOR**
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are at the scene.
- Meet the members of your room at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

IF THE FIRE IS NOT IN YOUR ROOM

- Feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- Exit the room and building if you can safely do so, following the instructions above for a fire in your room.
- If you cannot use the stairs, call 911 and tell them your address, floor, room number and the number of people in your room.
- Seal the doors to your room with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming in from below.
- Do not break any windows.
- If conditions in the room appear life threatening, open a window and wave a towel or sheet to attract the attention of fire fighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.