



Emergency Building Evacuation Procedures

In case of fire, or other emergency requiring building evacuation, the fire alarms will activate. Following exit signs, proceed in a calm and orderly manner to the nearest exit.

Remain outside the building until further direction is received from University Police.

In the case of an actual emergency, please travel to designated assembly area. Provide University Police with location of any persons remaining inside the building and any information concerning the location and/or nature of emergency.

<u>For emergencies in these buildings,</u>	<u>go to these locations, if not accessible,</u>	<u>go to these locations:</u>
Academic Buildings	Newton Lobby	Greene Hall Lobby
Alumni, CU, Clark, Holcomb:	Schrader Main Lobby	Schrader Gymnasium
North Quad Residence Halls	Letchworth Dining Hall	Erie Lounge
Central Quad Residence Halls	CU Main Lobby	Schrader Lobby
South Quad Residence Halls	Red Jacket Dining Hall	Onondaga Lounge
Schrader	Alumni Main Lobby	CU Main Lobby

Signs with this information are posted at every building entrance.

Additional Procedures:

In an actual emergency, emphasis **MUST** be placed on personal safety. Campus personnel, other than emergency response personnel, are **NOT** expected to fight fires or extricate injured persons.

If you are the first person to discover a fire or other emergency situation:

1. If a chemical spill or fire, close the door to the room or area.
2. Leave the building, activating the fire alarm on your way out (Fire Alarms are located at approximately elbow height next to building exit doors)
3. Call University Police (5222) from another building, inform them that it is an actual emergency, and specify the location and nature of the emergency. If applicable, provide any information on location of injured persons or persons unable to exit the buildings, such as mobility-impaired persons.
4. Report to the assembly area to provide additional information to University Police or other rescue/aid personnel.

Fire Extinguisher Use:

Persons that have been trained in fire extinguisher use **AND** are comfortable and confident in their abilities to use fire extinguishers may use fire extinguishers to extinguish small fires such as a waste paper fire or a microwave popcorn fire.

Fire extinguishers will empty in approximately one minute. **Fire extinguishers are not designed to fight large fires. Persons unfamiliar with fire extinguisher use should not attempt to fight even small fires with portable fire extinguishers, and should immediately evacuate.**

Assisting Other Persons (in other than gas leaks or chemical spills)

If a person is mobility-impaired or becomes disoriented or disabled during an actual emergency:

1. Assist them to an exit – **if you are able.**
If not possible, assist them to a stair tower– **if you are able.**
2. Get yourself out of the building, activate the alarm and go to the assembly area.
3. Provide any information on location of injured persons or persons unable to exit the buildings to University Police.

If the emergency involves a gas leaks or chemical spill, evacuate immediately. Injured persons will be assisted by rescue personnel equipped with protective breathing apparatus.