FIRE ALARMS AND EVACUATION

In the event of a fire, the most important thing is for you to evacuate the building safely. Make sure you familiarize yourself with the evacuation routes in your area. Fire emergency response is defined by the acronym **R.A.C.E**. If you discover a fire or see a flame or smoke, follow the RACE procedures: **Remove** all persons in immediate danger to safety. **Activate** manual pull station **and** call or have someone call 911. **Close** doors and windows to prevent the spread of smoke and fire. **Extinguish** the fire (if you are able) and/or **Evacuate**.

Never assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

Persons evacuating the building should report to their assigned Emergency Assembly Point(s), as directed by their supervisor or Residence Assistant/Coordinator.

Upon Discovery of a Fire.

Report all fires and smoke to the Duke University Police Department by dialing 911 from any campus phone. If dialing from a personal cell phone or an off-campus telephone within Durham, the call will immediately reach the Durham Emergency Communications Center. The caller should first state they are on Duke Campus and then state the building name. In either case, each agency has instant communication with the other and calls can be immediately transferred from one to the other. Fires that have been extinguished should also be reported to Duke Police so that an investigation may be conducted. All residential building fires should also be subsequently reported to Housing and Residence Life: East, 919-684-5320, Swift Quad, 919-684-5813, and West, 919-684-5486. If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are en route to your location. Use the **P.A.S.S.** procedure: **Pull** the pin; **Aim** the nozzle at the base of the fire; **Squeeze** the handle; **Sweep** from side to side.

Do not use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room and close the door. Open the window, hang a sheet or other light colored object out of the window to attract the attention of emergency personnel, and then close the window. If there is a phone in the room, call 911 (see above for specific instructions) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.

If you have exited the facility, stand clear of the building and report to your designated Emergency Assembly Point. Emergency apparatus may be maneuvering around the building. Follow the directions of fire and police personnel and **never** re-enter the building until they give permission to do so.