



## **DUKE UNIVERSITY RESIDENCE HALLS FIRE ALARM AND EVACUATION INSTRUCTIONS**

### **If You Discover A Fire:**

If you discover a fire or smoke situation, activate the fire alarm pull station and call, or have someone call, Duke Police at 911.

If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are enroute to your location.

### **When the Fire Alarm Sounds:**

Close all windows—leave the drapes open.

Leave the overhead light ON.

Before opening any door, feel the door. If it is HOT, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.

If you cannot leave the room, open the window slightly and hang a sheet or other light colored objects out the window to attract the attention of emergency personnel. If there is a phone in the room, call Duke Police (911) 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 conditions allow you to leave the room, close, but do not lock the door and walk directly to the nearest exit and leave the building.

If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.

If you have exited the facility, stand clear of the building. Emergency apparatus may be maneuvering around the building.

Follow the directions of the fire and police personnel and NEVER re-enter the building until they give permission to do so.

## BUILDING SAFETY FEATURES

### Fire Doors

Stairwell Fire Doors should be kept closed at all times. During a fire these stairwells will provide a place of refuge and will protect you during your escape from the building. If the fire doors are left open, these stairwells will act as chimneys, rapidly spreading the fire and smoke throughout the building. This was the case in the 1979 House J fire here at Duke that trapped 20 students on the roof.

### Exits

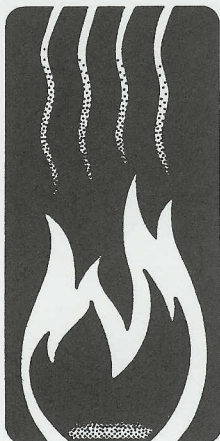
Each exit or exit access should be kept clearly marked with a lighted "exit" sign. You should familiarize yourself with all exit routes in your facility when you move in.

### Fire Alarms

Fire alarm systems provide a rapid means of notifying all occupants of an emergency. Continued abuse of these systems creates a complacent attitude among most building residents which may result in injury or death when the alarm is ignored in an actual emergency situation. This was the case in the Providence College fire which took the lives of seven students.

### Fire Extinguishers

Multi-purpose ABC fire extinguishers are located throughout all resident halls for use by the occupants on any type of residential fire.



## POTENTIAL HAZARDS

### Appliances

Irons, hair dryers, coffee pots, hot plates, etc. should NEVER be left unattended. They should be unplugged after use and not stored until they are cool enough to touch. Too many appliances plugged into the same outlet or extension cord may cause an overloading of the circuit.

### Obstacles

Storage of bicycles, chairs, desks, trunks, etc. shall not be stored in hallways, stairways, or any place which would interfere with public access or exit areas of the building. Bicycles unattended in such areas are in violation of fire safety codes and will be removed by authorized personnel. Two wheeled motorized vehicles stored any in residence halls will be towed at the owners expense.

### Open Flames

Open flames (candles, burning charcoal, etc.) are NOT permitted in the residence halls. A clause to this effect is included in the housing contract.

### Flammable Liquids

Gasoline, paint, ether, or other flammables are not to be stored in any residence halls for any reason.

### Fireworks

Fireworks and other explosives are not allowed under state law and may never be used on campus or kept in residence halls.

### Elevators Are Hazardous in Fires

Elevators should not be used during an actual emergency. The elevator shaft will act as a chimney in transmitting heat and smoke from floor to floor. Also, elevators may malfunction, stopping at the floor involved in the fire, opening automatically, and exposing the passengers to intense heat and smoke.

### Party Decorations

The use of crepe paper, cloth, corn stalks, bales of hay or other combustible materials for party decorations in residence halls is strictly prohibited.

## GENERAL INFORMATION

### Reporting

All fire related incidents regardless of severity should be reported to your RA and/or Duke Police immediately. Any unsafe condition such as electrical problems, broken glass, broken handrails, broken or loose tile, etc. should be reported to your Housing Service Office.

### False Alarms

Turning in a false fire alarm, tampering with fire equipment or discharging fire extinguishers is a criminal offense punishable by a \$500.00 fine and/or six months imprisonment. A more effective deterrent has been the strong peer group reaction and/or the termination of the room contract between the University and the student(s) responsible. Unfortunately, Duke students have been evicted from the residence halls in the past for these offenses. In addition, the cost to repair or replace fire equipment will be charged to the living group if person/persons responsible are not identified.

### EMERGENCY NUMBERS

	Emergency	Routine Business
Fire	911	684-5609
Duke Police	911	684-2444
Ambulance	911	684-2444
West I Service Office		684-5486
West II Service Office		684-5559
East Campus Service Office		684-5320

### Protect Yourself

Bring any deficiencies in fire protection and safety equipment to the attention of the OESO-Fire Safety Division (684-5609).

### Be Alert to Hazards

Your life and health may depend on your attitude and actions.