

UPON DISCOVERY OF A FIRE - If the fire alarm has not already activated, do so by using a manual pull station. This action will notify both the building occupants and Duke Police. Fire emergency response is defined by the acronym: **R.A.C.E.**

IF YOU DISCOVER A FIRE, SEE A FLAME OR SMOKE, follow the **R.A.C.E.** procedures:

R = Remove all persons in immediate danger to safety. This includes checking on your roommate and immediate area, knocking on doors but not stopping as you exit.

A = Activate manual pull station AND call or have someone call **Duke Police at 919-684-2444**

C = Close doors and windows to prevent the spread of smoke and fire

E = Extinguish the fire (if you are able) AND/OR Evacuate

Note: If you feel comfortable using a fire extinguisher, use the **P.A.S.S.** method to operate:

P = Pull the pin

A = Aim the nozzle at the base of the fire

S = Squeeze the handle

S = Sweep from side to side

Manual Fire Alarm Pull Stations:

Are located throughout the facility – usually at or near an exit

Activate the building fire alarm system

Shall be pulled in the event of a fire emergency

Residential Housing Fire Safety Plan (page 1 of 3)

In addition to activating the manual fire alarm pull station call or have someone call **9-1-1** and provide to emergency dispatcher:
All pertinent information to include your name, location (building, floor/level, zone)
Type of fire and your observations of the situation - Stay on the line until released by the emergency dispatcher

Report all instances of smoke and fires of any size to 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. **The preferred method of reporting a fire using a mobile phone is to contact Duke Police at 919-684-2444.** 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 reported to Housing and Residence Life (HRL): East 919-684-5320, Swift Quad 919-684-5813, and West 919-684-5486.

The discharging of a fire extinguisher must be reported to Housing and Residence Life, Duke Police, or OESO Fire & Life Safety so it can be replaced. Do not discharge a fire extinguisher when there is no fire.

WHEN THE FIRE ALARM SOUNDS

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. Call Duke Police at 919-684-2444 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.

Residential Housing Fire Safety Plan (page 2 of 3)

EMERGENCY ASSEMBLY POINT

Refer to Table 1 for the Emergency Assembly Point associated with each building.

All occupants present during the evacuation will meet at the Emergency Assembly Point. HRL will then work to check off the occupants present and account for others as able. Occupants should relay to the counselors any pertinent information, such as a roommate at another location.

FIRE EXTINGUISHERS

Each housing area is equipped with fire extinguishers in the corridors, kitchens, and laundry rooms. Multi-purpose ABC fire extinguishers may be used on any type of residential fire.

FIRE ALARM SYSTEMS

Activation of the fire alarm system will result in flashing strobe lights and an audible alarm. There are generally three variations of the sound:

- Solid horn – continuous ringing without breaks
- Three pulses of the horn
- Three pulses with a voice announcement

Refer to Table 2 for the particular arrangement associated with each building.

CONTACTS & FURTHER INFORMATION

Duke LiveSafe Mobile App: <https://emergency.duke.edu/notified/livesafe/>

Duke University Police Department 919-684-2444

Housing and Residence Life (HRL) East 919-684-5320, HRL Swift Quad 919-684-5813, HRL West 919-684-5486

OESO Fire & Life Safety Division 919-684-5609, www.safety.duke.edu

Residential Housing Fire Safety Plan (page 3 of 3)
