

VILLAGE FIRE SAFETY INSTRUCTIONS—DO NOT REMOVE.

FIRE ALARM PROCEDURE – THE VILLAGE APARTMENTS

In the event of a fire:

1. **Call 911!**
2. Alert your apartment mates; assist them in exiting, if necessary.
3. **Exit calmly and quickly** via the closest safe exit. Knock on doors of apartments along your exit route, shouting if necessary to alert other residents.
4. On the way out, assist any mobility impaired persons to a safe stairwell or other safe refuge if you are unable to assist them in exiting without placing yourself in danger. **Notify emergency response personnel of their location immediately.**
5. Assemble at least 100 feet away from the building in the designated meeting area. Notify a Residence Life staff member or emergency personnel if you believe someone is still in the building.

**The designated meeting location for your room is:
L E C PARKING LOT**

In the event of fire:

1. Turn off stove or any cooking appliances.
2. **Exit calmly and quickly** using the closest safe exit, alerting apartments along your exit route by knocking on doors and shouting, if necessary.
3. Assemble a minimum of 100 feet from the building in the designated meeting location:
L E C Parking Lot

Possession of ANY of the following items in on-campus housing will be subject to a \$50 fee:

Candles, incense, gas, propane, lighter fluids, kerosene, nitrous oxide, lamp oil, motor oil (including gas powered engines & transmissions), hot plates with exposed coil heating elements, sun lamps, holiday string or rope lights, halogen lights, car tires, spray paint, and plug-in air fresheners.

Activities resulting in a \$50 fee:

Smoking in designated non-smoking areas.
Accidentally setting off a fire alarm.

STATE LAW! YOU are required to **immediately** leave the building when a fire alarm sounds. Failure to evacuate will lead to disciplinary and/or legal action being taken against YOU!

FIRE SAFETY TIPS

Tips for exiting a smoke filled room or building:

1. Do not open a door without running your hand around the top, sides, and bottom of the door and frame. Touch the doorknob carefully. **If you feel heat or see smoke, use another exit!** First floor residents can exit via a window. Upper floor residents should go to a window as far away from the fire as possible and signal for help! Exit via the window only if necessary.
2. If you must exit through a smoke filled area, stay close to the floor. Heat & smoke rise; more breathable air is closer to the floor.
3. If your hair or clothing catches fire, **STOP, DROP & ROLL!** Do not run; this will only fuel the flames.

Preventative Measures:

1. Do not leave stoves, microwaves, toaster ovens, etc. unattended when cooking.
2. Keep stovetops and cooking appliances clean and free of grease. Wipe up spills immediately while they are fresh and easy to remove.
3. Make yourself familiar with fire procedures, exits, and designated meeting places.
4. Do not use appliances, extension cords, or power strips with damaged cords or plugs!
5. Watch loose clothing around heat sources such as a stove. Don't store frequently used items above the stove. Loose clothing can come in contact with a hot burner when reaching for something above.
6. Do not leave appliances such as toaster ovens, can openers, slow cookers, grills, hair dryers, hair styling appliances, and irons plugged in, even if they are turned off. Switches can and do malfunction!
7. Notify an RA of any faulty smoke detectors, outlets, or light switches **immediately!**

Just In Case:

1. Become familiar with location of fire alarms and fire exiting procedures.
2. Do not misuse or tamper with fire safety equipment! Tampering with fire safety equipment may result in eviction from the residence hall and possible legal action.
3. Keep a small flashlight near your bed. In the event of a fire, it can be used to light your way or signal for help from a window. Check periodically to make sure it's in working order.

Tampering with any fire safety equipment may result in eviction from the residence halls. This includes the covering of, disassembling, and removing batteries from smoke detectors.