

*As part of an ongoing process of training students for crisis situations, the Office of Residence Life would like to provide you with written expectations when a fire alarm sounds in your residence area.*

When the alarm sounds, the following should occur to ensure your own safety:

- feel the door to determine whether it is hot
- if it is **not** hot, slowly open the door while using your foot as a brace; if the door is hot, find another means of exit or signal from window for help
- when you exit the room, ensure there is no smoke; if there is, take a towel to cover your mouth and nose
- exit the building using the nearest exit, if possible
- upon exiting, proceed to the Emergency Assembly Point (EAP)\*\*

From the EAP, students residing on main campus will then be escorted to the Alumni Healthful Living Center; if you are a resident of Gateway Village, you will be escorted to the Gateway Laundry room. In both locations, attendance will be taken

The Department of Public Safety and the Office of Residence Life will be conducting evacuation drills periodically throughout the year.

Note your Emergency Assembly Point on the attached map. Become familiar with the location of your EAP prior to any drills or emergencies.

Should you be in need of assistance due to hearing, mobility or visual concerns, notify your Resident Advisor as soon as possible so staff may provide additional assistance during evacuations.

If you have any questions pertaining to this information, contact your building supervisor.