

Office Of Residence Life Fire Evacuation Plan (2020- 2021)



Ava Van Ness and 3003 Van Ness have a fire alarm system that will be utilized to notify occupants of a fire emergency. The fire alarm contains manual hand pulls and smoke detectors to initiate an alarm. When the alarm sounds a 3-pulse audible system will notify occupants of an alarm.

If you discover a fire:

Isolate the fire by closing doors as you exit the building

- Verbally notify those around you of a fire as you move towards the exit
- Sound the fire alarm by pulling the closest manual hand pull- located next to each exit door
- Use the stairs – NEVER use the elevators when the fire alarm is sounding.
- Get to a safe place and call **9-1-1** to report the fire.
- Evacuate the building using the evacuation route
- Report to the post evacuation assembly point, to be accounted for by a Residence Life staff member



If you hear/see the fire alarm, evacuate following these guidelines:

- STAY LOW- smoke and heat rise
- Feel doors for heat with the back of your hand before opening
 - If the door is hot, keep it closed. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report your location.
 - If the door is not hot, slowly open it while staying low.
- Check the hallway for smoke or fire
 - If smoke or fire is in the hallway, close the door. Place a wet towel at the base of the door to prevent smoke from entering and call 9-1-1 to report your location.
 - If no smoke or fire, continue to the nearest exit
- Prevent the spread of smoke and fire by closing doors as you exit the building
- Use the stairs – NEVER use the elevators when the fire alarm is sounding.
- Evacuate the building using the evacuation route
- Report to the post evacuation assembly point, to be accounted for by a Residence Life staff member

