

# Fire Safety



## *in Residence Dorms or Halls*

### **Fire Plan for College Facilities**

Regardless of cause, the activation of the building's fire alarm system is an indication of an emergency and immediate and orderly evacuation of the building is essential. Upon discovering fire or smoke, remain calm. The following steps should be carried out in order, if it is safe to do so, and time permits:

1. Upon discovery of a fire, shout "FIRE" to alert those in your living space.
2. If in doubt, get out! **DONOT FIGHT THE FIRE.** As you exit the area, close all doors in the immediate vicinity to help confine the fire in the origin area if possible.
3. Check your door before opening it to make sure it is not hot and the fire is not on the other side. If you encounter smoke when leaving the building, stay as low to the floor as possible.
4. Sound the alarm. If your building is equipped with fire alarm pull stations, pull the handle in the fire alarm box close to the location of the fire.
5. Dial 911 or report the fire by calling the Emergency Number of your local fire department. This number should be attached to every phone in your building.
6. If the building is not equipped with a fire alarm pull station, try to notify as many persons in the area of the emergency if it is safe for you to do so. At a minimum, shout "FIRE" as you exit.
7. Individuals hearing the warning or seeing the fire should begin an orderly evacuation of the apartment building using safe means of exit.
8. If you become trapped in your room, hang something outside the window such as a sheet, curtain, etc., to warn firefighters you are still in the building. Place wet towels around the top, sides and bottom of your apartment or room door.
9. Close any remaining doors if possible. This will help to reduce the movement of air to minimize the fire's spread.
10. If your building hallway is equipped with fire separation doors, make sure they are never blocked to ensure their closure.
11. If your building is equipped with elevators, **DONOT** attempt to use them during a fire or fire emergency.
12. When all persons have evacuated the building, they must remain outside and at a safe and clear distance away from the building. Have a central meeting place where everyone in your designated group to gather and be accounted for. If all cannot be accounted for, **DONOT RE-ENTER THE BUILDING.** Immediately notify fire fighting personnel on the scene.
13. Regardless of cause, the activation of the building's fire alarm system is an indication of an emergency and immediate and orderly evacuation of the building is essential.

Fire Safety should be top priority at all educational institutions. Recent tragedies at educational institutions demonstrate the need to remain vigilant. VFIS urges all students to follow these practical Fire Safety Steps to protect yourself when living in campus dorms or residence halls.

Please remember: If your dorm or residence hall has battery operated smoke detectors, check their operation monthly and change the batteries every six months to make sure they operate in an emergency.

Sources for information  
NFPA & USFA

For more information, visit:

<http://www.usfa.fema.gov/public/factsheets/101.shtm>

<http://www.nfpa.org/Research/NFPAFactSheets/DormFires/DormCollegeHousingFires.asp>



Courtesy of:

Santa Clara County Fire Dept.  
14700 Winchester Blvd.  
Los Gatos, CA 95032  
408.378.4010 [www.sccfd.org](http://www.sccfd.org)