

## If you cannot leave your room...

- Contact the University Police Department at 911.
- *Stay calm – do not panic.* All buildings are constructed of fire-rated materials and provide protection. Stuff wet cloths under the door to prevent smoke from entering.
- Danbury Fire Department's typical response time to an alarm is less than five minutes. All resident rooms are equipped with fire-rated doors that will withstand a fire situation for at least one hour.

## Prohibitions

- Smoking is prohibited in all university buildings.
- Open flames, candles and incense are prohibited in all university buildings.
- Excessive combustible materials in hallways will be removed without warning.
- Holiday decorations must be flame retardant and lights must be "UL® Listed."

## For our students with disabilities

Specially equipped rooms for students with disabilities are available through the Housing Office. Areas of refuge are available in some of the buildings. All residence buildings are accessible.

**Students with hearing disabilities** — Some resident rooms have been equipped with visual indicators of an alarm. All public areas are equipped with audio/visual indicators. If an evacuation is necessary, please follow the directions on the back of your door. If you need assistance, call the University Police at 911.

**Students with visual disabilities** — If you are in your room and are aware that an alarm has been activated, call 911 if you need assistance with your evacuation. Wait in your room or area of refuge (if available) with the doors closed until assistance arrives.

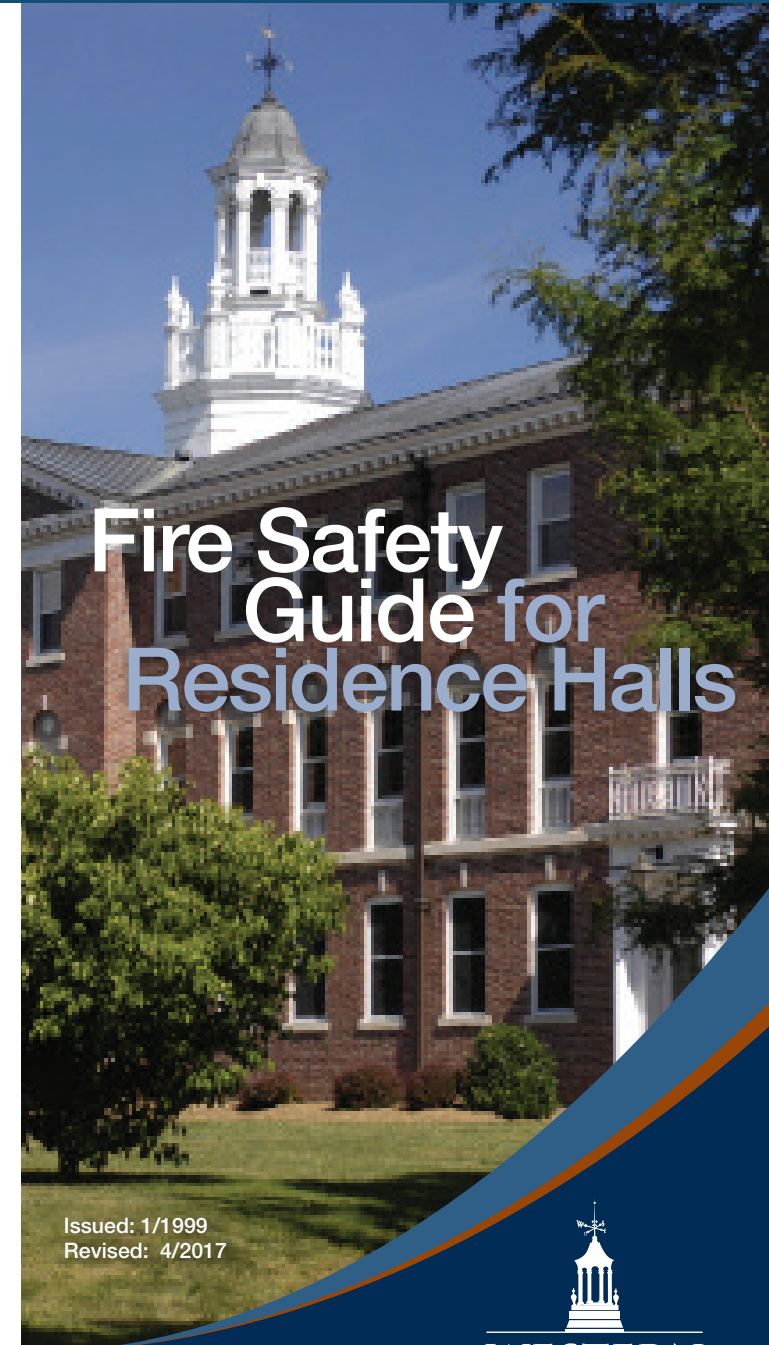
**Students with mobility disabilities** — If you are in your room and are aware that an alarm has been activated, call 911 and stay in your room with the door closed. If an evacuation is necessary, you will be instructed to wait in your room or, if your building is equipped with an "area of refuge," you may be instructed to wait there until emergency responders can assist you with your evacuation.

**Elevators should not be used under any circumstances.**

## Information

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# Fire Safety Guide for Residence Halls

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### Introduction

Here at Western, we take great pride in our fire safety record. To help us achieve our goals, we have equipped each residence hall room with sensitive smoke detectors, automatic sprinkler systems and voice evacuation systems.

The chances of being involved in a fire at WCSU are minimal, but in the event of an emergency, knowing what to do and where to go can make the difference in finding your way to safety. If you feel that you need special assistance during an emergency situation, please notify the University Police Department by dialing 911 from any university phone.

Please take a few minutes to familiarize yourself with this pamphlet. If you have any questions, please do not hesitate to contact Environmental, Health and Safety (EHS) at (203) 837-9352 or the University Police at (203) 837-9300.

### Upon move-in

**Review “Fire Safety Tips,” which are posted in your room/apartment.**

**Locate the emergency exits on your floor.** On each residence floor there are several exits, usually at the end of each hallway. Locate the two exits nearest your room. Walk to each exit to help you remember its location.

**Count the doors between your room and the exit.** Count the doorways between the nearest exit and your room. This helps you to remember the distance and location of the exits and may also allow you to find an exit in the smoke or in the dark.

**Locate the nearest fire extinguisher and fire alarm pull station.** Locate and walk to the nearest fire alarm pull station and fire extinguisher on your floor. Pull stations are located near the exits; extinguishers are located throughout the buildings. Remember, it is a violation of state law to tamper with fire equipment. Violations are punishable by three months in jail and/or up to a \$3,000 fine.

**Take note of the emergency exit diagram behind your door.** Review the map to familiarize yourself with the floor layout and exit instructions.

### If you hear an alarm from your room or in public areas...

Evacuation alarm systems in residence halls are equipped with voice evacuation messages. Follow the directions over the speaker system and evacuate quickly and calmly. Upon exiting the building, move away from the doors to allow access to emergency responders.

**Fire alarm versus fire drill** — Fire drills are planned and staged practice evacuations. They are required under state law to be conducted “regularly.” Fire alarms are automatic activations of the detection systems. These systems may include smoke detectors or heat detectors. All detection systems in residence halls are new and state-of-the-art. Equipment malfunctions or false alarms are very rare. Always assume the worst and evacuate the building.

### If you discover a fire...

**Close doors:** If possible, close all doors in the fire area to prevent the spread of smoke and flame.

**Report the fire:** Dial 911 and tell the police dispatcher the location of the smoke or fire.

**Your role:** Do not take risks — exit the building through the fire exits, close all doors behind you and activate a fire alarm pull station, if the alarm is not already sounding. Remember, it is university policy that everyone evacuate during an emergency situation. Once you have evacuated, stay out of the building until a fire fighter or police officer has instructed you to return.

### In the event of a fire evacuation...

**Test doors for heat before opening.** Using the back of your hand, test the door to the hallway for heat.

#### **Open door slightly if it is cool.**

If the door to the hallway is cool, open it carefully, checking for smoke. If there is thick smoke outside your room, quickly close the door and stay in your room. Call the University Police at 911 to advise them that you are in your room.

#### **Exit with caution.**

Test the exit door for heat before opening it. Look for heavy smoke in the stairwell. If there is heavy smoke, try an alternate exit or return to your room. If the stairwell is safe, exit the building.

#### **Avoid elevators.**

In case of evacuation, never use the elevators.

### Emergency assembly areas

**Stay clear of all emergency vehicles and personnel.** Assembly areas have been established for all residence halls. In case of an alarm, exit the building and proceed to the appropriate assembly area:

#### Midtown campus

**Fairfield Hall:** Make your way to the Alumni & Friends Circle (between Fairfield Hall and Old Main).

**Litchfield Hall:** Go to the Old Main parking lot or to the far end of the patio near the Maintenance office.

**Newbury Hall:** From rear parking lot side, move toward the Boiler House and Litchfield patio area, keeping parking lot clear. From 8th Avenue side, move to the grassy area.

#### Westside campus

**Centennial Hall:** Front - assemble in the parking area across driveway. Rear - assemble in the Quad near emergency phone.

**Pinney Hall:** Front - head to the right to the handicapped parking area; stay clear of all walk ways and doors to the building. Rear - head down stairs and into the parking lot; move as far away from the access drive as possible.

**Grasso Hall:** Head toward Pinney Hall parking lot and out of the way of emergency vehicles.