

## 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. Quickly close the door if there is thick smoke outside your room and stay in your office or classroom. Call the University Police at 911 to advise them that you are in your area.

### 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 area. If the stairwell is safe, exit the building.

### Avoid elevators.

In case of evacuation, never use the elevators.

## If you cannot leave your office or classroom...

- Call the University Police 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 rooms are equipped with fire-rated doors that will withstand a fire situation for at least one hour.

## University fire safety polices

- Smoking is prohibited in all university buildings.
- Open flames are not permitted in any building. This includes, but is not limited to, fragrance candles, incense, birthday candles, sterno cans, or portable stoves.
- During an evacuation alarm, all personnel must leave the building. There are no exceptions.
- Extension cords are for temporary purposes. The Occupational Safety and Health Administration (OSHA) has defined temporary as less than 90 days. Cords must be large enough to handle amperage designated for specific equipment.
- All electrical equipment must be "UL® Listed."
- Holiday decorations must be flame retardant.
- Space heaters are regulated by the university. Only approved space heaters can be used in university facilities.

## Information

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# Fire Safety Guide for Administrative & Academic Buildings

**WESTERN  
 CONNECTICUT  
 STATE  
 UNIVERSITY**

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## Introduction

Western Connecticut State University (WCSU) takes great pride in its fire safety record. To help us achieve our goals, we have equipped each building with sensitive smoke detectors, and in most cases, 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 University Police by dialing 911 from any campus phone.

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

## Once in your office/classroom...

**Locate the emergency exits on your floor.** On each 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 work area. This helps you to remember the distance and location of the exits and may also help if you have 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 located on every floor.** Review the map to familiarize yourself with the floor layout and exit instructions.

## 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 evacuates during an emergency situation. Once you have evacuated, stay out of the building until a firefighter or police officer has instructed you to return.

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

Evacuation alarm systems in most buildings are equipped with voice evacuation messages. Follow the directions over the speaker system and evacuate quickly and calmly. For buildings not equipped with a voice system, exit through the nearest door and do not use elevators. Upon exiting the building, move a minimum of 25 feet away from the building 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, heat detectors or sprinkler system activations.

Equipment malfunctions or false alarms are very rare. Always assume the worst and evacuate the building immediately.

## For individuals with disabilities ...

**Individuals with hearing disabilities** — Some offices and classrooms have been equipped with visual indicators of an alarm. All public areas are equipped with audio/visual indicators. If an evacuation is necessary, please leave the building. If you need assistance, call the University Police at 911.

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

**Individuals with mobility disabilities** — If you are in your office or classroom and are aware that an alarm has been activated, call the University Police at 911 and stay in your area 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.**

