



Residence Hall Fire Safety

Emergency Evacuation Procedures In the Event of a Fire or Fire Alarm

1. **Remain Calm - It May Save Your Life.**
2. If you see smoke or flames, pull the nearest pull station and evacuate the building.
3. When you hear the fire alarm, wake others in your room.
4. Check the door to see if it is hot.
If the door is **HOT**, don't open it.
 - Stay in your room, call 863-4111, and stay by the window for help.
 - Seal with clothing or tape to keep smoke out. Use wet towels, if possible.If the door is **COOL**, open it and check the hallway for smoke.
 - If the hallway is clear, exit the building. Always close doors behind you.
 - If the hallway is full of smoke, stay low to the floor and go to the nearest exit; or
 - Stay in your room, close the door and seal with clothing or tape to keep smoke out.
 - Open the window and signal for help. Call Public Safety at 863-4111.
5. When a fire alarm sounds, you must evacuate the building to the evacuation location.
6. Never use an elevator during a fire alarm.
7. Once outside, call Public Safety at 863-4111 or find a uniformed official and provide information.

Fire Prevention in Your Residence Hall

1. Be familiar with at least two ways out of your building. An evacuation chart is posted on the back of the door in every sleeping room. Familiarize yourself with the location of pull stations and fire extinguishers.
2. The following are prohibited in all Residence Halls: Torchiere style halogen lamps, candles, toasters, grills, hot plates, incense, space heaters, explosives, firewood or any open flame.
3. Never leave food unattended while cooking. Cooking, and most cooking appliances are not allowed in sleeping rooms. Microwave ovens, coffee makers and enclosed hot pots are allowed.
4. Smoking is prohibited in all areas of the Residence Halls. Discarded smoking materials are a major cause of fires.
5. Do not block hallways or stairs with bicycles, boxes, furniture, trash or other items. In the event of an emergency the corridors and stairwells are your lifeline to the outdoors and safety.
6. Avoid overloading electrical outlets. Use only UL listed, 15- amp power strips equipped with a circuit breaker.
7. Never leave hair dryers or irons on unattended. Never use hair dryers to dry clothes.
8. Posters and wall hangings are prohibited in hallways and stairways. Use the glass-covered bulletin boards provided in each building.
9. Flammable liquids such as lighter fluid, propane or gasoline are prohibited in Residence Halls.
10. Fire extinguishers are provided for your protection. Malicious use will result in fines.
11. We recommend that each student have a flashlight for power outages or other emergencies.

Malicious and accidental alarms may result in fines of up to \$1,000 as well as disciplinary action.

University's Emergency Action Plan – <http://www.brown.edu/Administration/EHS/eap.pdf>

Find assembly locations at: <http://www.brown.edu/Administration/EHS/eappdf/Assemblylist.pdf>

For Residence Hall Fire Safety Training, Fire Extinguisher Training, or Fire Extinguisher Recharging, call the Fire Safety Office at 863-3462 or email fire_safety@brown.edu