



Fire Safety in Off-Campus Housing

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, activate the nearest fire alarm pull station (if provided) and evacuate the building immediately.
3. Wake others in your apartment if you believe there is a fire in the building.
4. Check the door to see if it is hot.
If the door is **HOT**, don't open it.
 - Stay in your room, call 911, and stay by the window for help.
 - Seal the door 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 and close the door. Seal the door to keep smoke out.
 - Go to the window and signal for help. Call 911 and report your exact location.
5. When a fire alarm sounds, you must evacuate the building and go to the evacuation location.
6. Once outside, call 911 and provide information to the fire department.

Fire Prevention in Off-Campus Housing

1. **Make sure there are working smoke detectors on every level and in all bedrooms. Never disable a smoke detector!**
2. Test smoke detectors at least monthly to be sure they operate and change batteries as needed.
3. A carbon monoxide detector should be located in the apartment if there is any fuel burning equipment in the apartment. This includes gas stoves or fireplaces.
4. Be familiar with at least two ways out of your building and make sure they are clear.
5. Halogen lamps generate extreme temperatures and are not recommended.
6. Use extreme caution with candles, toasters, grills, hot plates, incense, or space heaters.
7. Never leave food unattended while cooking.
8. Use an ashtray for smoking materials. Never empty hot ashes into the trash. Let ashes cool overnight before discarding them or discard into water to ensure that they are completely out.
9. Never 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.
10. Avoid overloading electrical outlets. Use only UL listed 15 amp power strips with a circuit breaker. Appliances such as refrigerators and microwaves should be plugged directly into the wall outlet.
11. Never leave appliances on when left unattended including hair dryers, irons, and space heaters.
12. Make sure there are fire extinguishers in kitchens and other areas and know how to use them.
13. Flammable fuels like propane or gasoline should never be stored indoors.
14. Don't use internal combustion engines indoors since they generate carbon monoxide.
15. Have flashlights available for power outages or other emergencies instead of candles.

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

For Fire Safety Information or Fire Extinguisher Training call the Fire Safety Office at 863-3462 or email fire_safety@brown.edu