

Saginaw Valley State University

General Fire Drill /Evacuation Procedures

General Evacuation Procedures:

When the fire alarm sounds leave the building by the nearest stairwell or exit, ***DO NOT*** use elevators. Exit the building immediately by proceeding to the nearest exit. Learn where the nearest exits are for your building(s). Follow instructions from campus police. Do not re-enter the building until told to do so.

If you see fire or smoke, remember A.C.E.S.:

Alert: Activate the nearest fire alarm pull station, call campus police at (989)-964-**4141 or 911**, and report the exact location of the fire. **DO NOT HESITATE IN ACTIVATING THE FIRE ALARM PULL STATION UPON THE DETECTION OF FIRE AND/OR SMOKE.**

Confine: Close all doors in the fire area to confine fire and smoke.

Evacuate: When the alarm sounds, immediately evacuate the building by the nearest stairwell or exit; ***DO NOT*** use elevators.

Special Assistance: Persons who may need assistance should:

Notify the Office of Disability Services and Student Life (students) and develop a personal evacuation plan. Whenever possible, everyone should evacuate from the building. However, if you are unable to do so for any reason, you should seek refuge in the nearest stairwell. As others exit please report to campus police anyone who may need assistance. If you have any questions about what to do in the event of an alarm, please feel free to contact either Campus Police or the Environmental Health and Safety office at (989) 964-4141 or (989) 964-4080.

Fire Safety Tips:

TO SURVIVE A BUILDING FIRE:

Crawl if there is smoke-

If you get caught in smoke, get down and crawl, taking short breaths through your nose. Cleaner cooler air will be near the floor. Remember, ***“GET LOW AND GO!”***

Feel the doors before opening-

Before opening any doors, feel the door knob or handle. If it's hot, don't open the door. If it's cool, open slightly, if heat or heavy smoke is present, close the door and stay in the room. Make contact with campus police and advise them of your location.

Go to the nearest exit or stairwell-

If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairwell to evacuate from upper floors, never an elevator. Elevator shafts can fill with smoke or the power could fail causing you to become trapped. Stairwell doors are designed to keep the fire and smoke out if they are closed, and will protect you until you can get outside.

IF YOU BECOME TRAPPED:

Keep the doors closed-

Seal cracks and vents if smoke comes in. If you're in a room and there's no smoke outside, open the windows slightly at the top and bottom if possible. This will allow heat and smoke to vent out at the top, while letting in fresh air in from the bottom.

Signal for help-

Hang an object out the window (a bed sheet, jacket, or shirt) to attract the attention of the fire department. If there is a phone available dial (989)-964-**4141 or 911** and report to campus police that you are trapped. Give the room number and your exact location so that it can be passed on to the fire department.

Sometimes it's safer to stay in place-

If all exits from a floor are blocked, go back to your room, close the door and seal the cracks, open the windows if it's safe, and signal the fire department or call for help. Try to remain calm until the fire department rescues you.

IF YOU ARE ON FIRE:

Stop, Drop, and roll-

Rolling smothers the fire. If your clothes catch on fire; stop, drop, and roll, wherever you are. Cover your face with your hands to protect yourself from additional burns.

Cool burns-

Run cool (not cold) water over burns, immediately, for 5-10 minutes. Don't use ointments. Notify medical personnel immediately.

PREVENTION-PROTECT YOURSELF:

Participate in fire drills-

Fire drills are conducted pursuant to the [State of Michigan Fire Prevention Code](#) and to familiarize you with the sound of your buildings fire alarm system, & the emergency exits which you may not normally use. It is important, before the emergency occurs; to know where additional exits are in case your primary exit is blocked. Everyone should know at least two (2) ways out.

Fire Extinguishers-

Remember the "PASS" method when using a fire extinguisher. Always be certain of your exit, and do not try to fight a fire that is larger than a small trash can.



- 1. Pull the pin**
- 2. Aim the nozzle**
- 3. Squeeze the handle**
- 4. Sweep the nozzle at the base of the fire**

If you have any questions please contact Campus Police (989)-964-4141 or Environmental Health and Safety at (989)-964-4080, we will be happy to assist you.

Below is a sample of a building evacuation plan. Plans are posted in each building. Become familiar with your buildings evacuation plans. Learn where the nearest two exits are located.

FIRE SAFETY
IN THE EVENT OF A FIRE ALARM OR FIRE DRILL, GO TO THE
NEAREST EXIT AS SHOWN ON THE DRAWING BELOW. IF SMOKE IS
PRESENT GET BELOW THE LINE OF SMOKE AS YOU EXIT. DO NOT USE
THE ELEVATOR(S)



