

# HAMILTON COLLEGE FIRE SAFETY PLAN

## EMERGENCY COMMUNICATIONS

### Report fires or other emergencies to Campus Safety by:

Calling x4000/911 by campus phones or 859-4000 by cell phones  
Manually engaging a fire alarm pull station

### Emergency information may be communicated to you by:

Building-based fire alarm horns, visual strobes or voice commands  
Reverse 911 notifications (by email, office phone, home phone, cell phone, text message) or the emergency outdoor warning system

## FIRE EMERGENCY

### If your evacuation route is clear

Alert others in the vicinity of the fire verbally and/or by engaging a fire alarm pull station, and evacuate through your nearest exit/exit stairwell by walking quickly.

Do not run and do not use elevators during a fire evacuation.

Confine the fire (if and when you can) by closing doors and windows as you evacuate.

If you encounter smoke or heat while evacuating, stay as low to the floor as possible.

Report to your muster point upon exiting the building, or your assembly point if directed to do so by your Building Coordinator, RA or Campus Safety.

**Special Note** fire extinguishers should only be used by trained and authorized personnel, and are never recommended for uncontrolled fires!

Retreat to a safe area and shelter-in-place.

Seal the area under/around your door with clothing to minimize smoke intrusion. If fire sprinklers are present and working, let them perform their function. Notify Campus Safety of your location by phone, or verbally announce your location through an open window at regular intervals. Otherwise keep windows closed so as not to draw the fire towards your location.









