Emergency Fire Procedures

Fire emergencies are dynamic and can evolve quickly into life-threatening situations. Every time a fire alarm sounds on campus, it should be treated as though it is an actual fire event. Be aware of fire risks and be prepared to act fast based on the information you have. Some things to think about:

- How would I respond if there were an active fire alarm?
- Where are the closest exit routes?
- Students and visitors are likely to follow the lead of teachers and staff, who should be aware of their leadership role during an emergency situation.

Contact the Campus Safety and Security Office at (919)416-2711 for more information and training on emergency fire procedures in your workplace.

Fire Response Procedures:

1. If you discover a fire:

   - Pull the nearest fire alarm box or pull station.
   - Leave the building through the nearest safe exit.
   - Check doors for heat before opening them – do not open doors if hot to the touch.
   - Do not use elevators.
   - Remain outside the building until an emergency official gives permission to re-enter.
   - Call Campus Safety and Security/911 to report the fire once safely outside.

2. In the event of a fire alarm:

   - Evacuate the building immediately. Failure to leave the building during a fire alarm may result in disciplinary action even if the alarm is not an actual fire emergency.
   - Leave the building utilizing the nearest and safest exit.
   - Check doors for heat before opening them – do not open doors if hot to the touch.
   - Do not use elevators.
   - Gather outside the building at the designated location.
   - If alarm occurs after evening check, students will need to be accounted for with their designated hall RLA.
   - Remain outside the building until an emergency official gives permission to re-enter.
• Check will be conducted again on hall once students re-enter the building after curfew to ensure that all students return.

3. **In the rare event that a fire alarm occurs during inclement weather after check, lateral evacuation procedures for the alarm will be followed, with occupants moving to another building rather than outdoors:**

An example of inclement weather is cloud-to-ground lightning or a weather warning in effect for the immediate area. In this event, members of Campus Safety and Security will alert on-duty Community Coordinators. Having designated indoor locations allows for students to be outdoors as little as possible while the fire alarm is being addressed.

In the event of a fire alarm during inclement weather, the only procedure that changes are the designated locations for accountability with the students’ RLA. The designated locations are as follows:

- Hunt: PEC
- Hill: PEC
- Royall: Watts
- Beall: Watts
- Reynolds: Watts
- Bryan: Watts

**Tips to Remember:**

- Remain calm and follow instructions from staff/emergency responders.
- Leave all belongings inside the building.

**What You Can Do to Prepare:**

- Review and discuss your emergency fire policies and procedures.
- Be ready to act quickly if a fire alarm occurs.
- Be familiar with the physical layout of the building, including exits and evacuation routes.
- Keep the hallway, exit doors and emergency signs/lights clear of obstructions or debris.
- Do not hang items on/from sprinkler systems.