

# *Fire ON CAMPUS*



Towson University  
Department of Environmental  
Health & Safety  
2001

## IF THERE IS A FIRE

### 1. SOUND THE ALARM



If you discover or suspect a fire, sound the building fire alarm. If there is no alarm in the building, warn the other occupants by knocking on doors and shouting as you leave.

### 2. LEAVE THE BUILDING



Try to rescue others only if you can do so safely. Move at least 300 feet away from the building and out of the way of the fire department. Do not go back into the building until the fire department or local authority advises it is safe to do so. Never use an elevator to evacuate during an emergency.

### 3. REPORT THE FIRE



From a safe location outside the building, **DIAL 911** or use an “emergency phone.” Give as much information as possible to the dispatcher such as the building and room number where the fire is located and, if possible, what is burning.

## TO SURVIVE A BUILDING FIRE

### 1. Crawl if There is Smoke



If you get caught in smoke, get down on the floor and crawl. Hot, smoke filled air rises and cleaner, cooler air will be near the floor.

### 2. Feel the Door Before Opening



Before opening any doors, feel the metal doorknob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or smoke are present, close the door and stay in the room.

### 3. Go to the Nearest Exit or Stairway



If the nearest exit is blocked by fire, heat or smoke, go to another exit. Always use an exit stairway and not an elevator. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke - if they are closed - and will protect you until you get outside.

Close as many doors as possible as you leave. This helps to confine the fire.

## TOTAL & IMMEDIATE EVACUATION IS SAFEST



It is TU's Policy to evacuate immediately. However, if you choose to use a fire extinguisher, only use it if you have been trained in its use and the fire is very small. If you cannot put out the fire, leave immediately. Make sure the fire department is called, even if you think the fire is out.

## IF YOU GET TRAPPED

### 1. Keep the Doors Closed



Seal cracks and vents if smoke comes in. If you are trapped in a room and there is no smoke outside, open the windows - from the top to let the heat and smoke out and from the bottom to let in fresh air.

### 2. Signal for Help



Hang an object in the window (bed sheet, jacket, shirt) to attract the fire department's attention. If there is a phone in the room, **dial 911** and report that you are trapped. Be sure to give your room number and location.

**SOMETIMES IT IS SAFER TO STAY IN PLACE!** If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows, if safe, wave something in the window, and shout or phone for help. **DO NOT JUMP!** THE FIRE DEPARTMENT WILL RESCUE YOU.

## IF YOU ARE ON FIRE

### 1. Stop, Drop and Roll



If your clothes catch on fire, immediately **STOP, DROP and ROLL.** Rolling smothers the fire.

### 2. Cool Burns



Use cool tap water on burns immediately. Do not use ointments. If skin is blistered, white, brown or charred, call for an ambulance.

## TO PREVENT FIRES

### 1. NO Smoking



Smoking is prohibited in **ALL** University Buildings (including dormitories).

### 2. Cook in Approved Areas or Kitchens and Use U.L. Listed Appliances



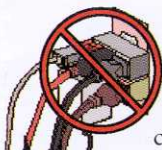
Stay nearby while appliances are on. Clean up grease and appliances as soon as possible.

### 3. Electrical Safety



If a cord must cross a pedestrian walkway, use a rubber cord cover to protect it from foot traffic. Constant battering by shoes and equipment being rolled over it can crack and fray the cord insulation, revealing bare wires and creating a fire hazard. Match your appliance power requirements to the circuit power. Most electrical circuits only supply 15 or 20 amps per room for **ALL** outlets.

## HELP ELIMINATE CAMPUS FIRE HAZARDS



### Electrical Abuse

Electrical “octopuses” are prohibited on campus. Do NOT overload power strips. This can result in overloaded circuits and fire. Multiple-outlet power strips must include a fuse protected by an internal circuit-breaker switch, which will trip open and stop electrical flow when overloading occurs.

### Extension Cords

Extension cords may be used temporarily, but its diameter must be at least as large as the cord of the device being plugged into it. All electrical cords must be checked periodically for cracked or frayed insulation. Extension cords must be plugged directly into the wall and NOT into another extension cord.



### Appliances

Coffee pots, irons, curling irons, etc. should never be left unattended. They should be unplugged after each use and not stored until they are cool enough to touch.

### Open Flames and Fire Permits

For campus events involving an open fire or flame-producing devices (e.g., cookouts, bonfires, fireworks, etc.), contact EHS for approval and permits. Bunsen burners, barbeque grills, etc. should never be left unattended. Extinguish all open flames, even if left for a very short time. Candles are prohibited in University buildings.



### Hazardous Storage

Dispose of all waste as soon as possible. Surplus material and paper recycling containers should be stored in a safe place, not in corridors, stairs or exit ways.

### Flammable Liquids

Gasoline, kerosene, ether, paint, glue, etc. may not be stored in residential buildings. In laboratories, shops and classrooms, storage of flammable liquids is limited to specific quantities and approved containers.



**EXIT**



### Obstacles

Storage of bicycles, chairs, desks and other items is prohibited in all exit ways, including stairwells. Blocked exits have caused “chain reaction” pile-ups of fallen people during emergencies. Motorized vehicles are prohibited in University buildings.

## IF YOU HAVE A DISABILITY



If you are disabled (even temporarily) to an extent that impairs your mobility, it is your responsibility to inform your supervisor or your resident director. You are the best judge of your physical limitations. Co-workers or residents and staff may voluntarily assist you to evacuate only if it places them in no personal danger. Do not assume visual & hearing impaired persons know what is occurring by watching others.

On campus, the staff notifies the fire department of disabled residents to help them find you. Look for "areas of refuge" like stair enclosures or the other side of corridor fire doors. These areas are fire rated to keep out smoke and fire. Most elevators are designed to stop operating when the fire alarm is sounding and are not safe during fires. SOMETIMES IT MAY BE SAFER TO STAY IN YOUR ROOM. [Follow the advice for being trapped.]

## PROTECT YOURSELF









### 1. Participate in Fire Drills

Fire drills are conducted in all campus academic, residence halls and administrative buildings twice yearly during the academic year to familiarize you with the sound of building fire alarms, emergency exits which you may not normally use and procedures for reporting fires. **LEARN WHERE OTHER EXITS ARE NOW!** Familiarize yourself with the location of the fire alarm pull stations.




### 2. Limit Alcohol or Drug Use

You are especially vulnerable to smoke asphyxiation if you are under the influence of alcohol or drugs. Even young, healthy people may not be able to escape a fire if they are intoxicated. They may not be able to hear the smoke detector or fire alarm or be able to find an exit. Immediately notify the fire department if you think someone has not evacuated the building.

### 3. Report Damaged Fire Equipment

	Fire Doors	-	Should always be accessible & close completely & automatically.
	Exit Signs	-	Two exits should be visible from all public areas.
	Fire Alarms	-	Horns, bells & pull stations should be accessible and not vandalized.
	Smoke Detectors	-	Keep clear so they can detect smoke.
	Fire Extinguishers	-	Report missing, empty or vandalized extinguishers.
	Sprinklers	-	Keep 18" clearance around heads. Report bent or damaged heads.

## EMERGENCY NUMBERS

<b>FIRE, AMBULANCE &amp; RESCUE</b>  	<b>911</b>
<b>POLICE</b> (Other Emergencies) 	<b>(410) 704-2133</b>
<b>EMERGENCY TTY NUMBER FOR THE DEAF</b> Fire - Police - Rescue	<b>911</b>
<b>OR USE CAMPUS EMERGENCY PHONES</b>	

### Non-Emergency Assistance

<b>HEALTH CENTER</b> (Non Emergencies Only)	<b>(410) 704-2466</b>
<b>POLICE</b> (Non Emergencies Only)	<b>(410) 704-2134</b>
<b>INFORMATION</b>	<b>(410) 704-2000</b>

### REPORT FIRE-RELATED CRIMES TO THE POLICE.

There is a reward for information leading to the arrest of an arsonist.

Causing a false alarm is a crime punishable by a fine of \$5,000 and 5 years imprisonment. Vandalism of fire extinguishers, exit signs and fire alarms robs you of your fire protection.

Any student responsible for these crimes can be expelled from the University, in addition to criminal prosecution. A conviction could prevent your acceptance to a graduate or professional school.

For information or to bring any deficiencies in fire protection and safety equipment to the attention of Environmental Health & Safety, call x42949 or email at [safety@towson.edu](mailto:safety@towson.edu).