

# **FIRE EMERGENCY PROCEDURES IN HIGH-RISE BUILDINGS**

## **INTRODUCTION**

Since high-rise buildings are generally fire resistive (no building is “fire proof”) and possess reliable enclosed stairways, fires are usually confined to individual apartment furnishings or possibly the contents of one floor level.

Thus, it is important to understand that a fire in a high-rise building is not cause for panic. It must be realized, however, that if a fire occurs within your room or on or close to your floor level, it will most likely be necessary for you to seek safety as soon as it is possible. Therefore, it is important that you, as an occupant, become well acquainted both with the stairwells provided in your building and with procedures to follow in case of fire.

## **KNOW YOUR RESIDENCE HALL**

You should be familiar with the location of all exit stairways on the floor. In addition, you and your roommates should discuss in advance what you will do if the closest exit cannot be used. If you follow these suggestions you will greatly reduce your chance of being a fatality in the event of a fire or an emergency.

## **IF YOU DISCOVER FIRE OR SMOKE NEAR YOUR ROOM:**

1. **IMMEDIATELY CALL 911.** Be certain to indicate the floor and room number. Also give the name of the residence hall. Don't assume anyone else has already called the University Police or 911.
2. **BEFORE TRYING TO LEAVE YOUR ROOM, PLACE YOUR HAND ON THE DOOR,** palm down. If the door feels warm to the touch within five seconds, do not attempt to open it since this indicates the presence of a dangerous fire condition in the corridor.
3. **IF THE DOOR IS NOT WARM TO THE TOUCH, CAREFULLY OPEN IT A SMALL AMOUNT** so that you may check for the presence of smoke in the corridor. Place your weight against the door as you open it. This will allow you to quickly close the door if necessary.
4. **IF YOU FEEL THAT THE CORRIDOR MAY BE USED,** alert the occupants of other rooms on your floor by pulling the nearest fire alarm box, and then immediately proceed to the closest exit stairway.
5. **IF YOUR ROOM DOOR IS WARM TO THE TOUCH OR IF THERE IS HEAVY SMOKE IN THE CORRIDOR, KEEP THE DOOR CLOSED.** Seal cracks around the door and at other places where smoke appears to be entering with wet towels, blankets, or similar materials.


6. **IF YOU CANNOT LEAVE YOUR ROOM, STAY CALM** until you are directed to safety by rescue personnel. Do not lock your door so that a quick search may be conducted to determine if everyone is safely out of the room.
7. **IF SOME SMOKE ENTERS YOUR ROOM** and you have windows which may be opened, open one just slightly, as near to the ceiling as possible.

## **FIRE OR EMERGENCY INSTRUCTIONS**

### **IN CASE OF FIRE:**

- **IMMEDIATELY ACTIVATE THE NEAREST FIRE ALARM.** This will notify people to evacuate the building.

### **WHEN THE ALARM SOUNDS:**

- **WITHOUT FURTHER DELAY, LEAVE YOUR ROOM.** Be sure to close the windows and the door behind you. This will prevent the possible spread of oxygen, heat and smoke into the corridor.
- **IF NECESSARY, PUT ON A COAT AND SHOES.** Turn the room light on at night so a quick check can be made from outside the building to see that all occupants are awake.
- **USE THE NEAREST UNBLOCKED EXIT STAIRWAY TO LEAVE THE FLOOR.** Be sure to close the stairway door behind you. Once in the stairway, you are in an area of safety and may take your time descending.
- **ASSIST THOSE INDIVIDUALS WITH DISABILITIES IN EXITING THE BUILDING!** In some buildings, an area of rescue assistance for individuals with disabilities has been provided and should be used. Do not use the elevators if there is a fire. Don't panic.  

- **ONCE OUTSIDE, MOVE TO A CLEAR AREA THAT HAS BEEN ASSIGNED AS YOUR DESIGNATED BUILDING ASSEMBLY AREA.**
- **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a University Official or a University Police Officer.