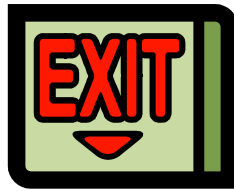


Guidelines for Evacuation from Buildings on the West Chester University Campus















According to the United States Fire Administration, each year, more than 4,000 Americans die in fires and another 20,000 are injured. Having a sound escape plan will greatly reduce death and injury resulting from fire.

At West Chester University, fire drills are conducted on a monthly basis in each residential hall and at least twice per year in all other buildings. These drills are designed to insure that occupants are familiar with the exits in their buildings and the designated meeting places outside the buildings so that, in the event of an actual emergency, a swift and orderly evacuation takes place.

Fires double in size every 30 seconds! Having an escape plan is important because every second counts. It is each person's responsibility whether student, faculty, or staff, to know where the exits are in the buildings they occupy and know how to get out in the event of an emergency.

The following are some helpful guidelines which should aid you in the event you must exit due to an emergency:

-  1. **Remain Calm!** Participating in scheduled fire drills increases your confidence in the event of an actual emergency.
-  2. **Be familiar with your building's posted emergency escape plans.** If you have visitors, make sure they are aware of the exit routes as well. Your guests are your responsibility!
-  3. **Be sure you know at least two ways out of your building.** Do not expect your primary exit to be available during an emergency.
-  4. **Be aware of any special situations which are present in your building that may slow your escape.**

5.  Leave immediately! Do not spend time gathering belongings. If there is time, quickly shut off your computer, grab your coat, and exit swiftly.
6.  Never open doors that are hot to the touch. If you cannot exit due to smoke or heat, place wet towels under your door and move to a window. Do what you can to attract attention so that fire department personnel can get to you quickly and assist you in your escape.
7.  Close your office door as you exit.
8.  Smoke rises. If you encounter smoke, crawl low!
9.  Never use elevators during an emergency!
10.  Never re-enter the building once you have exited!
11.  If you discover smoke or fire, sound the nearest fire alarm and exit the building. Once outside, call Public Safety at (610) 436-3311 or x3311 to report the emergency.
12.  Once outside, remain at your meeting location until told otherwise by your Facility Administrator or Public Safety official. It is important that accurate attendance is taken so that we can determine if anyone is left in the building.

The most important aspect of getting out safely is being prepared. Please take the time to become familiar with the procedures outlined above so that in the event of an emergency, you are prepared to *GET OUT SAFELY!*