



## Fire Safety

### Fire Prevention Measures.

Do not use Halogen Lamps. These bulbs produce a greater amount of heat than normal bulbs and can be hazardous when used in the proximity of drapery, wood, plastic, and other combustible material.

Maintain an uncluttered living and working environment. Do not let trash accumulate.

The use of candles in any campus building is prohibited.

The use of hotplates and other cooking implements is prohibited in residence hall rooms. Each residence hall is equipped with a kitchen that should be used to prepare food.

Do not leave the kitchen unattended while cooking. This applies to microwave ovens as well as regular stoves and ovens.

Open fires are not allowed on campus without coordination with Campus Safety. The Campus Safety Officer must coordinate any bonfires or open fires with the Batesville Fire Department prior to the event. The Batesville Fire Chief has the final decision on allowing open fires within the Batesville city limits.

If you smoke, use an ashtray instead of the trash can.

Unplug appliances that produce heat, such as irons, curling irons, and hair dryers when not in use.

### Fire Readiness.

Learn where all fire exits are in your building. The one you would normally use may be blocked in the event of fire.

Know the location of fire extinguishers in your area.

Do not block hallways or fire exits. Bicycles, potted plants, bookshelves, or furniture can cause major problems with building evacuation.

Do not prop fire doors open. These are the doors in the hallways that help prevent the spread of fire.

Treat all fire alarms as if they were warnings of an actual fire. In some cases, fires that set off an alarm are not evident until it's too late to evacuate.

Actions in the event of a fire.

Shout "fire" repeatedly to give alert.

Pull the fire alarm

If appropriate, extinguish fire. Ensure you have a clear path of escape. Hand held extinguishers are located throughout campus. However, do not put yourself in danger.

If the fire cannot be extinguished, immediately evacuate the building. Do not attempt to reenter the building once you are outside.

Call 911 and provide; your name, your location, and building information. Stay on line for instructions. After notifying 911, contact the AIC and Security, to report the fire.

Attempt to account for building occupants. If the fire is in a residence hall locate your RA or RD so you can be accounted for. For classroom and administration building report to your division chief or building manager.

Designate someone to serve as a guide for the Fire Department when they arrive. Advise the Fire Department if there is anyone believed to still be in the building.

Do not reenter the building until the "all-clear is given.

It is not required to evacuate all campus buildings for a fire alarm in one building. Evacuation is required if the fire alarm sounds, or in the event of an obvious threat.

Fire Survival Tips.

When you evacuate the building be sure to close your room door. This could delay the spread of the fire for several minutes.

If you must move through smoke to get to an exit, get as low to the floor as possible. Often there will be cleaner air under the smoke. Crawl if you have to.

If you must open a door to escape, feel the door knob before opening the door. If the knob is hot there is fire on the other side of the door.

If your escape is blocked try going out the window. If you are on an upper floor hang from the window ledge and drop. If you are too high to safely drop, open the window and yell to attract attention. Few buildings on campus are too high to safely drop from windows. The fire department recommends not trying this from building over three stories high.

Soaking a blanket in water and covering yourself with it can provide enough protection to get through small areas of fire.

Do not use elevators if the building is on fire.