

FIRE

STATEMENT:

Whenever a fire alarm sounds, unless directed otherwise by Wittenberg Police officers and/or personnel of the Springfield Fire Division, occupants must evacuate the building until the cause of the alarm has been determined and may not reenter the building until approval has been given from Springfield Fire Division personnel or a Wittenberg Police officer.

PROCEDURE:

PULL THE FIRE ALARM AND EVACUATE THE BUILDING:

- Upon discovering a large, very smoky, or rapid-spreading fire, close the door to the room where the fire is located and immediately sound the building fire alarm by pulling the red alarm pull box and evacuate the building immediately and go to the designated assembly area.
- Floor Evacuation Plans are posted on each floor of every campus building. Students who live in residence halls should familiarize themselves with the evacuation plan of their residence hall.
- Walk; do not run to the nearest stairway exit. Note: If the fire is small, you may be able to extinguish it with a fire extinguisher. Be sure you are using the proper extinguisher for the type of fire. When in doubt, *evacuate*.
- As soon as safely possible, call the Wittenberg University Police Division at **1-937-327-6363**. Give your name, department, and the location and nature of the fire. Even if you were able to extinguish the fire yourself, the incident must be reported to the University Police Division.

CHECKLIST:

- Advise the police of the size and location of the fire.
- Police will notify the appropriate fire department and will respond to assist.
- DO NOT enter a building that is on fire.
- Advise the police and/or fire personnel if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.

- Report vandalized or discharged fire extinguishers to University Police.
- Make sure you know what your building's fire alarm sounds like.
- Know your evacuation route (at least two exits).
- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit. University policy dictates that when a fire alarm sounds, the building will be evacuated.

ASSIST

- Alert people in the immediate area to begin evacuation. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- Assist disabled persons in exiting the building. If these persons are unable to use the stairs, assist them to a stairwell and notify a Wittenberg Police officer or any firefighter where the person is located. If you are disabled, proceed to the nearest stairwell and remain there until help arrives. Notify evacuating personnel of your situation.
- Notify either police personnel or firefighters on the scene if you suspect someone may be trapped inside. Identify yourself as the person who reported the fire.
- In residential hall facilities, after evacuation, the resident assistants/directors should make themselves available to Emergency personnel. Resident Assistants/Directors will meet with all residents at a predetermined location outside the building to take roll, assess injuries, and receive approval from Springfield Fire Division personnel or the Wittenberg Police officer(s) on the scene to reenter the building.

DESIGNATED ASSEMBLY AREAS

Residence Halls:

- Campus Ministry – South lawn
- Ferncliff - South parking lot, on south side
- Firestine – North parking lot, on north side
- Keller Place Apartments – East side of main parking lots

- Myers – On Synod lawn
- New Hall – Northeast corner of Student Center
- Polis – Lawn on north side of New Hall
- Sprecher Place Apartments – East side of main parking lots
- Tower – North parking lot, on north side
- Woodlawn – Southside of building in the grass

Administrative And Academic buildings:

- 49 & 51 E. College St. – South Parking lot
- Barbara Deer Kuss Science Center – Hollenbeck parking lot
- Bayley Alumni House – East side of building on lawn
- Bayley-Diehl House – Lawn in front of Benjamin Prince House
- Benham-Prince Student Center – Student Center parking lot south east corner
- Benjamin Prince House – Front lawn of Bayley-Diehl house
- Blair Hall – Lawn east of Blair
- Carnegie Hall – Recitation parking lot
- Center for the Arts (Art Center) – Eastside of parking lot
- Center for Civic and Urban Engagement (Hagen Center) – South parking lot
- Chakeres Memorial Theatre – Lawn north of New Hall
- Edwards-Maurer field – HPE practice football field
- Health, Physical Education and recreation Center – Upper parking lot north of Synod
- Hollenbeck Hall – Upper parking lot north of Synod
- Koch Hall – Recitation parking lot
- Krieg Hall – Krieg parking lot east side
- Matthies Honors House - Lawn north side of New Hall
- Morris J. Knauss Greens Student residences (Faculty Court) – Lawn east of all buildings (south west corner of Ward and Alumni Way)
- Peace Center – North towards Ferncliff parking lot

- Physical Plant building – South side parking lot
- Recitation Hall – Carnegie parking lot
- Student Development House – Lawn north of New Hall
- Synod Hall – Upper parking lot south of gym
- Thomas Library – Lawn east of Blair
- Toy Building – East side of building
- Weaver Chapel – Synod lawn in front of building
- Weaver Observatory – Science Center south lawn
- William A. McClain Center for Diversity – Lawn north of New Hall
- Zimmerman Hall – Hollenbeck south lawn

BUILDING EVACUATION - RELOCATION OF RESIDENTS

The Chapel is the relocation center for students who live in any residence hall and need to temporarily relocate to another building due to weather or other circumstances related to the emergency.

The Student Center, Library or other open campus buildings are back-up relocation sites and may serve as the primary site during regular business hours. University Police will make this determination.

HOW TO EVACUATE A BURNING BUILDING

- Walk; do not run, to the nearest stairway exit.
- The last one out of the room should not lock the door, just close it. Locking the door hinders the fire department's search and rescue efforts
- NEVER use elevators under any circumstances. Elevators may become inoperative due to the fire.
- Never enter a room that is smoke filled. Never enter a room if the top half of the door is warm to the touch.
- Stay low to avoid smoke and toxic gases. The best air is close to the floor, so crawl if necessary.
- If possible, cover your mouth and nose with a damp cloth to help you breathe.

- If you work in a building with multiple stories, a stairway will be your primary escape route. Most enclosed stairwells in buildings over two stories are "rated" enclosures and will provide you a safe means of exit; do not panic descend stairs slowly and carefully.
- Once in the stairwell, proceed down to the first floor. Never go up.
- Once outside the building, report to a predetermined area so that a head count can be taken.

WHAT TO DO IF TRAPPED IN A BURNING BUILDING

- If you are trying to escape a fire, never open a closed door without feeling it first. Use the back of your hand to prevent burning your palm. If the door is hot, try another exit. If none exists, seal the cracks around the doors and vents with anything available.
- If in a dorm room, use wet towels to seal the space under the door and prevent the entry of smoke.
- If trapped, look for a nearby phone and call the fire department, giving them your exact location.
- If breathing is difficult, try to ventilate the room.

WHAT TO DO IF SOMEONE CATCHES ON FIRE

If you should catch on fire: **STOP - where you are DROP - to the floor**

ROLL - around on the floor

This will smother the flames, possibly saving your life. Just remember to STOP, DROP and ROLL.

Making false alarms - Ohio Revised Code Section 2917.32A

Setting off a false fire alarm jeopardizes the safety and welfare of students, other members of the Wittenberg community, as well as members of the Springfield community. Because of this, any student found in violation of this policy will be subject to suspension from Wittenberg University. Ohio law imposes strict penalties for false alarms made by persons 18 years of age or older.. Tampering with fire extinguishers, fire alarms or fire equipment is strictly forbidden.