

ITHACA COLLEGE EMERGENCY EVACUATION PROCEDURES

*****Dial 911 to report a fire or any other emergency*****

Each building has a floor plan that shows the locations of fire alarm pull stations, exits, and fire extinguishers. Know the locations of these and the designated assembly area for your building **before** an emergency occurs.

- 1) If there is smoke, stay near the floor where the smoke is less dense.
 - 2) Pull the nearest pull-station to activate it.
 - 3) Walk or crawl to the nearest exit, knocking on your neighbors' doors as you leave.
 - a. Alert others to do the same on your way out
 - b. Do not try to use the elevator
 - c. Close doors as you leave (do *not* lock these doors)
 - d. Assist people with mobility impairments
 - 4) Proceed to the assembly area designated for your building or department.
 - a. Keep clear of emergency vehicle traffic, fire lanes, hydrants, hose connections, and walkways leading to the building
 - b. Stay put so people can be accounted for
 - c. Supervisors (or their designees) must account for their personnel
 - 5) Do *not* return to the building until told to do so by a public safety or Ithaca Fire Department officer.
- If you are trapped in a building, call 911 (if possible) to report your exact location.
- If there is a window available, place an article of clothing, towel, etc. (preferably white), outside the window as a marker for rescue crews
 - Stay low to reduce exposure to smoke
 - Shout at regular intervals to alert rescue crews to your location
- STAY CALM.