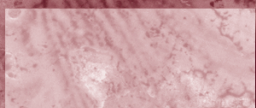
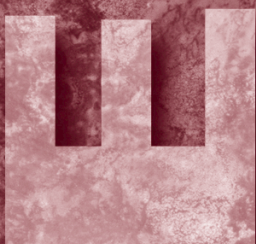
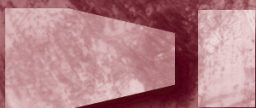


ILLINOIS STATE



**Office of
Environmental
Health and
Safety**

**ILLINOIS STATE
UNIVERSITY**



DIAL 911

Illinois State University has a strong history of support and is continuing in the development of a University-wide fire safety program. Part of this program involves the installation of fire alarm systems in all of its major buildings. It also includes the establishment of procedures to follow in case of a fire. This pamphlet is designed with the user in mind to outline procedures and provide guidelines.

Most of the major building fire alarm systems are connected to a central reporting point at the University Police Department via the heating plant's environmental computer. However, it must be pointed out that the fire alarms are not connected directly to our responding agency, the Normal Fire Department. To ensure that the fire department responds to an alarm, someone should call the 911 emergency number.

If there's a fire in a building or you smell smoke



Sound the alarm

If you discover or suspect a fire, sound the building fire alarm by pulling a fire alarm pull box on your way out of the building. If there is no alarm in the building, warn the other occupants by knocking on doors and shouting as you leave.



Call 911

On campus dial **911** or use an emergency phone. Give as much information as possible to the emergency dispatcher.



Leave the building

Try to rescue others only if you can do so safely. Move away from the building and out of the way of the fire department. Don't go back into the building until the fire department says it is safe to do so.

If you are on fire



Stop, drop, and roll

If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the fire.



Cool burns

Use cool tap water on burns immediately. Don't use ointments. If skin is blistered, dead white, brown, or charred, call for an ambulance.

To survive a building fire



Crawl if there's smoke

If you get caught in smoke, get down and crawl. Cleaner, cooler air will be near the floor. Get low and go!



Feel doors before opening

Before opening any doors, feel the metal knob. If it is hot, don't open the door. If it is cool, brace yourself against the door and open it slightly. If heat or heavy smoke are present, close the door and stay in the room.



Go to the nearest exit or stairway

If the nearest exit is blocked by fire, heat, or smoke, go to another exit.

Always use an exit stair. Do not use the elevator in a fire emergency. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Stairway fire doors will keep out fire and smoke—if they are closed—and will protect you until you get outside.

Close as many doors as possible. This helps confine the fire.



Total and immediate evacuation is safest.

We do not recommend that anyone fight fires on campus. Only use a fire extinguisher if the fire is very small and you know how to do it safely. If you can't extinguish the fire, leave immediately. Make sure the fire department is called even if you think the fire out.

If you cannot safely evacuate a building



Keep the doors closed

Seal cracks and vents if smoke comes in. If you're trapped in a room and there's no smoke outside, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air.



Signal for help

Hang an object at the window (a bed sheet, jacket, shirt, etc.) to attract the fire department's attention. If there is a phone in the room, call the police department and report that you are trapped. Be sure to give your room number and location. **Sometimes it's safer to stay in place!** If all exits from a floor are blocked, go back to your room, close the door, seal cracks, open the windows if safe, wave something at the window, and shout or phone for help. **Don't jump!** The fire department will rescue you.

To prevent fires



Smoking

Smoking is not permitted in public university buildings. This is in accordance with the Illinois Clean Indoor Air Act. Smoking is permitted in various residence halls on designated floors. If you do smoke, please use care and properly dispose of smoking materials.



Cook in approved areas or kitchens and use laboratory-test appliances

Stay nearby while appliances are on. Clean up grease and appliances as soon as possible.

Be careful with electricity

Use only laboratory-tested appliances. Don't overload outlets. Replace damaged wires.

Help eliminate campus fire hazards



Electrical abuse

With increasing technology there has been a trend toward greater electrical usage. This greater usage increases the potential of fire if outlets are overloaded. Use only UL-approved (Underwriter's Laboratory) extension cords and power strips with surge protectors. Follow the manufacturer's guidelines for safe practices for intended usage.



Appliances

Coffeemakers, hot plates, irons, fans, and other small appliances should never be left unattended. They should be unplugged after use and not stored until they are cool enough to touch. Also, appliances may overload circuits. Match the size of an extension cord to the appliance power cord to prevent cord overheating.

Halogen lamps

Halogen lamps are prohibited in residence halls and are discouraged from being used on the University campus for safety reasons.



Hazardous materials storage

Dispose of all waste as soon as possible. Surplus material and paper recycling containers should be stored in designated areas.



Open flames

Candles, Bunsen burners, barbecue grills, etc., should never be left unattended. Extinguish all open flames, even if left for a very short time. Open-flame devices and candles are prohibited in residence halls. Limited, responsible use is recommended for special events.



Flammable liquids

Gasoline, kerosene, ether, paint, glue, etc., may not be stored in public areas of buildings. In laboratories, shops, and classrooms, storage of flammable liquids is limited to specific quantities and approved containers.



Obstacles

Storage of bicycles, chairs, desks, and other items is prohibited in all exits. Blocked exits have caused chain-reaction pileups of fallen people during emergencies.

Protect yourself



Evacuation procedures

Evacuation is mandatory whenever a building's fire alarm sounds. Emergency evacuation exercises may be conducted to familiarize you with the sound of your building's fire alarm, the location of all exits, and to test the fire system. Learn where your building's exits are now.

Faculty members must release classes and staff members when the fire alarms sound. Failure to do so may result in disciplinary action and criminal prosecution.

Guidelines for persons with physical disabilities



If you have a disability (even a temporary one), you should do the following:

- Learn about fire safety.
- Plan ahead for fire emergencies.
- Be aware of your capabilities and limitations.
- Contact Disability Concerns Office at 438-5833 (voice) or 438-8620 (TDD) for inclusion on the emergency list.



Look for areas of refuge such as stair enclosures or the safe side of corridor fire doors. Most elevators are designed to stop operating when the alarm is sounding and are not safe during fires. Sometimes it may be safer to stay in your room.

Fire safety is everyone's concern

If everyone does his or her part, Illinois State University can be a safe environment.

Parking



Do not park in fire lanes, on sidewalks, or in driving lanes. These areas are designed for free movement of emergency equipment.

Fire-related crimes



Malicious activation of a building's fire alarm system, discharging a fire extinguisher, setting fires, and vandalizing fire equipment are criminal offenses that will be prosecuted to the full extent of the law. Anyone with knowledge about such activity on campus should call the University Police at 438-8631 to report it.



The fire protection equipment and fire alarm system in your building are there to protect you. If it should fail to operate because of vandalism, it cannot perform its function, to safeguard your life.



Call us

For more information or to bring deficiencies in fire protection and safety to the attention of Environmental Health and Safety personnel, call 438-8325. This brochure is available in alternate form upon request.

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UNIVERSITY



An equal opportunity/affirmative action university encouraging diversity

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