

## APPENDIX E: FIRE EMERGENCIES

1. In the event of a fire, pull the closest fire alarm.
2. Evacuate. Do not re-enter the building under any circumstances.

Before evacuating the building, individuals should turn on their room or office light and close the door. Lights left on will assist the fire department. Closing the door will keep the fire from spreading.

3. Call Campus Security immediately at 757.233.8888. Tell the Campus Security Officer where the fire is located.
4. You may also call the Virginia Beach Fire Department by calling 911. **When calling from a campus telephone, press 9, wait for a dial tone, and then press 911.**

Provide the following information:

- Your name
- Your address - 5816 Wesleyan Drive, Virginia Beach, VA
- The exact location on campus
- Phone number
- Do not hang up until you are told to do so
- Remain calm

5. If you are trapped in a room during a fire:

- Put a towel, preferably wet, under the door to keep out smoke.
- While in the building, stay low to the ground.
- Check the door to see if it is hot before opening. Do not open if hot or warm.
- If smoke is in the hallway, crawl to exit, pull alarm. Do not try to put out fire.
- If your clothes catch on fire, remember: Stop, Drop, and Roll.
- Open window blinds so rescue workers can locate you.

6. Members of the campus community should assemble in the following locations to easily see who is missing and possibly still within the building.

Batten Center -	Grounds between Campus Center and Library
Blocker Hall -	“C” Parking Lot
Boyd Dining Center -	Sidewalk between Library and Dining Plazas
Bray Village -	By the Flag Poles
The Bubble -	Grounds behind Gum Hall
The Chapel -	Sidewalk by Boyd Dining Center
Clarke Hall -	Grounds area behind buildings
Godwin Hall -	Grounds area behind buildings
Fine Arts/Hofheimer Theatre -	“B” Parking Lot
Hofheimer Library -	“A” Parking Lot
Village II -	“D” Parking Lot
Village III -	Double Walkway toward Chapel

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### **Continued**

7. Do not use fire extinguisher except in the case of a small fire emergency. Let the fire department put out the fire.
8. Keep people out of the building until fire department or Campus Security gives orders to return.
9. Call Mary Cureton, R.N. in Health Services at 757.455.3108 or Campus Security at 757.233.8888 to administer first aid if necessary.
10. Alert the Physical Plant at 757.455.3365 to assist with proper clean up.
11. In the event of a chemical fire, move farther away from the burning building. Vapors and reactions to heat may prove fatal.
12. Fire drills are required by law. Each semester the College conducts several scheduled fire drills (one approximately every 30 days). In addition to being in compliance with the city ordinance, these drills ensure that students and staff alike know what to do when an alarm sounds. Therefore, fire drills are a critical part of our emergency procedures and should be treated as if there really is a fire. You cannot expect students to respond maturely to a fire drill unless you do the same.
13. Residence Life will provide security with a list of residence hall rooms where students with disabilities live. In the event that the fire alarm sounds in an area where a disabled student lives, Security personnel should go to his/her room and assist the student in exiting the building.
14. In the event of a fire alarm in a non-residential building, individuals with disabilities should go to nearest stairwell and wait for assistance on the landing. Security and Fire Personnel should check the stairwell landings upon arrival for individuals who need assistance exiting the buildings.