



DEPAUW UNIVERSITY

Est. 1837

Fires

Fire Safety Preparedness

- Learn your building's fire alarm and fire suppression system locations.
- Know at least two separate exit routes from your area to an exit or stairway leading to an exit.
- Know that 911 is the emergency telephone number for the area.
- If you have a disability that could delay your escape, be sure that there is a plan to assist you.
- Never block fire exits, doorways, corridors, or stairways.

In Case of Fire

In all cases, when a faculty, staff, student, or visitor becomes aware of fire and/or smoke, the Greencastle Fire Dept. must be notified immediately by calling 911. .

- **Go to the nearest safe location** and activate the fire alarm system at the pull station, also shout the alarm as you evacuate the building. If possible, telephone 911 and provide the following information:
 - Name of the building.
 - Location of the fire within the building.
 - A description of the fire and (if known) how it started.
- **Follow instructions** from emergency services personnel, Resident Assistants, and other resource staff.
- **Evacuate the building** following the established building evacuation procedures.
- **Know the location** of fire extinguishers, fire exits, and alarm systems in your area and know how to use them. Do not fight a fire if you have not been trained. Make sure the fire department has been called and the building alarm has been sounded. In all cases, avoid possible injury and excessive risks while helping others evacuate until an "All Clear" is issued by Safety personnel.
- **If you become trapped** in a building during a fire:
 - Stay calm and take steps to protect yourself.
 - If possible, move to a room with an outside window.
 - If there is a telephone, call 911 and tell the police dispatcher where you are. Do this even if you can see fire department personnel from the window.
 - Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
 - Stuff clothing, or towels, around the cracks in the door to help keep smoke out of your refuge.
 - If possible, open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
 - Be patient. Rescue of occupants within large structures will take time.



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Fire Safety Equipment

- **Portable fire extinguishers** at DePauw University are intended for use by trained individuals. Most such extinguishers are appropriate for only small, contained fires, such as fire in a wastebasket but may become your best resource to mitigate a fire until help arrives. Be familiar with the “PASS” system (Pull, Aim, Squeeze, and Sweep) of using a fire extinguisher. If you have never seen this brief instruction on fire extinguisher use, please ask Public Safety to visit your department for instruction.
- **Sprinkler systems and water-flow detection devices** are present in some buildings on campus, however never assume such. Always know at least two emergency exits from your location.
- **Smoke detectors** are provided where required. Residential facilities — battery-powered detectors that sound a low battery signal (a chirping sound at approximately one-minute intervals) should be reported to Facilities Management at 765-658-4233.
- **Manually activated pull stations** are located at exit points in buildings that have fire alarm systems. If any sprinkler, heat detector, or pull station is activated, an alarm will sound throughout the building. Some smoke detectors also will activate the building alarm. In most cases the location of device that was activated will be indicated on the central station monitoring equipment in the DePauw Public Safety Department. No matter what type of monitoring or detector system is in place ALWAYS call “911” from a safe location. Your information and prompt report will help expedite emergency response.
- **Elevator fire control** may cause the building elevators to come to a halt at the main floor when the fire alarm system is activated. The elevators then can be accessed by emergency personnel using a key override. Do not attempt to use the elevators to evacuate any building. Always use the stairs.
- **Emergency lighting** is provided in some buildings. The lighting will activate automatically in a power failure and will last for at least 20 minutes.
- **Illuminated exit signs** are provided throughout the buildings.