

Midwestern University's Fire Safety Plan for Campus Housing

1. Stay Calm
2. Locate nearest fire alarm pull station and activate
3. Warn other residents by knocking and shouting on your way to the nearest exit
4. Before opening your door, feel it with the back of your hand. If it is hot, do the following (if it is not hot go to step 5)
 - Open the windows
 - Seal cracks around the door with towels, clothing, sheets, blankets, or similar items to keep the smoke out of the room
 - If you are trapped, hang a sheet, jacket, or shirt or other object out the window that will attract attention. Shout for help. Contact Security by phone @ 7111, make them aware that you are unable to get out of your room (e.g. Redwood 641) – make sure you tell them your exact room number or apartment. Security will inform the Fire Department that you are trapped. Stay calm. The Fire Department will reach you from the hallway or window.
5. If you are able to leave the room, do so immediately and:
 - Close the door behind you and do not lock it. By closing the door will slow the spread of smoke and lessen damage.
 - Do not return for personal belongings.
 - Proceed immediately to the nearest exit. **DO NOT USE THE ELEVATOR.** The elevator will be locked in an alarm situation.
 - If smoke, heat or fire blocks your exit, go to an alternate exit.
 - If all exits from a floor are blocked, go back to your room and follow the procedures described above in step 4.
6. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
7. After exiting the building, report to the assigned areas:
 - Redwood Hall 1 residents will meet at the front entrance of the Commons
 - Redwood Hall 2 residents will meet in the Redwood parking lot
 - Apartment 3 residents will meet in the parking lot east of the building
 - Apartment 4 and 5 residents will meet near the dumpster along the fenced area
 - Apartments 6, 7, and 8 will meet in the parking lot across from building 7 and 8
8. A resident advisor will be assigned to each floor of each building. Resident advisors are not obligated to make sure all residents vacate the floor. Each resident is responsible for their own safety.
9. After leaving the building, stand clear. Do not re-enter the building for any reason until the Fire Department has declared it safe to do so.