ROWAN UNIVERSITY
FIRE EMERGENCY PLAN
WHAT TO DO WHEN A SMOKE OR FIRE ALARM SOUNDS

A. Proceed to the nearest EXIT. **DO NOT** use the elevators.
   1. Take your keys and university identification with you.
   2. If the weather is cold, take a coat or jacket with you. If in a class, take your books and personal belongings (i.e. backpack, books, etc.) with you.
   3. If smoke is present at or near your eye level, keep low or as close to the floor as possible.

B. Leave the building immediately!
   1. Move well away from the building. Meet at a predetermined/designated assembly point.
   2. **DO NOT** re-enter the building until a uniformed member of an Emergency Response Team has given an “all clear”.

WHAT TO DO WHEN SMOKE OR FIRE IS SEEN:

A. Initiate a Fire Alarm by activating the nearest FIRE ALARM Pull Station. These are generally located by EXIT doors, at the ends of a hallway, entrances into stairwells, or by doors leading directly to the outside.

B. Call 9-1-1 [Gloucester County Emergency Response] and give them the following information:
   1. Your name, complete telephone number, and campus location you are.
   2. The location of the emergency (e.g. Rowan Hall room #225, etc.)
   3. A description of the situation (e.g. smell of smoke, open flames, etc.)
   4. If possible, tell them what is burning or on fire (e.g. wastebasket, stove, etc.)
   5. Hang up only after the Emergency Operator has done so, or told you to.

C. Proceed to the nearest EXIT. **DO NOT** use the elevators. If smoke is present at or near your eye level, keep as low or as close to the floor as possible.

D. When leaving a room or entering a stairwell, feel the doorknob, handle, or touch the door with the back of your hand. If it is too hot to touch **DO NOT**, open the door. If the door is not hot, brace yourself and open the door slightly. If intense heat or smoke is present, **DO NOT** open the door any further, close the door and stay inside the room.

If you are unable to evacuate your room, seal the bottom edge of the door with clothing, towels, bedding, etc. (wet if possible). Hang a white or light colored object (e.g. towel, sheet, shirt, etc.) out of the window to attract attention. Follow any instructions given by the Emergency Response Team.

E. Leave the building immediately! Move well away from the building and **DO NOT** re-enter until a uniformed member of an Emergency Response Team has given an "all clear".