



HOBART AND WILLIAM SMITH  
COLLEGES

## Emergency Action Plan (EAP) **FIRE**

### 1. IF YOU DISCOVER A FIRE

- Remain calm!
- If safe to do so, immediately exit the building, closing the doors behind you.
- **Do not** use elevators during an evacuation.
- As you evacuate the building, activate the nearest pull station to engage the building's fire alarm system.
- Close doors behind you as you evacuate.
- Once safely outside the building, report the fire to Campus Safety (on campus dial ext. 3333, cell phone on campus dial (315) 781-3333).

### 2. ONCE THE FIRM ALARM IS ACTIVATED

- Use the back of your hand to feel closed doors. **Do not** open the door if it is hot.
- If your door is cool to the touch, open it slowly.
- If you are unable to leave, use a wet cloth to seal cracks under the door and to cover air vents. Call Campus Safety at ext. 3333 or (315) 781-3333, off campus at 911, to notify them of your location and situation.

### 3. EVACUATION

During building evacuations, assist special needs individuals in exiting the building and proceed to the building's evacuation meeting point. This location is listed on the evacuation floor plans posted near each building exit.

- Walk to the nearest exit. **Do not** use elevators
- If there is smoke or heat, crawl on your hands and knees to get below the smoke.
- Remain calm and do not panic.
- If the emergency is impacting your building's evacuation meeting point, or if you are instructed to do so by college authorities or first responders,

---

### EAP-Fire

---

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911

proceed to the alternate primary or secondary assembly area and await further directions from officials.

*Note: The exact locations of the alternate or secondary sites may differ based upon the nature of the emergency. You will be instructed where these are located by officials during the evacuation process.*

IMPORTANT—DO NOT RETURN TO AN EVACUATED BUILDING until and unless told to do so by authorized HWS officials.

#### 4. IF YOU ARE CAUGHT IN SMOKE

- Remember two ways out; use a fire escape if needed. Do not use elevators!
- If there is smoke or heat, crawl on your hands and knees to get below the smoke.
- Stay low to the floor, as smoke rises to the ceiling level.
- Breathe shallowly through your nose, and use a filter such as your shirt or a towel.
- To avoid breathing smoke, hold your breath as much as possible, if necessary.

#### 5. IF YOU ARE TRAPPED IN A ROOM

- Place wet cloth material around or under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT break glass unless absolutely necessary.
- Hang a towel or sheet from your window to signal your location to emergency responders.
- **STOP, DROP AND ROLL** if your clothing catches fire.
- Do not exit windows above the ground floor unless there is a fire escape present.
- Call Campus Safety at ext. 3333 or (315) 781-3333, off-campus at 911, to notify them of your location and situation.

**Report any fire occurrence to Campus Safety, no matter how slight.**

---

#### EAP-Fire

---

HWS Campus Safety emergency line-dial ext. 3333 from any on-campus phone  
From cell phone while on campus-dial (315) 781-3333  
Off campus-dial 911