

MANFIELD UNIVERSITY

Emergency Procedures Fire/Medical Emergency

SAFETY HAZARDS

The following things are not allowed in your room: open flames of any kind including incense, firearms and other weapons, ammunition, darts, explosives or highly combustible materials. Firearms can be kept in the University Police Office if you are a hunter. Due to fire regulations, personal items are not allowed in the hallways or stairways.

FIRE PROCEDURES

By law the university is required to conduct fire drills once a month in all residence halls. It is a serious violation of university policy, and a significant safety hazard, not to leave the building when an alarm sounds. Do the following when you hear an alarm:

1. Grab something to cover your face and put on a pair of shoes for protection. Dress appropriately for the weather.
2. Close windows, raise blinds or shades, open curtains, and turn on lights.
3. Feel the door. If it is hot, do not open it. Put towel under the door to block smoke, and open your window. Call for help. DO NOT JUMP.
4. If the door is not hot, open slightly and put your hand out into the hall. If the hallway is hot, DO NOT GO OUT. Close the door and follow Step 3.
5. If hallway is not hot, and is clear, close your door and proceed to nearest exit and evacuate building as quickly as possible. DO NOT TRY TO USE ELEVATORS. Move away from building and outside doors.
6. Never turn your back on the fire.
7. If you are unsure as to whether or not your exit is blocked, proceed with Step 3.
8. Do not return to the building until you are told to do so by fire/police or safety staff.

FAILURE TO EVACUATE BUILDING IMMEDIATELY, OR MALICIOUS ACTIVATION OF THE FIRE ALARM, WILL RESULT IN SEVERE DISCIPLINARY ACTION!

Discovering A Fire:

Extinguish small fire ONLY if no personal risk is involved. Pull the nearest fire alarm or call 911, if appropriate. If you attempt to extinguish the fire, maintain an avenue of escape at all times. Aim the extinguisher at the base of the fire. Evacuate the building via the nearest exit. Report all fires regardless of the size, to campus police (4900), or residence life personnel, who will report the incident to the Environmental Health & Safety office.

Personal Injury, Sickness or Death:

In the event of a medical emergency, injury or death contact 911 and campus police (4900). Stay on the phone with the 911 dispatcher as they will need information about the incident. Also, medical treatment instructions may be given by the 911 operator. The 911 center will dispatch an ambulance for transport to the appropriate medical treatment center.

Any safety question should be directed to the Environmental Health & Safety Office at 662-4906.