



## Fire Safety Evacuation Tips

### If the Alarm Sounds

1. Feel the door to your room.
2. If your door is hot, DO NOT open it. Instead, do the following:
  - a. Block all openings with wet towels or other available materials.
  - b. Call 911 and advise the dispatcher of your location.
  - c. Stay close to a window holding a wet towel (if possible) to your face.
  - d. Open the windows only wide enough to alert rescue workers by hanging a white sheet or cloth out the window.

3. If the door to your room is NOT hot, partially open it while standing behind it for protection. Survey your surroundings before exiting.

If your passage is blocked and you CANNOT exit, follow number two.

If you CAN exit:

4. Wear a jacket and shoes.
5. Close and lock the door when you leave.
6. If smoke is present, crawl low to the floor.
7. ONLY use stairways; NEVER use an elevator.
8. Once outside, follow a staff member's instructions.
9. Do not re-enter the building until instructed to by University or fire department officials.

### Reporting a Fire

1. Pull the nearest fire alarm.
2. Call 911.
3. Report the fire to the front desk.
4. Get out of the building.

### Know Your Escape

1. Learn the locations of the two fire exits nearest to your room.
2. Study the exit route map on the back of your room or apartment door (Lincoln Park residents).

### Fire Drills

Student Housing conducts drills and monitors all fire alarm evacuations. DePaul's alarms are connected to the Public Safety department.

Under normal drill/alarm conditions, all students should evacuate from the residence halls in under three minutes.

Students who fail to leave their rooms or apartments during a fire drill MAY FACE JUDICIAL ACTION.

### Prohibited Items

For a comprehensive list of prohibited actions and appliances, visit our Web site at <http://housing.depaul.edu>.

Please note that Housing Services reserves the right to update this list as needed.

# Keep Your Eyes Open For a FREE Magnet in Your Mailbox This Week!!!

Please Post This Magnet In Your Room and Use It As a Guide.