

EKU Emergency Management 2-10-2012

## **Evacuation Rules**

- Note the evacuation routes to follow to the nearest exits.
- To report a fire, pull the nearest fire alarm and exit the building.
- After exiting the building, notify authorities of the location of fire (Dial 911).
- If the alarm sounds, proceed immediately to the nearest exit. Do not use the elevator.
- If you need assistance or rescue, go to a safe location and call 911.
- Report your location to emergency responders. Ask someone who is evacuating to relay your location and your need for assistance to emergency responders.

Please assist those with disabilities in evacuating the building.



When Evacuation is Not Possible



When the building fire alarm sounds, Kentucky law mandates that everyone must evacuate the building. Close your door as you leave. If evacuation is not possible you should take refuge in a room.

In a fire or fire alarm situation, always check doors to see if they are hot or warm to the touch before you open them. If heat or smoke prevents you from evacuating, return to your room and use towels or other cloth items to seal around the door. Hang a white object in the window and reclose the window (if it opens) as much as possible. Do not reopen your window (if it opens) unless forced to do so by smoke. After you have sealed your door, immediately call University Police at 911 and advise them of your location and situation. Wait for help to arrive.