



Building Fire Alarm Activation

Whenever a fire alarm system is activated the following measures are to be taken:

- 1) Evacuate the building; proceed to an area in the front of the building for attendance.
 - Close windows and turn on lights. Close the door to your room as you exit, but leave it unlocked.
 - Leave the dormitory as quickly as possible, but don't run.
 - Wear shoes and a coat and take a towel (to cover your face in case of smoke).
 - Do not delay leaving in order to carry out property.
 - Assemble outside at your pre-established location away from the building.
 - Follow the instructions of your advisor.

- 2) Under no circumstance is the faculty or staff member to shut off the alarm system or allow students or staff to re-enter the building. This will be done by the fire department, except during a planned fire alarm drill.

Individual Room Smoke Detector Activation

Whenever an individual room smoke detector is activated, the following procedures must be followed:

- 1) Evacuate the room immediately.

- 2) If there is evidence of smoke or fire, activate the building fire alarm system:
 - Evacuate the building.
 - Notify the Exeter Fire Department (911).
 - Notify PEA Campus Safety (777-4444).