



**CAMPUS HOUSING**

# **FIRE SAFETY BOOKLET**

**IN CASE OF EMERGENCY  
DIAL 911**

To: Yale Housing Residents

IN CASE OF FIRE *-REMEMBER- TIME IS PRECIOUS.*

Immediate action is necessary to avoid being trapped by fire, smoke or heat.

It is a rare person who goes through life without being faced by a fire or other emergency. If you are faced with such an emergency while at Yale University, the “pre-planning” you do now will prepare you to cope with it successfully.

New Haven and Yale University emergency services are constantly on the alert to come to your aid when necessary, but seconds can mean the difference between life and death, and YOU must do your part.

**TO REPORT A FIRE OR EMERGENCY:**

1. Use the nearest Fire Alarm Pull Station.
2. Dial 911 when not in a university building.  
Dial 111 when in a university building.
3. Say, “I want to report an emergency.”
4. Give your name, location of the emergency, and the type of emergency. Speak slowly and distinctly.
5. Wait to answer any questions. Do not hang up until you are sure you have been told to do so by the operator.

Note: If for any reason you do not have ready access to a phone, use the nearest Yale Police/ Emergency phone, and then wait there to direct the emergency responders.

**Familiarize yourself with the nearest fire alarm pull station, as well as where the nearest Fire-Police Emergency Phone Box is located.**

PREPLANNING FOR A FIRE EMERGENCY AND FOR YOUR ESCAPE IS YOUR RESPONSIBILITY. If you are caught completely unprepared in a crisis, a MENTAL SHORT CIRCUIT can strike you. It is no wonder that people panic and do irrational things when faced with conditions such as fire, heat, and smoke. With proper training and effective preplanning for a crisis, personal panic is preventable. Make sure that you are aware of the location of the pull stations and fire extinguishers in your building.

UPON DISCOVERING A FIRE OR SMELLING SMOKE: Alert all the occupants of the building by any and all means available to you. If pull stations are located in the building, activate it at once and order everyone to evacuate the building. Make an effort to extinguish the fire if you have caught the fire in its beginning stages. Furthermore, make sure that you have a clear and unobstructed path of escape that is not blocked by the fire and your back is always towards the exit. Make sure that before any attempt is made to combat the fire, the fire department is notified. Fire conditions can change rapidly and become something that only the fire department can handle, so make sure that your personal safety is always maintained.

**IN THE EVENT OF AN ALARM:** All occupants of the building are to evacuate the building by using the nearest stairwell. The elevators are not to be used during a fire alarm or smoke/fire condition. The entire building is to be evacuated 100% on alarm with no exception. When evacuating a building remember to take your room key with you. When you are leaving the building remember to stand clear of the building. Follow all directions of Police and fire fighters. Do not reenter the building until you are told to do so by either the fire department or the police department.

When an emergency situation happens in a building the **R.A.C.E** Protocols are a simple acronym that can be used to guide you in steps that are to be done during an emergency. **R.A.C.E.** stands for **RESCUE**, **ALARM**, **CONFINE**, and **EXTINGUISH**.

**RESCUE:** Injured visitors, co-workers, students and staff must be rapidly rescued from the immediate area of the fire/ smoke condition. However, make sure that you are not putting yourself in danger. If a co-worker or you are on fire remember to Stop, Drop, and Roll.

**ALARM:** At the sight of flames or smoke, immediately activate the fire alarm pull station.

**CONFINE:** Fire, smoke, and toxic gases must be confined to the area of fire origin, as much as possible. Closing doors behind you as you leave can do this.

**EXTINGUISH:** If at all possible, staff should make an attempt to extinguish the fire with a hand-held fire extinguisher. However, that person must make sure that his/her safety and well-being is maintained at all times. Make sure you have a way out.

**IF YOU SMELL SMOKE, DO NOT** fling your door open to investigate. Heated gases and suffocating smoke may be on the other side of the door. If the door feels hot to the touch do not open the door. If the door feels cool to the touch, cautiously open it with your body braced solidly against it, ready to close it quickly if conditions are not tenable. With one hand on the knob, hold the other hand over the door opening to detect any heat. Keep your head to one side to avoid inhaling a blast of in rushing heated air, which could be fatal.

If it is safe, proceed but remember to close all doors behind you.

Because heat and toxic gases rise, in traversing hot or smoky areas you should crouch or crawl along on the floor to avoid the dangerous atmosphere. Take short breaths, breathing through your nose and avoiding large breaths of smoke. Cover your face with a cloth, preferably damp, to help filter the smoke. A wool blanket will protect the skin from heat.

**IF FIRE OR SMOKE BLOCKS YOUR NORMAL PATH OF EGRESS TO THE OUTSIDE,** use an alternate escape route, to another staircase.

Familiarize yourself with the normal and alternate exits and actually traverse these routes personally at regular intervals to ensure that you have preplanned for an emergency. If conditions prevent your safe travel from the upper floors through normal and alternate escape routes and you are trapped in your lab, office, or room, close the door and seal up the cracks around the door with a rug or some other suitable wet clothing. The door can hold back killing heat and smoke for a considerable time. You may rest assured that if a fire or emergency occurs that the New Haven Fire Department and Yale University Police Department, as well as, the Yale University Fire Marshal's office will respond and mitigate the emergency. Call 911 to advise them of your condition and location.

In the event of a fire or use of a fire extinguisher, the Yale University Fire Marshal's Office or the Yale Housing Office needs to be notified as soon as possible.

FIRE PREVENTION is of the greatest importance in saving life and property. Previous experience with fires at Yale University reflects that the principle causes are preventable, such as the following;

1. ELECTRICAL DEFICIENCIES

- Makeshift wiring
- Space heaters
- Damaged cords, plugs or switches
- Extension cords lacking proper capacity for the rating of the appliance.
- Loose connections/ Corroded connections
- Computer monitors left on at night
- Broken or defective appliances
- Unprotected light bulbs
- Equipment left on
- Overloaded circuits
- Oversized bulbs and halogen lamps
- Frayed, broken, or brittle insulation on electrical
- Cords
- Cords under rugs
- Forgotten coffee maker or other heating or cooking appliance

2. COOKING

- Never leave cooking unattended.
- Keep cooking areas clear of combustibles.
- If grease catches fire in a pan, slide a lid over the pan to smother the flames and turn the heat source off.
- Enforce a kid free zone of 3 feet around your stove

3. HOUSE KEEPING

- Disregard for good housekeeping practices
- Accumulation of combustible trash and rubbish and storage in other than approved containers and locations
- Careless use and storage of flammable liquids
- Unapproved storage of flammable liquids
- Appliances, including refrigerators

4. PATH OF EGRESS

- Obstructed exits, corridors, and passageways (furniture, bicycles, equipment, storage, etc.)
- Stairwell that are used as storage areas
- Wedged open doors, including stairwell doors and lab doors

5. FIRE WORKS

- The use of any fireworks on University property is strictly prohibited. This includes such items as sparklers, whistler, fountains, etc.

***DO NOT GIVE A FIRE A PLACE TO START!***

***Lives and Property Are Not Lost In A Fire That Does Not Happen!***

**FIRE PROTECTION EQUIPMENT**

Tampering with the fire protection systems so as to activate an alarm when there is no fire is a dangerous practice. Sending a false alarm by any means is not only a violation of the law but also the consequences of such an act could be disastrous.

**KNOW YOUR FIRE EXTINGUISHERS**

Fires are broken up into four basic classifications depending upon what type of fuel is burning. When the classifications are used to rate fire extinguishers they describe what the fire extinguisher can and cannot be used for.

Types of fires:

**Class A** fires involve ordinary combustibles such as wood, paper, household rubbish, trash, cloth, rubber, furniture, and many plastics.

**Class B** fires involve flammable and combustible liquids- oils, cooking oil, greases, tars, oil based paint, and lab chemicals.

**Class C** fires involve electrical equipment such as, household appliances, televisions, computer equipment, electrical equipment, house wiring, extension cords, power strips, fuse boxes, lab equipment, and circuit breakers. The class C rating for a fire extinguisher tells someone that the extinguisher can be used on live electrical equipment without receiving an electrical shock. (Note: If electrical equipment involved in a fire is not energized [unplugged] the fire then becomes a class A or class B fire).

**Class D** fires involve combustible metals, magnesium, potassium, sodium, titanium, etc. These types of fires are most likely to occur in an industrial setting, and virtually no portable extinguisher sold for common use is designed to fight class D fires. A special fire extinguisher is required.

University buildings have two basic types of portable fire extinguishers:

1. Multi-purpose ABC dry chemical units, which are good for all types of fires including ordinary trash, flammable liquids, grease, oil, and electrical equipment.
2. Carbon Dioxide, Class BC units which can be used for Flammable Liquids fires such as alcohol, as well as, electrical equipment fires. These types of extinguishers are not effective on class A fires, and limited to only small fires

Are you familiar with the fire extinguishers in the building? The word to remember is **P.A.S.S.**, which stands for **PULL, AIM, SQUEEZE, and SWEEP.**

**PULL:** Pull the safety ring/ pin at the top of the unit.

**AIM:** Aim the discharge horn or the hose at the base of the Fire. Do not aim the hose at the top of the fire, it is not effective.

**SQUEEZE:** Squeeze the handles of the fire extinguisher together and discharge the agent.

**SWEEP:** Sweep the agent side to side at the base of the fire to cover what is burning. Continue to apply the agent until the extinguisher is empty and the fire is out.

*Training provided on request.*

This booklet is a set of guidelines in order to assure that every member of the Yale University Community works and lives in as safe a work environment as possible. If you have any questions or comments or would like to schedule a fire safety class, please call the Yale University Office of the Fire Marshal 432-9923. If we are not in the office please leave a message and we will return your call as soon as possible.

**Smoke Detectors:** Smoke detection has been installed in all sleeping areas. These units have been installed to **SAVE YOUR LIFE!** It is your responsibility to test them monthly. If they do not work properly notify your

building manager immediately. Tampering with or disabling these devices is a crime. If they seem to go off accidentally or are beeping notify Yale Housing.

#### CARBON MONOXIDE

Carbon Monoxide (CO) is a colorless, odorless gas that is produced as a byproduct of incomplete combustion of fossil fuels such as fuel oil or natural gas. Exposure to large amounts of CO is dangerous to humans.

In an effort to protect you and your family from CO the University has installed CO detection in your building and/or apartment depending on where the furnace is located. If there is a CO detector in your apartment it looks similar to a smoke detector but says Carbon Monoxide detector on the unit. In an alarm condition, it will alert and sound similar to a smoke detector beeping steadily or may have a recorded message that says "Danger. Carbon Monoxide Alarm"

If the detector goes off, call 911 and leave the building, taking your keys with you. Wait in the front of the building for emergency personnel and advise them as to the location of the alarm.

Carbon Monoxide can affect you any time of year. Do not operate grills (gas or charcoal) or run your car near the building with the windows open. Never operate or store gas powered equipment in the building.

If you have any questions concerning CO or your detectors please call the Yale Fire Compliance Office at 432-9923 and someone will assist you.

***BE ALERT!***

***BE OBSERVANT!***

***BE CAREFUL!***