

# CWRU EMERGENCY PROCEDURES

**Important Numbers! CWRU Police (216) 368-3333 Safe Ride and Escorts (216) 368 - 3000**  
**EMERGENCIES dial x 3333 or 9-9-1-1 from campus phone**

## FIRE

### WHAT YOU SHOULD DO

1. If you smell or see smoke or fire, activate the fire alarm by pulling an alarm station. WHEN A FIRE ALARM IS ACTIVATED EVACUATION IS MANDATORY!
2. Do not attempt to fight the fire yourself unless you have been trained in the use of firefighting equipment and it is safe to do so.
3. Notify occupants and help those needing assistance in the immediate area.
4. If fire is present in the immediate area leave all belongings and exit immediately. Otherwise, when an alarm sounds quickly gather essential personal belongings only if it can be done safely (I.D., keys, purse, wallets, etc.) and proceed out of the building. Close doors behind you to help contain the fire.
5. Follow the building's evacuation map and exit quickly via stairwells only; DO NOT attempt to use elevators. Persons with disabilities who are unable to use the stairs should wait in the stairwell for rescue assistance.
6. If you get caught in heavy smoke, take short breaths, crouch down or crawl.
7. If the fire or smoke prevents you from exiting the building, go to a room far away from the fire (preferably a room with a window), shut the door and phone for help (cell phone or office phone). If you cannot reach outside help using technology, open or break a window and signal for help. Placing an object (coat, blanket, towel, etc.) under the door may prevent smoke from intruding while you are awaiting rescue. Note: Some buildings may have designated areas of rescue assistance. If unable to exit, proceed to the rescue assistance location.
8. Once outside proceed to the evacuation assembly area. If emergency responders are not already on the scene call CWRU dispatch with the following information;
  - a) Your name; and
  - b) The exact location of the fire and any other information you may have about the fire.
9. Return to the building only when instructed to do so by emergency personnel.

### WHAT WILL HAPPEN

1. The dispatcher will notify the appropriate Fire Department and CWRU Police/Security.
2. CWRU Police/Security will respond and coordinate with the responding fire personnel.
3. Once the actual fire or fire alarm situation is resolved, and the building is assessed for safety concerns, CWRU Police/Security or fire department officials may grant permission to re-occupy the building or to enter and retrieve personal belongings.

FIRE



**CASE WESTERN RESERVE**  
**UNIVERSITY** EST. 1826