

HAMILTON COLLEGE FIRE SAFETY PLAN

EMERGENCY COMMUNICATIONS

➤ Report fires or other emergencies to Campus Safety by:

- Calling x4000/911 by campus phones or 859-4000 by cell phones
- Manually engaging a fire alarm pull station

➤ Emergency information may be communicated to you by:

- Building-based fire alarm horns, visual strobes or voice commands
- Reverse 911 notifications (by email, office phone, home phone, cell phone, text message) or the emergency outdoor warning system

FIRE EMERGENCY

➤ If your evacuation route is clear and unobstructed...

- Alert others in the vicinity of the fire verbally and/or by engaging a fire alarm pull station, and evacuate through your nearest exit/exit stairwell by walking quickly.
- Do not run and do not use elevators during a fire evacuation.
- Confine the fire (if and when you can) by closing doors and windows as you evacuate.
- If you encounter smoke or heat while evacuating, stay as low to the floor as possible.
- Report to your muster point upon exiting the building, or your assembly point if directed to do so by your Building Coordinator, RA or Campus Safety.
 - **Special Note—fire extinguishers should only be used by trained and authorized personnel, and are never recommended for uncontrolled fires!**

➤ If your evacuation route is obstructed...

- Retreat to a safe area and shelter-in-place.
- Seal the area under/around your door with clothing to minimize smoke intrusion. If fire sprinklers are present and working, let them perform their function.
- Notify Campus Safety of your location by phone, or verbally announce your location through an open window at regular intervals. Otherwise keep windows closed so as not to draw the fire towards your location.

MEDICAL EMERGENCY

- **Check**—Check and assess the injured victim, and protect him/her from further injury. Assist with the use of safety equipment (safety showers, eyewashes) as needed. Remove any persistent threat to the victim, but do not move him/her unless absolutely necessary.
- **Call**—Notify Campus Safety. Be sure to provide information regarding location and the extent of the injury.
- **Care**—Provide 1st Aid/CPR/AED care only if you have the appropriate training. Otherwise comfort the victim until help arrives.

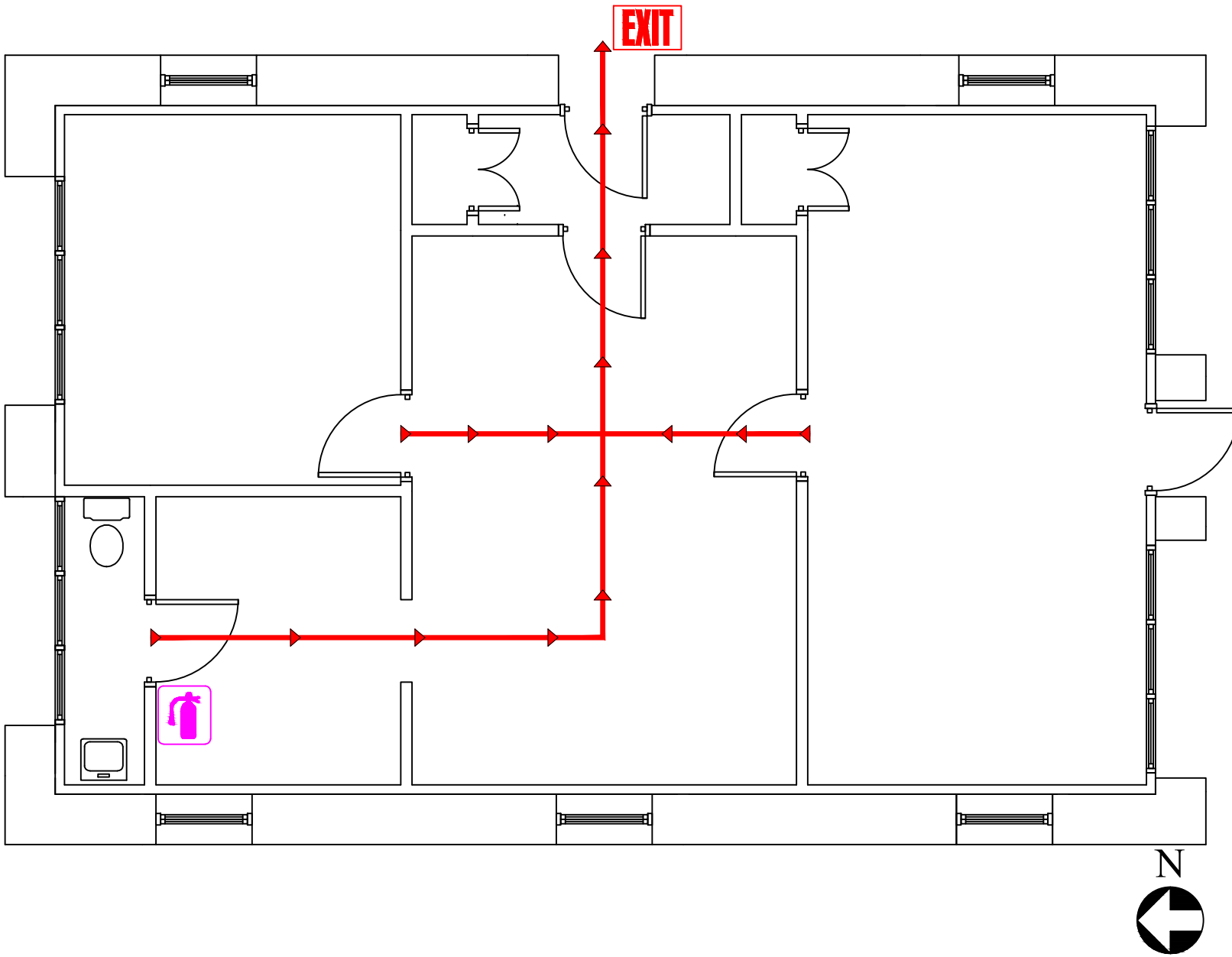
POLICE EMERGENCY

- **Protect**—Protect yourself from harm by removing yourself from any sources of danger, and/or isolate yourself in a locked/secure location.
- **Call**—Notify Campus Safety. Be sure to provide them with information regarding location, nature of the crime and any relevant details, any injuries, description of suspects, direction of travel, and description of any vehicles involved.
- **Do Not Pursue or Attempt to Detain Suspects**—Wait for Campus Safety or law enforcement to perform such actions.





OTHER EMERGENCIES

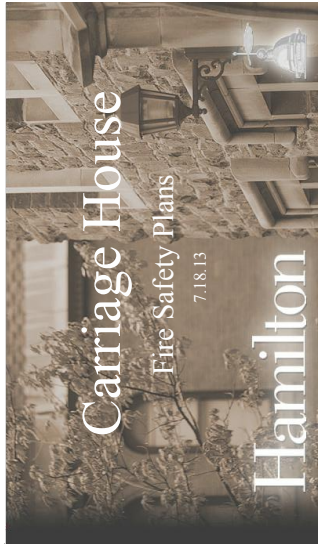
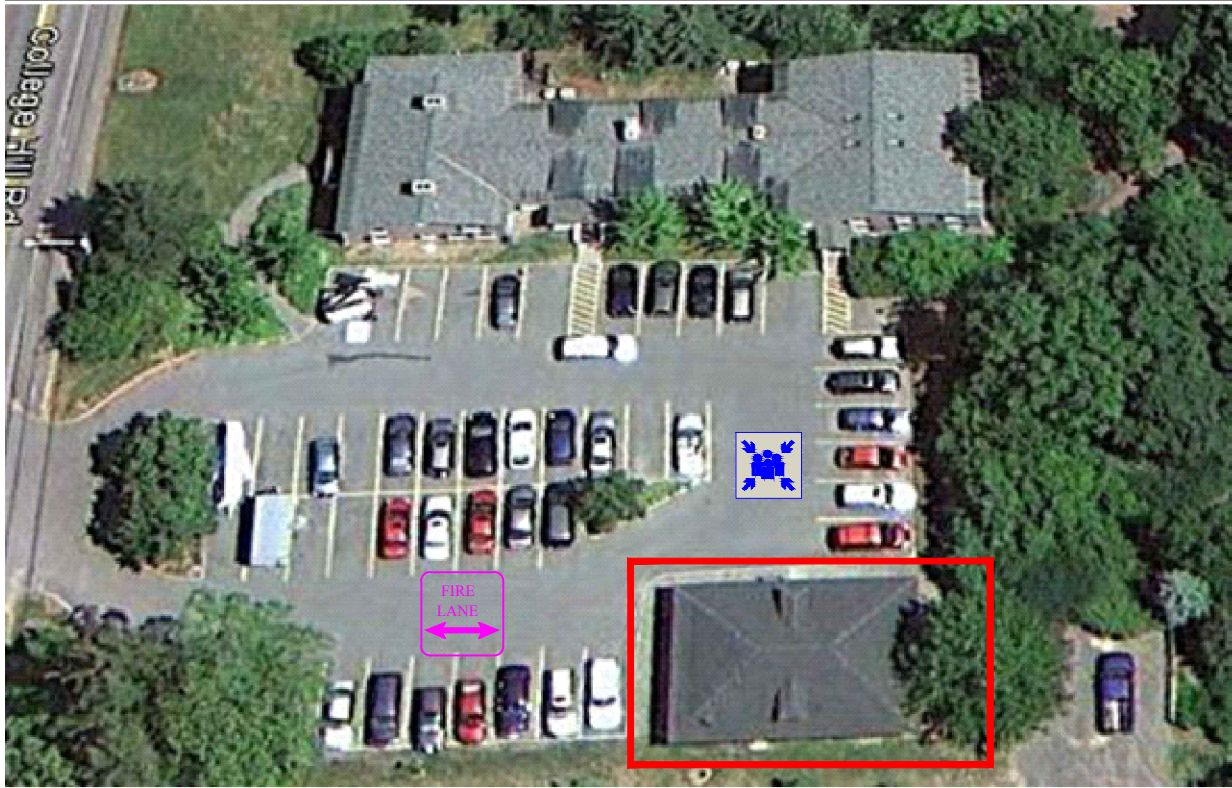
Visit the website below for additional emergency planning and preparedness information:

<http://www.hamilton.edu/emergency-planning-and-procedures/emergency-planning-and-procedures>



Legend

-  Evacuation Route
-  Stair Evacuation Route
-  Fire Extinguisher
-  Emergency Fire Exit



Legend



Muster Point



Fire Dept.
Access Route

CARRIAGE HOUSE		
Building Coordinator	Muster Point	Primary Assembly Point
Jan Rishel	Building parking lot	Tolles Pavilion
Fire Safety System Info	Independent/Local Smoke Detectors Only	
Special Fire Safety Notes	<ul style="list-style-type: none"> • There are no fire alarm pull stations in this building. • Since the local smoke detectors are not monitored, Campus Safety must be immediately notified in the event of detector activation. 	

