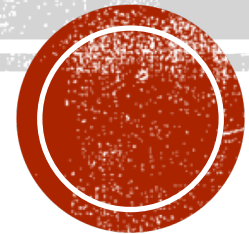


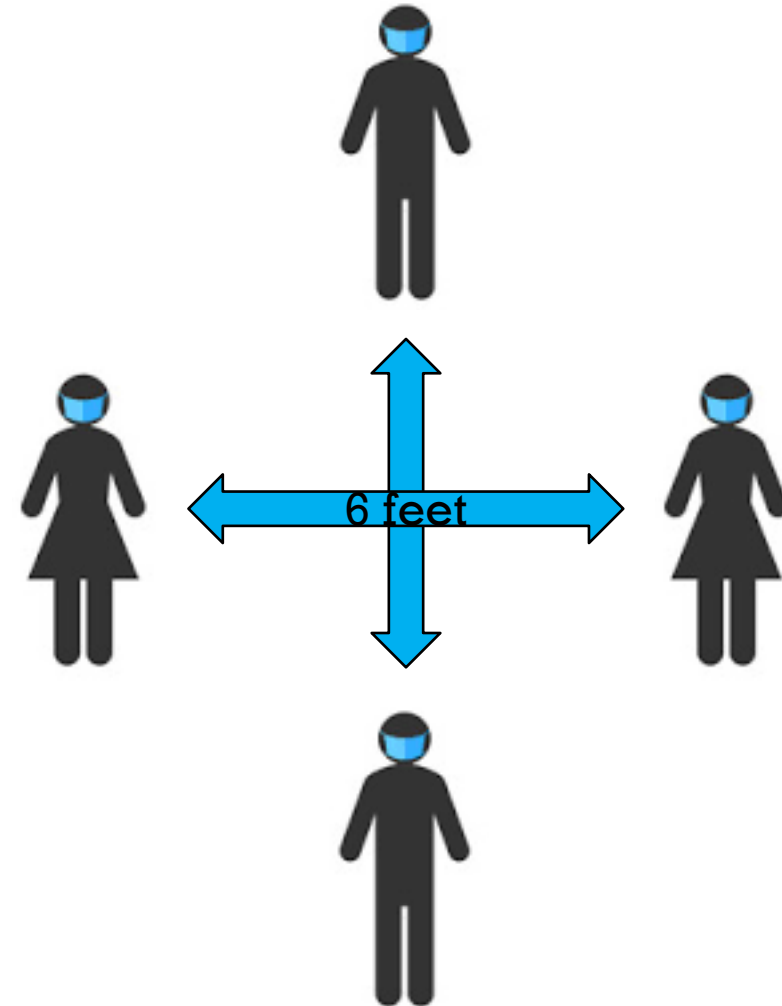
EVACUATION PROTOCOL

How to react when you hear a Fire and/or Carbon Monoxide Alarm
and,
How to react when you see smoke or fire inside a building



COVID-19 REMINDER FOR EVACUATION

- Be prepared! Visit the [safety protocol online](#)
- Items to have with you when evacuating:
 - Mask*
 - Room keys*
 - ID card*
 - Cell phone*
 - *NOTE: You should only obtain these items if they are within reach. DO NOT jeopardize your own safety – exit the building as calmly, safely, and quickly as possible*
- Once you have exited the building and in the assigned meeting area, maintain a distance of 6 feet between yourself and those around you



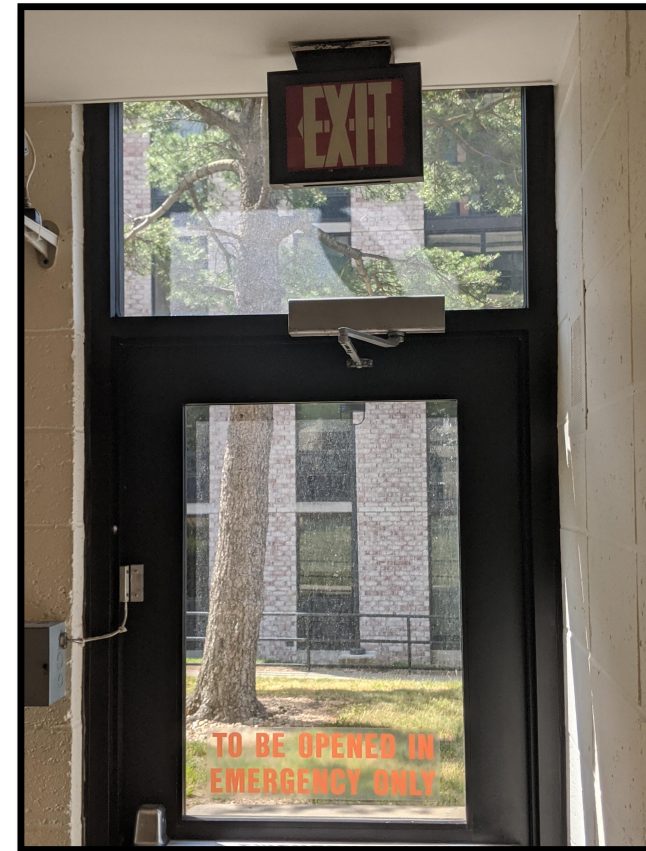
EVACUATION PROTOCOL

- In the event of a fire or you see smoke, activate the nearest fire manual pull station. Once outside, call Public Safety at 516-463-6789 to report/verify the situation
- DO NOT endanger yourself or others by trying to combat the fire
- Close doors as you evacuate the area to confine the hazard



EVACUATION PROTOCOL

- Walk to the nearest marked exit. If the hallway has smoke, crawl below the smoke, where visibility is better and air is less contaminated
- Do not use the elevator they can malfunction during an event, stay low and use the stairs
- Do not open closed doors without checking for heat first. Never enter a room where there is smoke or fire



EVACUATION PROTOCOL

- Evacuate to the assigned meeting area for the building so an accurate count of building occupants can be made
- When you are in the assigned meeting area, maintain physical distancing of 6 feet between yourself and those around you
- Do not return to the building unless directed to do so by Public Safety



EVACUATION PROTOCOL

- If you are outside of a building and see smoke or fire:
 - Call Public Safety at 516-463-6789 to report the situation
 - Evacuate the area and remain a safe distance away



EVACUATION PROTOCOL

- If you are trapped inside of a building that has been evacuated:
 - Call Public Safety 516-463-6789 to report your location
 - Put an article of clothing or towel underneath the door to block smoke from coming into the room
 - If a window is present, do not open the window to signal bystanders, fire can get into the room from a nearby location
 - Stay near the floor where air is less toxic



FOR YOUR AWARENESS

- You need to notify Public Safety first and always because their response is significantly quicker than the volunteer services provided
- Each residence hall has a smoke detection system and sprinkler systems.
- Each hall is also rated for 90 minutes or more of fire protected construction.
- Students in ADA spaces are safer sheltering in place because of the safety systems and construction in place at a residence hall. Public Safety will control the elevators and help students that require assistance evacuating the building
- Students with temporary or permanent mobility issues should contact email Student Access Services via email at SAS@Hofstra.edu or by phone at 516-463-7075

