



RUTGERS[®]

Community Arts

FIRE SAFETY & EVACUATION PLAN

For your safety, please familiarize yourself with these basic steps which pertain to students, faculty, and staff on all University campuses. University buildings are equipped with fire extinguishers, automatic sprinklers, and fire detection and alarm systems in accordance with the requirements of the construction and/or fire safety codes.

Fire drills will be completed at least once per session in facilities used for housing participants, and in facilities used for instruction or recreation.

If you discover a fire or smell smoke:

1. Activate the fire alarm station if the alarm is not already sounding
2. Begin to evacuate the building.
3. Contact the Rutgers Communications Center via 9-1-1 (preferred) or 732-932-7211 (alternate) to report the emergency.

In the event of a fire alarm:

1. Upon hearing a building fire alarm signal immediately begin evacuation. Close the doors behind you. Use the nearest safe exit, but DO NOT use elevators.
2. Leave the building and assemble in the areas listed below, where you will not hinder the approaching firefighters and apparatus. Attendance will be taken to determine if anyone failed to evacuate the building.
 - **Voorhees/Perry Halls:** Gather by gazebo or 100ft from main entrance
 - **Gibbons Residence Hall:** gather in LOT 74A or 100 feet from the main entrance
 - **Marryott Music Building/Nicholas Music Center/Rehearsal Hall/Mortensen Hall/Music Annex/Levin Theater/Hickman Hall:** Gather in lawn across from Bettenbender Plaza or 100ft from main entrance
 - **Walters/Art History Halls:** Gather in sculpture courtyard or 100ft from main entrance.
 - **Loree Dance Theater:** Gather on the lawn between Loree and Woodlawn or 100 feet from the main entrance
 - **Civic Square Building:** Gather in the Front Plaza toward State Theater or 100 feet from the main entrance of the building where you will not hinder the approaching firefighters and apparatus.
3. If caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.
4. Know the location of all exits from your building. All required exits in University facilities are properly marked with illuminated EXIT signs and directional arrows, where applicable.
5. If unable to leave your room or office due to heat or heavy smoke in the hallway, or due to physical disability, telephone University Police and give your exact location so the firefighters can be directed to you.
6. Always use the universal emergency access number, 9-1-1, to reach police in an emergency. The alternate emergency number to reach University Police is 732-932-7211.

7. Additional safety information can be obtained from the following university web sites:

- Rutgers Emergency Service: <http://rues.rutgers.edu>
- Rutgers Environmental Health and Safety: <http://rehs.rutgers.edu>
- Rutgers Office of Emergency Management: <http://emergency.rutgers.edu>

8. Counselors and/or those with supervisory roles will then take attendance. Lost participants will be accounted for following the Lost Participant Policy.

9. When the alarm has ceased and the drill is concluded, all should return to their locations.