**FIRE EMERGENCY PREPAREDNESS**

- Review the map above which illustrates the general layout of your residence along with evacuation routes.
- Locate and become familiar with all exits available to you and be prepared to evacuate to the nearest exit in case of a drill, fire, or other emergency. Count and remember the number of doors from your bedroom to each exit.
- Know the location of the alarm signal stations “pull boxes” in your residential area (as well as other buildings you frequent on campus).
- Know the location of the designated emergency meeting area for your residence as noted on the map above.
- Fully participate in fire drills and evacuations. Whenever the fire alarm sounds always presume it is an emergency. For your safety, it is MANDATORY to fully evacuate any time the alarm is sounded. Any failure to exit during fire alarms may result in your arrest or dismissal.
- If you have questions, concerns or suggestions for fire safety improvement at any time, please notify Residential Life or Campus Police. We are always seeking ways we can better protect the safety of our residents and community.
- If you carry a cell phone, it’s helpful to have the number for Campus Police added to your contacts so you can more easily call for help when needed:
  - New Mexico Tech Campus Police
    - Emergency Line: 575.835.5555
    - New Mexico Tech Campus Police Dispatch
    - (non-emergency) Line: 575.835.5434

**PERSONS WITH DISABILITIES:** If you have or develop any condition which may prevent you from following these posted Fire Evacuation Procedures, PLEASE notify your Resident Assistant upon checking into your room or as soon as possible. Your RA will work with you and police/fire personnel to establish a safety plan to meet your individual needs in case of emergencies and drills.

**FIRE EVACUATION PROCEDURES**

**WHEN THE FIRE ALARM SOUNDS:**

- Attempt to proceed as quickly and safely as possible to the designated emergency meeting area for your residence and remain there until you are given further instructions by the Fire Department, Police or University staff in charge.
- Before opening a door to exit, CHECK TO SEE IF THE DOOR IS HOT
  - Check the door and door handle for heat and the corridor for smoke.
  - From within your room, check for smoke seepage around the door cracks.
  - Feel the inside door surface. If it is hot, DO NOT OPEN!
  - If you live on the first floor, remove screen and climb out the window.
  - If you live on the second or third floor, seal up the cracks around the door using sheets, towels, pieces of clothing to whatever is handy.
  - Hang a towel or sheet out your window to signal rescuers.
  - Grab a wet towel and place over head and face if smoke is heavy.

**IF YOU DISCOVER A FIRE OR SMOKE:**

- Shut the door to prevent fire from spreading, if possible
- Pull the nearest pull box to sound the fire alarm.
- Leave the building by the nearest available exit
- Call Campus Police at: 575.835.5555 or call 911

**DO NOT USE ELEVATORS:** If you are in a campus building with an elevator, do not attempt to use the elevator if the fire alarm sounds. Elevators will stop if power fails, causing occupants to become trapped.

**IF CAUGHT IN HEAT OR SMOKE:** Stay low to the ground where there should be more oxygen. Take short breaths through your nose until you reach the fire exit.