

CARY INSTITUTE OF ECOSYSTEM STUDIES

HOUSING FIRE ALARM INFORMATION

FIRE ALARM PROCEDURE FOR DORMITORIES

The Institute maintains a strict fire alarm procedure. All alarms must be treated as an actual fire and the proper procedure followed.

1. If you discover a fire and if it is safe to do so prior to evacuation, sound alarm and then call (9) "911". The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory. The Head Resident of each dormitory is responsible for fire safety.
2. There are fire extinguishers in all buildings to be used to put out **minor** fires. **Always** be sure to pull alarm and then dial (9) "911" before using extinguisher on even a "small" fire. If in doubt about your ability to extinguish the blaze, **leave the building**. Do not endanger yourself.
3. If primary exit route is blocked due to fire, exit feet first through any window, hang from windowsill and drop to the ground.
4. Each dormitory building maintains its own set of guidelines and these are posted in each dormitory on the back of each bedroom door.

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ARMAND LOVELACE APARTMENTS

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.

1. When alarm sounds, quickly evacuate the building.
2. Remain outside away from building until notified by firefighters to return.
3. **Do not** touch the fire alarm. It will be reset by the fire department.

Armand Lovelace Upper Apartment: Leave by way of the main stairs unless blocked by smoke or fire then exit by way of window in hallway and go down fire escape.

Armand Lovelace Lower Apartment: Exit by way of front door or back door depending where the smoke and/or fire is.

4. **Muster** across the road in the woodshop's red barn parking lot.

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BACON FLATS DORMITORIES

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1. Leave by most expedient way; all bedrooms have sliding doors at ground level.
1. When alarm sounds, quickly evacuate the building.
2. Remain outside away from building until notified by firefighters to return.
3. **Do not** touch the fire alarm. It will be reset by the fire department.
4. **Muster in the parking lot near the dumpsters.**

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CARY WEST

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows.
3. **Do not** touch the fire alarm. It will be reset by the fire department.
4. Remain outside away from building until notified by firefighters to return.
5. **Muster at the Head House behind the Cary West house.**

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CONOVER HOUSE DORMITORY

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.

1. Evacuate building as follows:

Room #1: Exit room through door, go left down the stairs, left at the bottom of stairs and out through the exterior door. If the route is blocked due to fire, exit feet first through the center window, hang from windowsill and drop to the ground.

Room #2: Exit room through door, go down the stairs, left at the bottom of stairs and out through the exterior door. If route is blocked due to fire, exit through the designated window, walk to the edge of the roof and drop to the ground in an unobstructed area.

Room #3: Exit through the room door, go right down the stairs, left at the bottom of stairs, and out through the exterior door. If route is blocked due to fire, exit feet first through the designated window, hang from windowsill and drop to the ground.

Room #4: Exit room through door, go left down the stairs, left at the bottom of stairs and out through the exterior door. If route is blocked due to fire, exit through the window and go down the fire escape stairs.

Muster in the parking lot by the dumpster area.

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GIFFORD TENANT HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows.

If there is a fire and if it is safe to do so prior to evacuation, call the 911.

Muster in the field between Gifford Tenant house and Gifford House.

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HENRY HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows.

If there is a fire and if it is safe to do so prior to evacuation, call the 911.

Muster at the far end of the lawn next to garden.

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KNAPP HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows.
3. **Do not** touch the fire alarm. It will be reset by the fire department.
4. Remain outside away from building until notified by firefighters to return.
5. **Muster at the bottom of the driveway in the lawn.**

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LEE LOVELACE DORMITORIES

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory. The Head Resident of each dormitory is responsible for fire safety.

5. When alarm sounds, quickly evacuate the building.

Lee Lovelace – third floor residents

- a) Leave by way of fire stairs to second floor. Exit through fire door and go down fire escape.

OR

- b) Exit by regular stairs to second floor and out the back door.

Lee Lovelace – second floor residents

- a) Leave by back door. to the parking area.

OR

- b) Go down front stairs and out door to the front lawn.

6. **Muster in parking area to the extreme end (away from fire).**

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SMITH HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows.

If there is a fire and if it is safe to do so prior to evacuation, call the 911.

Muster in the parking lot of the Millbrook Training Center.

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SMITH COTTAGE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory,.
2. Evacuate building by doors or windows.

If there is a fire and if it is safe to do so prior to evacuation, call the 911.

Muster in the parking lot of the Millbrook Training Center.

