



EDGEWOOD COLLEGE

IF YOU DISCOVER A FIRE:

1. **ACTIVATE** the nearest fire alarm pull station and **IMMEDIATELY EXIT** the building using the nearest safe evacuation route.
2. **CALL 9-1-1** from a safe location.
3. Call the Edgewood College Security Department at **(608) 663-4321** to inform them of the emergency.
4. Proceed to the nearest evacuation area and remain at least 500 feet from the building, until informed by Madison Fire Department officials or Edgewood College Security that it is safe to re-enter the building.

IF A FIRE ALARM IS SOUNDED:

1. Close doors. Exit the building using the nearest safe evacuation route. **DO NOT USE ELEVATORS** for exiting the building.
2. Proceed to the nearest evacuation area for your building. **DO NOT RE-ENTER THE BUILDING** for any reason.
3. When it is safe to re-enter the building, an “All Clear” will be issued by the Madison Fire Department officials or Edgewood College Security Department.

THERE ARE FOUR BASIC EVACUATION OPTIONS:

- Horizontal Evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes.
- Stairway (vertical) Evacuation: Using steps to reach ground level exits from the building.
- Area of Refuge: An area of refuge is a location in a building where you may go during a fire or other emergency, when evacuation may not be safe or possible. The safest “areas of refuge” are stair enclosures. Other possible “areas of refuge” include fire-rated corridors or vestibules adjacent to exit stairs or elevator lobbies. Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with other building occupants using the stairways as a means of exit in an emergency. For assistance identifying areas of refuge, call the Edgewood College Security Department at **(608) 663-3285** (non-emergency number).
- Stay-in-Place: Unless danger is imminent, remaining in a room with an exterior window, a cell phone, and a solid or fire resistant door is a viable option. With this approach, you may keep in contact with the Dane County Emergency Services by dialing **9-1-1** and reporting your location directly. Dane County Emergency Services will immediately relay your location to on-site emergency personnel, who will determine the necessity for evacuation. If the cell phone fails, you can signal from the window by waving a cloth or other visible object.

The stay-in-place approach may be more appropriate for sprinkler protected buildings, or buildings where an “area of refuge” is not nearby or available. It may also be more appropriate for you if you are alone when the alarm sounds. A solid or fire-resistant door can be identified by a fire label on the jam or frame. Non-labeled 1 ³/₄ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.

Edgewood College
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