

## Fire Evacuation Procedures:

Students are required to know and understand the following procedure for evacuating a residence hall, apartment, or building when the fire alarm is activated:

- 1) General rules for fire evacuation:
  - a) When the fire siren sounds, everyone must leave the building immediately. The last person out of the room closes the door (this lets emergency personnel know that the room is empty).
  - b) No one is to return to the building until Longwood Police give permission.
  - c) All persons must stand 50 feet away from the building or at the designated locations.
- 2) In case of an actual fire:
  - a) Pull alarm and evacuate building.
  - b) Call Fire Department **(911)**.
- 3) Fire alarm pull stations are to be used only for fire and fire drills. Electric switch boxes must not be touched by any person.  
(Student Handbook, p. 94).
- 4) **NOTE:** At Longwood University there will be a minimum of at least three (3) fire drills per year for dorms.