

## Be prepared and know what to do in a fire situation:

- Be familiar with the building safety systems, such as the floor plans and the location of all exits. In case of an emergency, **EVACUATE IMMEDIATELY**.
- Apathy can put you in danger and ignoring fire alarms hinders evacuation and lifesaving operations.
- Know your neighbors and be aware of anyone with disabilities or special needs who may require assistance from you or fire service personnel.
- Keep a flashlight and keys easily accessible.

## If a fire occurs in your room:

- Leave immediately and close the door behind you, but **DON'T LOCK IT**. If you lock your door, firefighters will have to break in.
- Exit from the safest stairwell and leave the building. Once you reach a safe location outside, call 911 and then Campus Safety at (630) 829-6122 and provide the dispatcher with your address, floor and room number.
- Never go upstairs, and never go to the roof because smoke and heat rise.
- Do not use elevators. They are to be used by the fire department only.

## If a fire occurs in another room:

- Activate a manual pull station and evacuate the building.
- Call 911 first and provide the dispatcher with the building address, your location and the location of the fire. Then call Campus Safety at (630) 829-6122.
- If you leave, take your keys and a flashlight with you. Before leaving, feel the door with the back of your hand to ensure fire conditions outside your room are not dangerous. **DON'T** leave if the door is hot to the touch – stay in place. If the door is cool to the touch, open the door slightly. If smoke conditions are not dangerous, go to the safest stairwell.
- If the door is hot to the touch and you stay in your room, do not break the window. If smoke and heat start to build up, open the window slightly. If your window does not open, stay low to the floor. Also, seal the door by placing a wet towel at the bottom.

These are general guidelines to consider if a fire strikes in your building. Please remember that no two fires are alike, all fires behave differently and each may require a different response. Being prepared, remaining calm and knowing what to do in a situation can help save your life. Remember, alcohol or drug abuse often impairs judgment and hampers evacuation efforts. Using clear, rational judgment can save your life.



# Residence Life Safety Brochure

Residence Life includes residence halls and Founders' Woods apartments.



**B** Benedictine  
University

For more information, contact Michi Dubes at (630) 829-6364, [mdubes@ben.edu](mailto:mdubes@ben.edu)  
or the Lisle-Woodridge Fire District at (630) 353-3000, [www.lwfd.org](http://www.lwfd.org).

## Did you know?

- 70 percent of fatal campus fires occurred on the weekend.
- Three out of four fires began in the kitchen or cooking area.
- 73 percent of the fatal fires occurred between midnight and 6 am.
- Between 2018-2022 on college/university campuses, there were 3,331 structure fires resulting in an annual average of 21 injuries and \$21 million in property damage.

## Colleges and universities must have a P.L.A.N.

When an emergency strikes, people tend to panic and may not know or remember what to do. Having a plan in place for emergencies will increase your ability to avoid injury and act quickly. The Lisle-Woodridge Fire District recommends you **PLAN** for emergencies.

- P** Practice fire drills.
- L** Learn cooking safety.
- A** Apathy is the enemy.
- N** Never overload electrical outlets.



- **Practice fire drills** – Fire drills teach you how to safely exit your building and what procedures you need to follow in case of an emergency.
- **Learn cooking safety** – Cooking equipment is the No. 1 cause of residence hall structure fires. Residence hall fires from cooking surpass all other accidental fires combined. Always clean, maintain and unplug cooking equipment when done and NEVER leave equipment unattended while cooking.
- **Apathy is your enemy** – Carelessness with smoking materials, excessive combustibles and underestimating fire is a risk in any residence hall. Ignoring fire alarms will contribute to panic and poor judgement when a real emergency arises. Your personal safety is no joke and not cause for apathy.
- **Never overload electrical outlets** – Overloaded electrical circuits and extension cords increase the risk of fire. Unplug or place seldom-used electrical items on a common power strip that is kept off when not in use.

All University buildings are equipped with fire alarm systems which can be activated at certain temperature levels or smoke conditions. However, many small fires will require a fire alarm pull station to be manually activated. Should you discover a fire, remember **RACE**:

- R** Remove anyone from immediate danger.
- A** Activate the fire alarm system by pulling the nearest fire alarm pull station, call 911 and then Campus Safety at (630) 829-6122.
- C** Contain the fire by closing doors.
- E** Evacuate the building.



## Safety Tips

- Never cover, remove or tamper with the smoke detectors in your room.
- Check that you have a working smoke detector.
- Know the locations of all stairways and emergency exits on your floor.
- Check stairways for heat and/or smoke conditions before entering.
- Take your keys and a flashlight with you.
- If a fire occurs in your unit, LEAVE IMMEDIATELY!
- Make sure you close the door behind you.
- When you reach a safe area, call 9-1-1, then Campus Safety at (630) 829-6122 and alert building tenants.
- Never use candles in residence halls or Founders' Woods apartments.