



CONCORDIA UNIVERSITY TEXAS

POLICE DEPARTMENT

FIRE SAFETY GUIDELINES

The best way to avoid a fire emergency is to take preventative steps. The CTXPD recommends that you become actively aware of your surroundings and take charge of your safety. It is important to become familiar with the following fire safety tips before you need them.

Residence Hall Safety:

1. Know Residence Life policies on Fire Protection and Evacuation. Below are some prohibited items and activities in Residence Halls:
 - a. Candles and Incense
 - b. Smoking in residence hall rooms
 - c. Explosive devices
 - d. Cooking appliances and devices
2. Good housekeeping can help reduce the risk of a fire occurring.
3. Keep the hallways and exits free from debris and furniture.
4. Know at least two escape routes. Remember to check the windows to see if they can be opened and are not broken or painted shut.
5. Use power strips with breakers. Avoid overloading outlets.
6. Know the location of fire exits and extinguishers.
7. False fire alarms are punishable by law.
8. Never tamper with or block the building's sprinkler system or fire extinguishers. These are life-saving devices that are designed only to assist you in getting out.
9. Be aware that alcohol and drug use can impair judgment and risks safety.

Off-Campus Housing:

According to the U.S. Department of Education, there are approximately 18,000,000 students enrolled in 4,100 colleges and universities across the country. Approximately two-thirds of the students live in off-campus housing.

1. When you cook: Stay and look! Stay in the kitchen while frying, broiling or grilling food.
2. Smoke outside. Have sturdy, deep ashtrays. Avoid using potted plants for butting cigarettes.
3. Use power strips with breakers. Avoid overloading outlets.
4. Keep decorative lighting away from combustibles. Turn off when you leave or go to bed.
5. Be careful when using candles and incense. Keep them away from combustibles. Extinguish them when you leave the room or go to sleep.
6. Give space heaters space. Keep them least 3 feet from anything that can burn.
7. Be aware that alcohol and drug use can impair judgment and risks safety.

Before moving in to any rental housing make sure you will be PROTECTED from fire.

1. Check that there are working smoke alarms in and near sleeping areas. Test them monthly. Replace batteries yearly. Replace smoke alarms after 10 years.
2. Check for working carbon monoxide detectors located within 10 feet of any sleeping area.
3. Have a fire extinguisher in the kitchen. Know how to use it.
4. Make sure the building has a current "Certificate of Occupancy."

If a fire should occur:

- In your room-Get out and close the door behind you. If you are the last to leave the room simply closing the door behind you can assist in containing the fire and smoke to the area. It will also allow others to exit safely.
- Pull the closest fire alarm on your way out. It will alert everyone inside to get out!
- Never use the elevator during a fire alarm. Remember to always use the stairs.
- Call 911 from a safe place outside. Remember to go to the nearest gathering location. This helps the fire department to access the building, as well as allowing others to exit the building.
- Never re-enter a building for any reason. Have a meeting place and wait until you get the all-clear from the fire department to go back inside.

"I'm trapped." What should I do?:

- If you are not able to get out due to thick smoke and fire, you will need to shelter-in-place.
- It's important to try and stay calm. If you are able, move to a room with an outside window. Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by the window where rescuers can see you. Remember, rescue in large buildings can take some time. Please be patient.

Evacuation with physical disabilities:

- Always evacuate if a fire alarm is sounding. Remember to never use the elevator.
- It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requires it. Contact the CTX Police Department for arrangements.

If you still have questions, please come by the CTXPD or email us at campuspolice@concordia.edu.



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