

# Reporting a Fire

If you discover smoke or flame, immediately initiate the following actions:

- Activate the fire alarm system by pulling a manual pull station or verbally notify the building's occupants of the fire if the alarm system is not functioning.
- Evacuate from the building and report to the Designated Meeting Location and await further instruction from a Public Safety representative.
- Even if the fire alarm system has already been activated, (at safe distance from the fire) contact the Public Safety Department at 610-436-3311 to report the fire.





If the building fire alarm activates:

- **All occupants** are required to **evacuate immediately** by using the closest available exit point. Evacuations should be conducted in a calm and orderly manner.
- When evacuating the building, only take essential belongings. This includes items such as keys, WCU ID, wallets, purses, **coats**, medications, etc.
- When evacuating the building, remember to turn off lights and close doors to rooms as you leave.

Evacuation by Fire Alarm

**Building Fire Alarm**



- While evacuating remind others to leave the building and ask if they need assistance. If you are unable to assist or they are unwilling to evacuate; continue evacuating yourself and notify Public Safety of their location.
- Proceed to the Designated Meeting Location and stay there
- Upon receiving an “ALL CLEAR” from Public Safety, staff will assist occupants with re-entry into the building

Evacuation by Fire Alarm

**Building Fire Alarm**

# Anyone who needs assistance evacuating

- Occupants that cannot evacuate the building on their own should proceed to the closest **Area of Rescue Assistance or the landing of an enclosed stairway**
- After arriving at the **Area of Rescue Assistance or the landing of an enclosed stairway**, contact Public Safety at **(610) 436-3311** to advise them of your location
- If getting to the Area of Rescue Assistance is not possible, stay in your room with the door closed. Contact Public Safety at **(610) 436-3311** and let the dispatcher know your location
- Before an emergency, Environmental Health & Safety can help you identify egress routes, Areas of Rescue Assistance, and develop a personal evacuation plan. **(610) 436-3333**

# Additional Fire Safety Information

- Please visit [Fire Safety page on WCUPA.EDU](#)
- If you have questions or concerns; Contact **Environmental Health & Safety at 610-436-3333**



*Environmental  
Health & Safety*

