



Cheyney State University of Pennsylvania  
Cheyney University Police Department  
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**Cheyney University Policy Number FA 2013-1008**  
**Policy Title: Fire Alarm Policy**

**Approved by:** FA Council  
President's Cabinet

**History:** Issued – 3-2011  
Revised – 9-1-13

**Related Policies:**

**Additional References:**

- A. **Purpose:** To ensure that all Students, Staff, Faculty, Employees, Parents and/or Guardians are aware and familiar with the procedures to follow during Fire Alarm exercises and actual incidents.
  
- B. **Scope:** Students, Staff, Faculty, Employees, Parents and/or Guardians
  
- C. **Definition (s):** N/A

D. Policy and Procedures(s):

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FIRE SAFETY AWARENESS – FIRE ALARM

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**Upon the sounding of the fire alarm, all persons occupying the building at that time are expected to adhere to the following:**

1. Immediately exit the building using the nearest exit door.
2. Cheyney Police officers will go through from the top floor down, evacuating every room, sending all residents down the steps. This must be done quickly and orderly. Cheyney Security Officers will assist Cheyney Police.
3. Everyone MUST evacuate the building and adjacent areas MUST be completely cleared.
  - a. Feel doors before opening. If hot, do not open.
  - b. If there is smoke in the room or in the hallway, grab a blanket or a towel to prevent smoke inhalation. Also, be sure to stay low to the ground.
  - c. Be sure to lock your room door and take your key with you. Do not attempt to use the elevators.
  - d. In the event the fire alarm sounds in the evening or at night, be sure to leave the ceiling light in your room on the “on” position.
4. Once you have exited the building, move at least 500 feet away from the building. When you arrive in the Marcus Foster area, check-in with the Team Leader, so that you can be accounted for, and it can be documented that you have safely evacuated.
5. All persons are to remain in the designated safe area until the signal to return has been given by the Cheyney Police.
6. An “All Clear” signal will be given by police at which time students may re-enter the building.
7. Anyone who fails to evacuate the building when the fire alarm sounds will be given a Judicial and a Criminal Citation.