



Matlack Court

**Building Specific Fire Safety
Information**

Life Safety Systems



Typical Suite Smoke Detector



Typical Building Fire Alarm
Smoke Detector



Fire Sprinkler



Evacuation Alarm

Matlack Court is equipped with:

- Fire Detection
 - **Each Dorm Room** is equipped with a smoke detector that will only sound in that Room, and it is monitored by Public Safety.
 - All Common areas, Hallways, and Mechanical rooms are equipped with Building Fire Alarms that are monitored by Public Safety.
- Fire Sprinklers
- Evacuation Alarms

Life Safety Systems



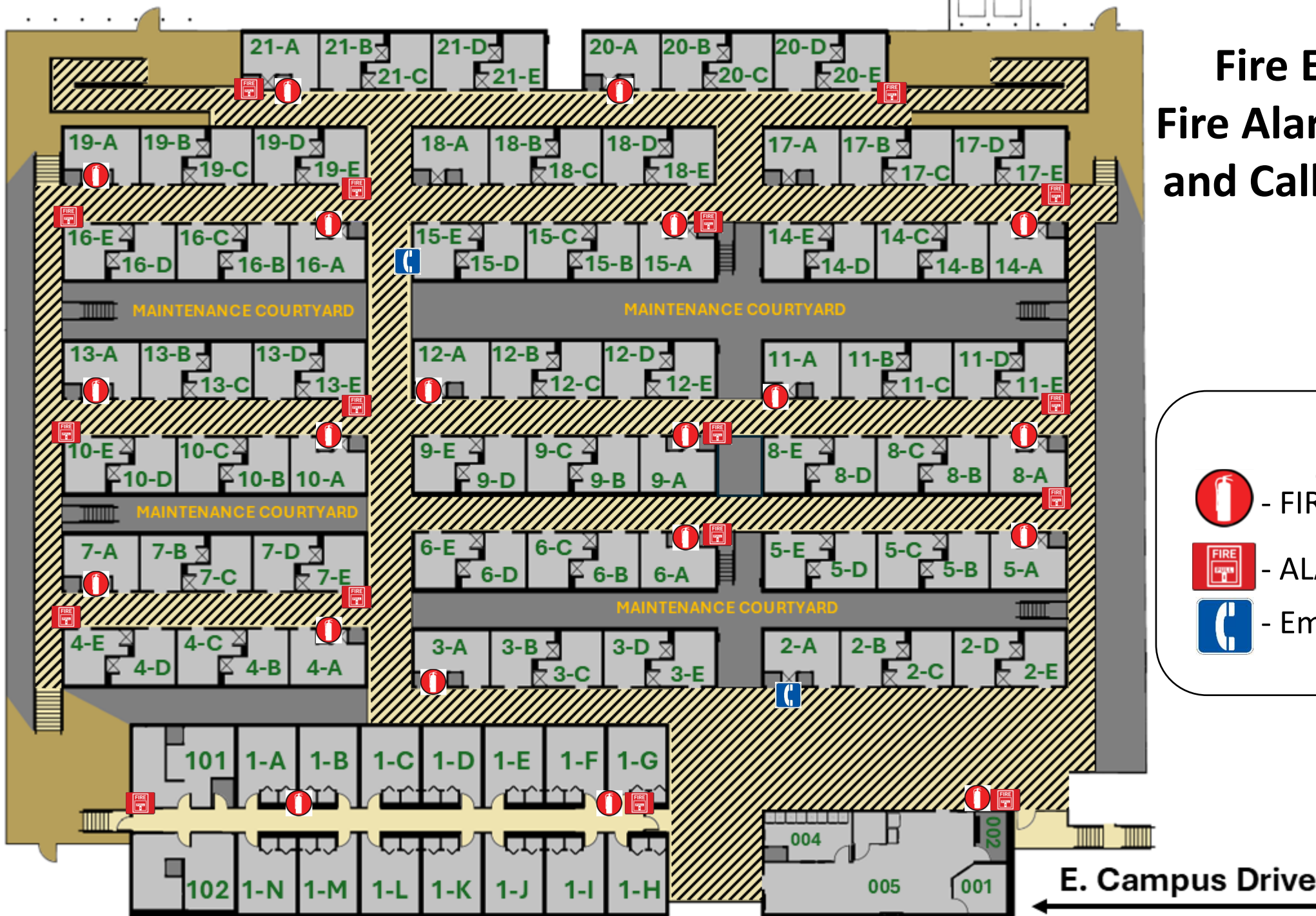
Matlack Court is equipped with:

- Emergency Public Address System that alerts all common areas of the complex
- Emergency Call boxes that contact Public Safety Dispatcher
- Emergency Door releases that will unlock doors for exit and triggers a security alarm

Fire Safety Maps

Maps of relevant Fire safety equipment, Evacuation routes, and Areas of Rescue Assistance

Fire Extinguisher, Fire Alarm Pull Station, and Call Box Locations



LEGEND



- FIRE EXTINGUISHER



- ALARM PULL STATION



- Emergency Call Box

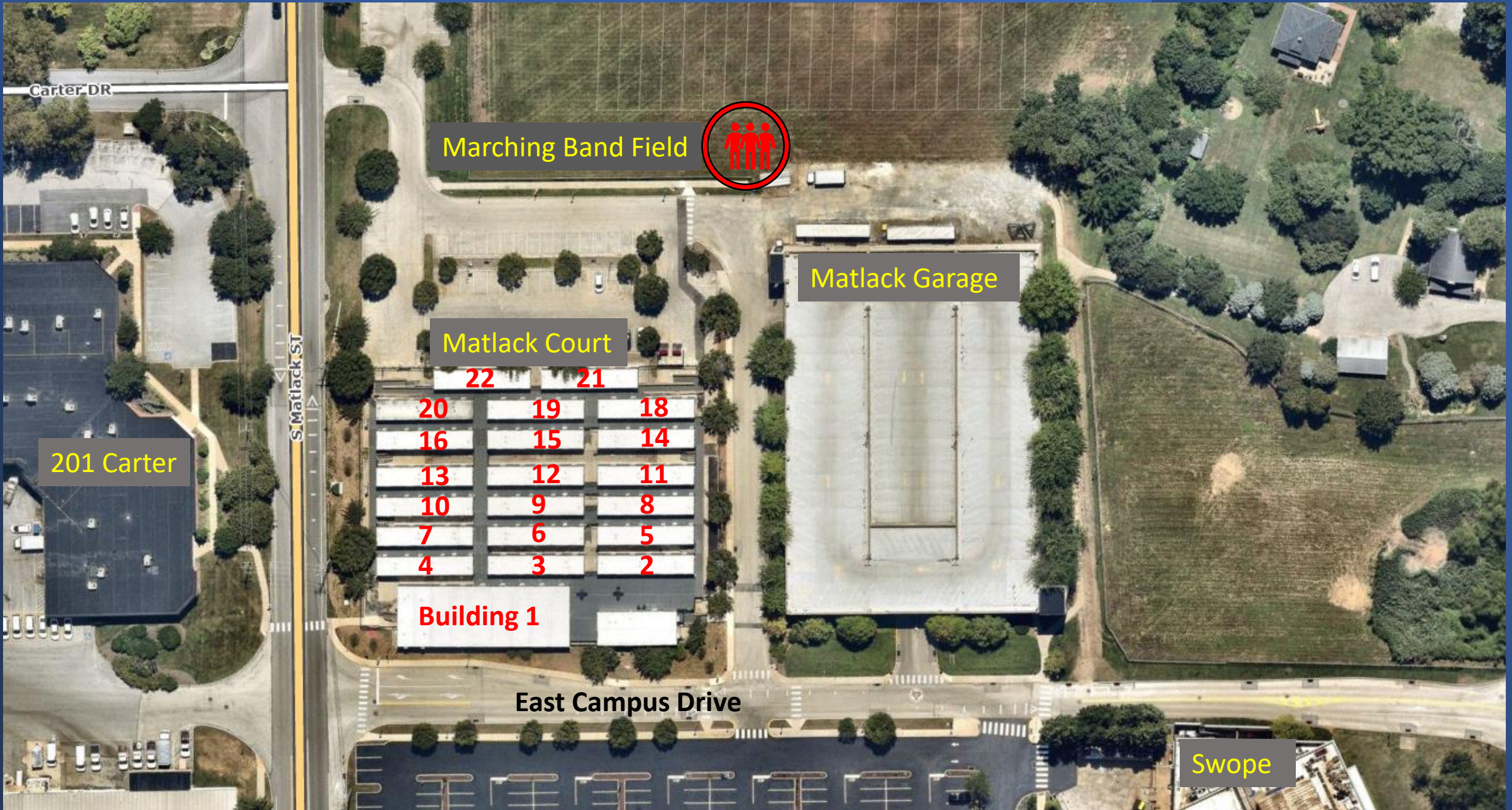
Evacuation Map





Designated Meeting Place

- On the Marching Band Practice Field, near the bleachers
- Do not gather in the parking lot or on the road
- Line up by building #
- Listen to Public Safety and Resident Life Staff for instructions



Carter DR

Marching Band Field



Matlack Garage

Matlack Court

201 Carter

22 21

20 19 18
16 15 14
13 12 11
10 9 8
7 6 5
4 3 2

Building 1

East Campus Drive

Swope

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.





- Dorm rooms/Suites in Matlack Court are equipped with a smoke detectors that sound in that Dorm Room/Suite only.
- The Building Fire Alarm will not sound until the sprinkler head is activated or a 2nd detector is activated.
- Report all Dorm rooms/Suites smoke alarms to Public Safety at 610-436-3311

Evacuation by Fire Alarm

Dorm room/ Suite



If you are in a Dorm room/Suite when this alarm activates:

- Evacuate to the main lobby, Close door upon exiting.
- If an actual fire is discovered in the location, activate the fire alarm system at a pull station while exiting.
- Contact Public Safety Officer in the lobby or Call ext. 3311 or (610) 436-3311
- Wait there until Public Safety assists you

Evacuation by Fire Alarm

Dorm room/ Suite



If the building fire alarm activates:

- When the building fire evacuation alarm sounds, **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](https://wcupa.edu/fire-safety)
- If you have questions or concerns; Contact **Environmental Health & Safety at 610-436-3333**



*Environmental
Health & Safety*

