



### Campus Fire Evacuation Policy

#### Scope

This policy pertains to all campus buildings, including residence facilities, and to all employees, students, and visitors, that occupy these facilities.

#### Purpose

To ensure an expeditious, orderly, and complete evacuation of a building in the event of an emergency

#### Process

1. Fire drills will be conducted on a regular basis for campus buildings to ensure that individuals know the process in the event of a fire. Residence halls will have one fire drill every semester.
2. Risk Management and Campus Security will agree on the date and time to conduct a fire drill.
3. Risk Management will sound the alarm. Campus Security will respond in a normal fashion.
4. Individuals will begin to evacuate the building, moving in the direction of the closest exit and alerting others as they go. Individuals will go to the assembly areas for that building (see next page).
5. In the assembly areas, Resident Assistant(s) will account for students under their jurisdiction and pass this information on to the Residence Life professional.
6. When Campus Security arrives they will maintain the scene and ensure individuals are staying out of the way of the fire department.
7. When the Fire Department arrives they will attend to the fire.
8. Risk Management will audit all drills, noting the time to evacuate and the level of cooperation.

#### Responsibilities

1. Safety
  - a. Coordinate the fire drill.
  - b. Initiate the process.
  - c. Audit the process.
2. Residence Life professionals
  - a. Assist in the orderly and expeditious evacuation of the residence halls without going back into the building.
  - b. Provide the officer in charge (OIC) with student accountability information and a key to the residence rooms.
3. Campus Security
  - a. Call the Residence Life professional who is on call when the alarm sounds.
  - b. Report to the scene when the alarm sounds.
  - c. Meet with the Fire Department concerning room checks; provide the fire department with keys to key in the rooms.
  - d. Control the emergency site.
4. Building occupants
  - a. Leave the building when the fire alarm sounds and report to the assembly area.
  - b. Alert others concerning the need to evacuate on the way to the exit.
  - c. Remain at the assembly point until the Officer in Charge (OIC) clears the building.
5. Dining Services and individuals responsible for labs
  - a. Shut off everything that is in use before leaving the area (i.e. gas stoves, burners, etc.)



### Assembly Points

| <i>Building</i>           | <i>Assembly Point</i>                    |
|---------------------------|--|
| Admissions (Lefler house) | Lawn in front of Schlosser (College Ave) |
| Alpha Hall                | Dell                                     |
| Alumni House              | Lawn between Wenger & Schlosser          |
| Bowers Writers House      | Grass area toward campus                 |
| Brinser                   | Brinser field                            |
| Brossman Commons          | Lawn between Zug & visitors' parking     |
| Brown Building            | Grass area east of parking lot           |
| Campus Security           | Lawn between Campus Security & Myer      |
| Eshenshade                | Grass area beside chapel                 |
| Founders                  | Brinser field                            |
| Hackman Apartments        | Wolf field                               |
| Hoover                    | Lawn between Hoover and Thompson         |
| Leffler Chapel            | Track                                    |
| Library                   | Lawn between Zug & Steinman              |
| Lyet                      | Grass area beside chapel                 |
| Musser                    | Hoover parking lot (toward Nicarry)      |
| Myer                      | Dell                                     |
| Nicarry                   | Lawn between Wenger & Schlosser          |
| Ober                      | Lawn between Myer and Cedar Street       |
| Quads                     | Lawn between Wolf field & soccer stadium |
| Residence Life (house)    | Lawn between Campus Security & Myer      |
| Royer                     | Dell                                     |
| Schlosser                 | Dell                                     |
| SDLC houses               | Sidewalk across the street               |
| Steinman                  | Lawn between Wenger & Schlosser          |
| Thompson Gym/Jaywalk      | Track                                    |
| Wenger                    | Lawn between Wenger & Schlosser          |
| Young Center              | Track                                    |
| Zug                       | Lawn between Wenger & Schlosser          |

### Evaluation

The Safety Committee will review this policy annually.

### Document History

Created: 2/2005

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