

## **FIRE EVACUATION**

**Section:** Safety and Security

**Policy:** There are certain procedures that all staff must follow in the event of a fire evacuation. In addition, there are fire safety guidelines in place that must be followed.

**Purpose:** The purpose of this policy is to provide protocols for fire evacuation and guidelines for certain safety standards in the residential facilities.

**Scope:** This policy applies to all staff members of the MGA Housing.

### **Procedure:**

#### I. Establishing an Evacuation Plan

A. Each building will have an evacuation plan which will:

1. Be as simple as possible so that participant roles can be easily explained and understood.
2. Place responsibility to evacuate with residents. In a real emergency, few staff may be available and may be requested to manage the evacuation and assist disabled persons, police and firefighters.
3. Be communicated to all residents as they check in. This information should contain the following elements:
  - a. Evacuation routes from every part of the building.
  - b. Provisions for persons with disabilities. Lists of persons with disabilities and their room numbers must be kept at all times by RLC and CA. This list must also be sent to the MGA Police Department. The Housing Office must be sensitive to changes in room/hall assignments of persons with disabilities, and must also be aware of temporary disabilities such as broken limbs, etc.
  - c. A pre-designated and well-communicated place for the residents in each hall to assemble after evacuation. The designated areas should be no less than 50 feet from the building.
  - d. Each hall will have instructions that will give instructions to residents for evacuation. RLC's, CA's or RA's will explain these instructions during the first floor/building meeting. Residents must be made aware of evacuation routes, alarm station locations and assembly points. When new residents join the hall, staff must acquaint them with evacuation procedures.
  - e. If a fire or smoke is found, residents should immediately pull an alarm and then notify MGA Police by calling \_\_\_\_\_ from a safe location.
  - f. For those facilities that may not have pull stations, the resident should exit the building and contact MGA Police.

g. Notify residents that if any person refuses to evacuate or in any way interferes with staff members, police or fire fighters in their efforts to evacuate a building safely or fight the fire, an appropriate referral through the student conduct process will be made.

## II. In the Event of an Audible Fire Alarm

### A. Fire Procedures for RA's:

1. Quickly check the immediate area for fire or smoke.
2. If a fire is found and it is obvious that it can be contained by correct use of a fire extinguisher that is easily accessible, use the fire extinguisher.
3. If a fire is immediately observed but not easily contained, quickly exit the area and meet your supervisor in the location designated for the building.
4. Call MGA Police to confirm that fire or smoke has been found and the professional staff member on duty from a safe location and report the fire.

### B. Fire Procedures for Professional Staff:

1. If the fire can be easily controlled, extinguish the fire with the proper fire extinguisher. If the fire cannot be easily put out, leave the building and assist with evacuation.
2. Assist firefighters by keeping residents away from the buildings and by trying to determine if everyone evacuated safely by directing residents to designated safe locations.
3. Assist in entry to the building once "all clear" is given by the fire department.
4. Reset the fire alarm panel or assist MGA Police as it is reset. The professional staff member on duty must notify the Assistant Director or Director of Residence Life about the fire as soon as possible.

## III. Fire Drills

A. Fire drills must be held at least once every semester, no later than three weeks after the beginning of the semester. RLC's will coordinate these arrangements with the staff in each community as well as the MGA Police. Evacuations as a result of false alarms may be considered fire drills if the evacuation was properly conducted in the judgment of the RLC.

B. Prior to the drill, all fire drill procedures should be reviewed with the residence hall staff members. Professional staff members should also familiarize themselves with all fire alarm systems but contact MGA Police to set the alarm.

C. Notify the staff of the scheduled date of the fire drill, so they can plan to be present during the drill as well as begin planning safety programs to coincide with the drill.

D. Notice of the scheduled fire drill should be given to students at least 24 hours in advance. Use the standard signs given to each community advertising the fire drill and record the date and time of the drill on the sign.

E. One the day of the fire drill, the following procedures should be followed:

1. Contact the MGA Police to schedule the drill.
2. Activate the fire alarm or ask the MGA Police to activate the alarm.
3. Observe the building evacuation.
4. Check the predetermined rooms with another staff member while exiting the building.
5. Reset the fire alarm and allow residents back into the building