

Policy and Procedure

Department: Housing and Auxiliary Services and Department of Residential Life	Section: DSL-HAS-H-006
Title: Fire Alarms	Effective Date:
Authored by: Lucas D. Novotny	Approval Date:
Approved by:	Revision Date:
Type: Student Policy	

Purpose: Inform students of the procedure in the event of a fire alarm in the residence halls.

Scope: Students in all residence halls.

Policy: All residence halls are equipped with smoke detectors in every room. It is a violation of residence hall and University community standards to tamper with or render inoperable a smoke detector.

Sprinkler heads are located in Davis Square, Deglman, Heider, Kenefick, Kiewit, McGloin, Opus, and Swanson Halls; blocking sprinkler heads in any way, including using the sprinkler head as a fixture from which to hang personal property, is strictly prohibited.

Students must evacuate the residence hall whenever an alarm is sounded. Students should always assume that a fire alarm sounding indicates a real fire and should exit the building immediately.

Once evacuated, students should stand clear of the building and all driveways until residence hall staff, Public Safety, or emergency personnel indicate that it is safe to re-enter the building.

Residents are not permitted to place any paper material on the outside of their room door, as it is a violation of fire code.

Procedure

At the beginning of the semester, Residential Life Student Staff Members will inform students of emergency protocol, including relevant information regarding stairwell exit locations, fire extinguishers, and alarm pull stations. Emergency exit routes are placed on the backs of all entrance doors in the resident rooms. Each hall will hold unannounced and/or announced fire drills over the course of the school year.

Students who are physically unable to vacate their space in the event of a fire alarm at any point in the year should notify Residential Life staff immediately to be put on the emergency evacuation list, which is kept at the reception desk of every hall. Elevators will cease operation once an alarm is activated in the hall.

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Anyone who sees a fire or smells smoke should pull the nearest fire alarm station and immediately proceed to the reception desk. Once the student/resident give information the Desk Receptionist of the specific location of the fire, they should exit the building. Students should never attempt to put out a fire themselves. Students should comply with instructions given by building staff and/or emergency personnel.

If a student is trapped in a room, they should move to the window and wave brightly colored clothing or a light to alert rescue personnel to their location. If possible, the student should write their room number on a piece of paper and place it in the window. If possible, they should open the top and bottom of the window to let fresh air in and smoke and heat out. They should keep the door closed and place wet towels along the bottom of the door.

Smoke detectors are provided in every room to help prevent personal injury. When the smoke detector sounds in the room, the resident should go to the front desk and alert the Desk Receptionist to the situation. If there is a fire, the resident should exit the room, close the door, and pull the nearest fire alarm station before alerting the Desk Receptionist and exiting the building. If there is no fire, the resident should extinguish any heat or smoke sources, open windows and doors and notify other residents that there is no fire. If the alarm does not stop sounding, the resident should call the front desk and report a smoke detector malfunction.

If a smoke detector is sounding in another resident's room and the door is closed, residents should knock on the door. If there is no response and the alarm has not stopped sounding, the student should call the front desk and request a residence hall staff member to investigate the concern.

Accountability/Follow-up: Failure to exit the building during a fire alarm may result in a fine and may be referred to Office of Community Standards and Wellbeing. Students who tamper with any fire suppression or fire safety device in the residence halls will be fined and may may be referred to Office of Community Standards and Wellbeing.