

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 University 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. If fire or smoke is found, residents should immediately pull an alarm and then notify UGAPD by calling 911 from a safe location. In a real emergency, few staff may be available and may be requested to manage the evacuation and assist police and firefighters.
 - 3. Be explained by resident assistants during the first floor/building meeting. When new residents join the hall, staff must acquaint them with evacuation procedures. This information should contain the following elements:
 - a. Evacuation routes from every part of the building.
 - b. Location of pull stations and fire extinguishers.
 - c. Provisions for persons with disabilities. Lists of persons with disabilities and their room numbers must be kept at the appropriate 24-hour desk. The community 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.
 - d. Pre-designated and well-communicated places for the residents in each hall to assemble after evacuation. The designated areas should be no less than 50 feet from the building. Locations that can be used during evacuation in inclement weather should also be provided.
 - e. Instructions on the interior of each room door that will give directions to residents for evacuation.
 - f. Notification to 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 Residence Hall Staff:

1. Quickly check the immediate area for fire or smoke.
2. Call UGA police from a safe location to confirm that fire or smoke has been found.
3. Staff members should call the professional or graduate staff member on duty from a safe location and report the fire.
4. Assist firefighters by directing residents to designated safe locations.
5. Assist in entry to the building once "all clear" is given by the fire department.
6. The professional or graduate staff member on call will reset the fire alarm panel at the request of UGAPD or the fire department.
7. The professional or graduate staff member on duty must notify the assistant director who will contact the associate director about the fire as soon as possible. Should the assistant director not be available, contact the associate director.
8. The professional or graduate staff member on call will complete the Fire Alarm Activation Form and submit it via email to the professionals listed on the bottom of the form.

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. Residence hall director (RHD) will make these arrangements with the staff in each of their buildings. Evacuations as a result of false alarms may be considered fire drills if the evacuation was properly conducted in the judgment of the assistant director.
- B. At the start of the academic year, Facilities staff will generate a random list of rooms/apartments for each building on the shared drive. The list will be a sample of 10% of the total building's units. Half of the rooms will be checked during the fall semester drill and the remaining half will be checked during the spring semester fire drill.
- C. Prior to the drill, all fire drill procedures should be reviewed with the community staff members. Professional and graduate staff members should also familiarize themselves with all fire alarm systems.
- D. Notify the community 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.

- E. Professional staff members should notify residents of the scheduled fire drill at least 24 hours in advance, using the standard signs given to each community. The sign should reflect the date and time of the drill.
- F. On the day of the fire drill, staff should follow the following procedures:
 - 1. The residence hall director (RHD) will call UGA police immediately before the fire alarm is activated to inform them of the drill.
 - 2. The RHD will activate the fire alarm and observe the building evacuation.
 - 3. Pairs of undergraduate staff members will check the predetermined rooms.
 - 4. The RHD will reset the fire alarm and allow residents back into the community.
 - 5. The RHD will complete the Fire Drill Report form and submit to appropriate staff via email.
 - 6. The RHD will notify residents of the rooms that were checked during the drill that staff entered those rooms to verify evacuation.

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