

# **Fire Evacuation and Drill Procedures**

## **Department of Housing and Residence Life**

### **University of West Florida**

RAs are trained in their job training to tell their residents of the Fire safety procedures (the evacuation plan of their community, building, floor, etc., and about Fire Drills) during their first floor meetings, which happens during the first week of classes during the Fall, Spring and Summer Semesters.

Residents are also provided Emergency and Fire Safety on page 10 of the Housing and Residence Life Standards of Community Living

Staff (RAs, Hall Directors, Residence Life Coordinator, and Assistant Director) are notified by the Assignments Coordinator as determined by SDRC or the student if they have a resident who may/will need assistance in building evacuation in their building. Staffs are trained to notify emergency personnel of the name and room number of this student immediately upon evacuation. Appropriate information should also be posted in a visible location near the Alarm panel in the area office.

Fire Drills – Happen once a semester with in the first 3-4 weeks of the Fall, Spring, and Summer “ A ” semesters of all occupied residence halls and apartments.

- Fire Drills are coordinated by the Associate Director, the Housing Central Office, GA, Environmental Health and Safety (EH&S), University Police, Housing Maintenance, and the Residence Life Staff (Assistant Director, Residence Life Coordinator and Hall Director)
- Staff present at alarms will be the Associate Director of HRL or designee, Police officer, Pennie Sparks from EH & S or designee, Housing Maintenance, Hall Director or designee, Housing central office Graduate Assistant.
- Buildings are to vacate with in 90 seconds of the alarm
  - Educational Cards are given out to residents after 90 seconds
  - After 90 seconds – Smoke inhalation damage
  - After 2 minutes – Medical treatment necessary
  - After 3 minutes – Death
- Housing staff will speak with the Residents before allowing them to return to the building about their performance, evacuation muster location, importance of taking fire alarm seriously, answer questions, etc.
- Buildings who have a majority slower time or a good number of death cards given out will have a re- pull
- Re-pulls will also be determined as needed by Housing, the police and EH &S based on evacuation performance

Fire Alarm/Drill reporting

- HRL and/or EH&S keep an updated log of all alarms and fire drills on google docs for the HRL Cleary Act Fire Safety Information:
- <https://docs.google.com/a/uwf.edu/spreadsheet/ccc?key=0AvU-EOP9xHBDdFpoZzk3LVozMXNRreUZSRV9wSFJsdlE>

#### **Housing and Residence Life Building Evacuation Procedures**

- *Graduate and Professional staff procedures*
  - Call the UPD at 850-474-2415 to verify that they know the alarm has sounded.
  - Follow protocol for notifying appropriate supervisors/superiors.
  - RA staff should be instructed to provide crowd control assistance and direct residents to the muster station of your area:
    - Pace &Argo - Pargo (grassy area between Pace & Argo)
    - Martin, Heritage, Presidents: Parking Lot, 20-50 ft away from building

- Southside: North Foyer, 20 ft away from building
    - Village East: Bld E/F: dumpsters by E, Bld G/H: dumpsters by H
    - Village West: Bld A/B: side lot by dumpsters, 20 ft away, Bld C/D: side lot by Archeology Museum bldg, 20 ft away
  - The Fire Department or UPD will decide when the building is safe to re-enter
  - If an actual fire has occurred, the RLC will contact the maintenance superintendent on call and let them know the extent of the damage and if any fire extinguishers have been used.
  - Any student still in the building should be documented. Follow conduct protocol.
  - Fill out a Fire Alarm Debriefing sheet and any other necessary paperwork to document situation.
  - Follow protocol for Electronic Duty Log.
- *Resident Assistant/Student Staff Building Evacuation/Fire Alarm procedures*
  - Follow protocol for contacting the HD. After business hours, follow protocol for contacting the Graduate Assistant on Duty.
  - Notify campus police at 850-474-2415.
  - RA staff should provide crowd control assistance and direct residents to the muster station of the area:
    - Pace & Argo: Pargo (grassy area between Pace & Argo)
    - Martin, Heritage, Presidents: Parking Lot, 20-50 ft away from building
    - Southside: North Foyer, 20 ft away from building
    - Village East: Bld E/F: dumpsters by E, Bld G/H: dumpsters by H
    - Village West: Bld A/B: side lot by dumpsters, 20 ft away, Bld C/D: side lot by Archeology Museum bldg, 20 ft away
  - Wait for direction from the RLC/HD.
  - If the RLC/HD is not present, the first RA to the muster station would be responsible for giving direction to the other RAs as to what is needed until the HD/RLC or HD on Duty shows up.
  - Assist fire/police officials as necessary.
  - Assists with crowd control as directed by the HD, RLC, or designee.
  - Follow directives of supervisor and UWF Police.
  - Document the situation through an [Incident Report](#).