



## RESIDENCE HALL FIRE ALARM EVACUATION PROCEDURES

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Step 1: When the Fire Alarm sounds, the scheduled staff member should immediately place a call to campus police 823-9000 or 823-8102 (note time of report).

Step 2: Residents are encouraged to knock on all student doors as they exit during evacuation of the building (assist handicapped persons in exiting the building).

Step 3: Students should assemble in below locations for headcount. Individuals should not leave immediate area until residence hall staff has accounted completed headcount.

Lee Smith	Outside Spartan Station/ Courtyard (inclement weather-Spartan Station)
Mid-Rise	Outside Spartan Station/ Courtyard (inclement weather-Spartan Station)
Charles Smith	Outside Spartan Station/ Courtyard (inclement weather-Spartan Station)
New Residence Hall	Assemble between Dozier and Student Center (inclement weather-Police Station)
Phyllis Wheatley	Brambleton Community Center Parking Lot (inclement weather-Brambleton Rec. Center)
Twin Towers	Parking Lot No.25 ( inclement weather females-Rosa Hall; males-Scott Hall)
Rosa Alexander Hall	Grass Field next to Rosa Alexander (auxiliary field) (inclement weather-Twin Towers North lobby)
Spartan Station	Front of Echols Hall( inclement weather-Echols Hall)
Scott Hall	Hamm Fine Arts Building across from Scott Hall Main Doors (inclement weather-Twin Towers North lobby)
Spartan Suites	Front of Echols; Lot 34 outside building; (inclement weather-Echols Hall).



Step 4: The Resident Assistant, Graduate Assistant, Floor Marshall or any appointed student in the event the above named individuals are not available should conduct a physical face to face headcount. The numbered signs identifying each floor will be used to gather residents and the Datatel reports will be posted on the rear to assist with validation. The count will then be reported to the scheduled staff member on the scene.

Step 5: Scheduled Staff member should meet with Campus Police to determine if any rooms need to be checked for students that may have been left in the building.

Step 6: The scheduled Staff member should identify all individuals that did not leave the building during the alarm.

Step 7: A final headcount for the building should be given to the Campus Police.

Step 8: The scheduled staff member must fill out a fire alarm report and include this report with nightly paper work from that shift (this must be done prior to completing shift).

Step 9: Staff members should submit detailed fire alarm reports to the Assistant Director of Housing or Housing Manager within 24 hours of alarm.

Step 10: The scheduled staff member should assess students with a fine of \$25.00 who do not evacuate.



**FIRE ALARM REPORT**

***Report must be submitted within 24 hours of alarm.***

***--Please Print Legibly!! --***

<i>Date of Fire Alarm</i>	
<i>Residence Hall Community</i>	
<i>Time of Initial Alarm</i>	
<i>Time Campus Police was Notified</i>	
<i>Time Campus Police Arrived</i>	
<i>Name of Officers on Scene</i>	
<i>Final Student Count</i>	
<i>Duration Time</i>	

**Explain In Detail the Nature of Fire Alarm (Use the back of this form if necessary)**

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Staff Name \_\_\_\_\_  
(Print Name)

Signature \_\_\_\_\_

Date & Time \_\_\_\_\_ / \_\_\_\_\_

REVISED 02/2018