

# Fire Emergency Protocol

## Policy:

All fire alarms are to be taken seriously. The signal to evacuate a building for a fire, fire drill, or other emergency is a series of rings on the building's fire bells. Evacuation of the facility is mandatory until the signal to re-enter has been given by appropriate personnel and the alarm bells have ceased ringing. The following procedures are to be followed any time a fire alarm sounds:

## Procedure:

1. Once the fire alarm has sounded everyone must evacuate the building. While an RA may be present to help vacate the building, you should assist by knocking on your neighbor's door to the left and right of you.
2. Leave the building in an orderly manner by means of the closest safe stairway or exit. **DO NOT USE THE ELEVATORS.**
3. Once outside the building, you must remain clear of doorways and at least 300 feet from the building. Remain clear of roadways, as well.
4. Security Officers must investigate and determine the cause of the alarm. Upon completion, students will be given an "all-clear" by Residential life to re-enter the building.

If at any point throughout the semester you are unable to walk down the stairs, inform your RA immediately. Your RA will notify security and a log will be kept of who needs to be escorted down.

Anyone found in their room who had not evacuated during the sounding of the fire alarms will face disciplinary action.

There are designated meeting spots to allow for emergency personal easier access to the building and RAs can easier account for their residents and be aware of any missing persons. Upon evacuation all residents will proceed to their respective meeting location below.

## Maria's Tower

### Floors 5, 6, 7, 8, 9, 10

Meet on the corner of Frankfort and Gold in front of the office building

### Floors 15, 16, 17

Meet in front of the office building on Gold Street

### Floors 11, 12, 13, 14

Meet in front of the entrance way between the office building and the apartment building were Spruce Street meets Gold Street.

## **St. George**

### **Exiting from Pineapple Street fire exit**

Meet by Peas and Pickles (Pineapple St. and Henry St.)

### **Exiting from Subway Station fire exit**

Meet by Penny Bridge (Clark St. and Henry St.)

## **Fulton**

### **All Floors**

Meet by Dutch St. and John St.

## **John St.**

### **All Floors**

Meet by Dutch St. and Fulton St.