

**Fire Safety Report  
University of Kansas  
July 2018**

Statistics

Information related to fires in on-campus housing facilities is reported on the website of the KU Public Safety Office (KUPSO):

<https://publicsafety.ku.edu/sites/publicsafety.ku.edu/files/docs/2005%20to%202015%20crime%20stats.pdf>

<b>Fire Statistics in KU Student Housing - 2017</b>						
<u>Residential Facility</u>	<u>Total Fires in Each Facility</u>	<u>Fire #</u>	<u>Cause of Fire</u>	<u>Number of Injuries That Required Treatment at a Medical Facility</u>	<u>Number of Deaths Related to a Fire</u>	<u>Value of Property Damage Caused by Fire</u>
<b>Residence Halls:</b>						
Corbin - 420 W. 11 <sup>th</sup> St.				0	0	\$0 to 99
Downs-1517 W. 18 <sup>th</sup> Street	1	1	Undetermined-trash can fire 11/25/2017	0	0	\$0 to 99
GSP - 500 W. 11 <sup>th</sup> St.				0	0	\$0 to 99
Ellsworth - 1734 Engel Rd.	1	1	Undetermined-trash can fire 02/01/2017	0	0	\$0 to 99
Hashinger - 1632 Engel Rd.				0	0	\$0 to 99
Oliver - 1815 Naismith Dr.				0	0	\$0 to 99
Lewis - 1530 Engel Rd.				0	0	\$0 to 99
Templin - 1515 Engel Rd.				0	0	\$0 to 99
Self- 1620 Engel Rd.				0	0	\$0 to 99
Oswald-1620 Engel Rd.				0	0	\$0 to 99
Daisy Hill Commons- 1620 Engle Rd				0	0	\$0 to 99
<b>Scholarship Halls:</b>						
Crawford Center - 1346 Louisiana St				0	0	\$0 to 99
KK Amini - 1318 Louisiana St.	1	1	Unintentional Fire/ Grease caught on fire while cooking/ 04/12/2017	0	0	\$0 to 99
Battenfeld - 1425 Alumni Place				0	0	\$0 to 99

Douthart - 1345 Louisiana St.				0	0	\$0 to 99
				0	0	\$0 to 99
Grace Pearson – 1335 Louisiana St.				0	0	\$0 to 99
Krehbiel – 1301 Ohio St.				0	0	\$0 to 99
Margaret Amini – 1312 Louisiana St.				0	0	\$0 to 99
Miller – 1518 Lilac Lane				0	0	\$0 to 99
				0	0	\$0 to 99
Pearson – 1426 Alumni Place				0	0	\$0 to 99
Rieger – 1323 Ohio St.				0	0	\$0 to 99
Sellards – 1443 Alumni Place				0	0	\$0 to 99
Stephenson – 1404 Alumni Place				0	0	\$0 to 99
Watkins – 1506 Lilac Lane				0	0	\$0 to 99
<b>Apartments:</b>						
Jayhawker Tower A – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
				0	0	\$0 to 99
				0	0	\$0 to 99
Jayhawker Tower B – 1603 W. 15 <sup>th</sup> St.	1	1	Unintentional Fire Stove caught on fire/cooking unattended 04/04/2017	0	0	\$1876.35
				0	0	\$0 to 99
				0	0	\$0 to 99
Jayhawker Tower C – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
Jayhawker Tower D – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
McCarthy Hall-1741 Naismith Drive				0	0	\$0 to 99

<b>Fire Statistics in KU Student Housing - 2016</b>						
<u>Residential Facility</u>	<u>Total Fires in Each Facility</u>	<u>Fire #</u>	<u>Cause of Fire</u>	<u>Number of Injuries That Required Treatment at a Medical Facility</u>	<u>Number of Deaths Related to a Fire</u>	<u>Value of Property Damage Caused by Fire</u>
<b>Residence Halls:</b>						
Corbin - 420 W. 11 <sup>th</sup> St.				0	0	\$0 to 99
GSP - 500 W. 11 <sup>th</sup> St.				0	0	\$0 to 99
Ellsworth - 1734 Engel Rd.				0	0	\$0 to 99
Hashinger - 1632 Engel Rd.				0	0	\$0 to 99
Oliver - 1815 Naismith Dr.				0	0	\$0 to 99
Lewis - 1530 Engel Rd.				0	0	\$0 to 99

Templin - 1515 Engel Rd.				0	0	\$0 to 99
Self- 1620 Engel Rd.				0	0	\$0 to 99
Oswald-1620 Engel Rd.	1	1	Unintentional fire/ cigarettes in can started a fire/05/05/16	0	0	\$0 to 99
Daisy Hill Commons- 1620 Engle Rd	1	1	Unintentional fire/ pack of cigarettes in dispenser/ 09/21/2016	0	0	\$0 to 99
<b>Scholarship Halls:</b>						
Crawford Center - 1346 Louisiana St				0	0	\$0 to 99
KK Amini - 1318 Louisiana St.				0	0	\$0 to 99
Battenfeld - 1425 Alumni Place				0	0	\$0 to 99
Douthart - 1345 Louisiana St.				0	0	\$0 to 99
Grace Pearson – 1335 Louisiana St.				0	0	\$0 to 99
Krehbiel – 1301 Ohio St.				0	0	\$0 to 99
Margaret Amini – 1312 Louisiana St.				0	0	\$0 to 99
Miller – 1518 Lilac Lane				0	0	\$0 to 99
Pearson – 1426 Alumni Place				0	0	\$0 to 99
Rieger – 1323 Ohio St.				0	0	\$0 to 99
Sellards – 1443 Alumni Place				0	0	\$0 to 99
Stephenson – 1404 Alumni Place				0	0	\$0 to 99
Watkins – 1506 Lilac Lane	1	1	Unintentional fire/ microwave started on fire, no water in mac & cheese/09/29/2016	0	0	\$0 to 99
<b>Apartments:</b>						
Jayhawker Tower A – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
Jayhawker Tower B – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
Jayhawker Tower C – 1603 W. 15 <sup>th</sup> St.				0	0	\$0 to 99
Jayhawker Tower D – 1603 W. 15 <sup>th</sup> St.	1	1	Unintentional fire/ chicken caught fire cooking/08/14/2016	0	0	\$0 to 99
McCarthy Hall				0	0	\$0 to 99
Sunflower Apt.				0	0	\$0 to 99

Description of Fire Safety Systems in KU Student Housing

The following chart depicts the fire safety systems in KU Student Housing facilities:

**FIRE SAFETY SYSTEMS**

	Smoke Detectors	Heat Detectors	Sprinklers	Horns	Strobes	Audible Alarm Speakers
Corbin	x	x	x	x	x	
Downs	x	x	x		x	x
Ellsworth	x	x	x		x	x
GSP	x	x	x		x	x
Hashinger	x	x	x		x	x
Lewis	x	x	x		x	x
Oliver	x	x	x		x	x
Oswald	x	x	x		x	x
Self	x	x	x		x	x
Templin	x	x	x		x	x
Battenfeld	x	x	x	x	x	
Dennis Rieger	x	x	x		x	x
Douthart	x	x	x		x	x
Grace Pearson	x	x	x	x	x	
KK Amini	x	x	x		x	x
Krehbiel	x	x	x		x	x
Margaret Amini	x	x	x		x	x
Miller	x	x	x		x	x
Pearson	x	x	x		x	x
Sellards	x	x	x		x	x
Stephenson	x	x	x		x	x
Watkins	x	x	x		x	x
Jayhawker Towers	x	x	x		x	x
McCarthy Hall	x	x	x		x	x

All facilities operated by KU Student Housing have sprinklers. All are code compliant with regard to fire doors and fire walls. All group living facilities meet code requirements with regard to number and placement of smoke detectors, heat sensors, fire extinguishers, and enunciator panels. All fire alarm panels in group living facilities are tied to the KU Public Safety Office.

Grace Pearson Hall is being renovated in Summer 2017, including a new fire panel. Battenfeld Hall will be renovated in Summer 2018.

### Policy Information

The KU Student Housing Handbook lists policies that prohibit the following:

- Smoking and e-cigarettes
- candles and incense
- fireworks and explosive materials
- extension cords and multiple socket plugs
- halogen lamps
- space heaters
- hoverboards
- gasoline-operated machines
- tampering with fire safety equipment

Kitchen appliances are permitted in apartment kitchens only (toasters, toaster ovens, contact grills, and rice steamers).

See <http://housing.ku.edu/handbook/> (page 15-16).

### Fire Safety Education and Training

Residence Life staff receive annual training conducted by the Lawrence Fire and Medical staff. This training includes prevention, response procedures, and fire extinguisher use. This training is conducted in collaboration with the KU Public Safety Office, and includes training on detecting the smell of burning marijuana and the identification of drug paraphernalia.

Each living area hosts annual fire safety education programs conducted by the Lawrence Fire and Medical staff. These sessions include prevention and alarm response procedures.

## Fire Drills

The following fire evacuation drills were conducted in 2017:

<b>Building</b>	<b>Total Number of Drills</b>	<b>Date of Drill 1</b>	<b>Date of Drill 2</b>	<b>Date of Drill 3</b>	<b>Date of Drill 4</b>
<b>Corbin</b>	2	1/20/17	04/06/17	n/a *	n/a *
<b>Ellsworth</b>	4	1/18/17	04/11/17	08/22/17	10/11/17
<b>GSP</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Hashinger</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Lewis</b>	4	1/18/17	04/11/17	08/22/17	10/11/17
<b>Oliver</b>	4	1/18/17	04/11/17	08/22/17	10/11/17
<b>Oswald</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Self</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Templin</b>	4	1/18/17	04/11/17	08/22/17	10/11/17
<b>Downs</b>	2	n/a **	n/a **	08/25/17	10/11/17
<b>Crawford Center</b>	4	1/20/17	04/12/17	08/25/17	10/12/17
<b>Battenfeld</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Dennis Rieger</b>	4	1/20/17	04/06/17	08/24/17	10/18/17
<b>Douthart</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Grace Pearson</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>KK Amini</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Krehbiel</b>	4	1/20/17	04/12/17	08/24/17	10/18/17
<b>Margaret Amini</b>	4	1/20/17	04/12/17	08/24/17	10/19/17
<b>Miller</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Pearson</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Sellards</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Stephenson</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Watkins</b>	4	1/19/17	04/06/17	08/25/17	10/12/17
<b>Jayhawker Tower A</b>	4	1/18/17	04/11/17	08/22/17	10/11/2017
<b>Jayhawker Tower B</b>	4	1/18/17	04/11/17	08/22/17	10/11/2017
<b>Jayhawker Tower C</b>	4	1/18/17	04/11/17	08/22/17	10/11/2017
<b>Jayhawker Tower D</b>	4	1/18/17	04/11/17	08/22/17	10/11/2017
<b>McCarthy Hall</b>	4	1/18/17	04/11/17	08/22/17	10/11/2017

\*Corbin Hall was taken off-line for 2017-2018 academic year.

\*\*Downs Hall opened in August 2017.

## Evacuation Procedures

In case of fire, residents are to move quickly and safely to the nearest exit and proceed to the designated relocation area described below.

<b>Building</b>	<b>Relocation Area</b>
<b>Corbin</b>	East of Circle Drive across from building (Parking Lot 111) or East of Ohio Street; In case of inclement weather: GSP Hall Living Room or M. Amini or K.K. Amini Scholarship Halls
<b>Downs</b>	North of 18th Street across from building (Parking Lot 112 or 127) or east of building toward Naismith Drive; In case of inclement weather: Naismith Hall Lobby/Lounge or Ambler Student Recreation Fitness Center
<b>Ellsworth</b>	West of Engel Road across from building or East Hashinger Hall lawn; In case of inclement weather: Hashinger Hall Theater
<b>GSP</b>	South of Circle Drive across from building (Parking Lot 111); In case of inclement weather: Corbin Hall Living Room or M. Amini or K.K. Amini Scholarship Halls
<b>Hashinger</b>	West of Engel Road across from building or North Lewis Hall lawn; In case of inclement weather: Ellsworth Hall Living Room
<b>Lewis</b>	West of Engel Road across from building (Parking Lot 102) or East of Irving Hill Road; In case of inclement weather: Hashinger Hall Theater or Templin Hall ARC/Classroom
<b>Oliver</b>	North of 18th Street across from building (Parking Lot 112) or east of building toward Naismith Drive; In case of inclement weather: Naismith Hall Lobby/Lounge or Ambler Student Recreation Fitness Center
<b>Oswald</b>	West side of the building across Engel Road or across the east side of the building in the Hashinger Loading dock parking lot.
<b>Self</b>	West side of the building across Engel Road or across the east side of the building in the Hashinger Loading dock parking lot.
<b>Templin</b>	East of Engel Road across from Parking Lot 101 or West of building in Parking Lot 400; In case of inclement weather: Lewis Hall Lobby or Hashinger Hall Theater
<b>Crawford Center</b>	South of 14th Street across from building or West of Louisiana Street across from building; In case of inclement weather: M. Amini or K.K. Amini Scholarship Halls
<b>Battenfeld</b>	East of Alumni Place across from building or North of 14th Street; In case of inclement weather: Crawford Community Center or Stephenson Scholarship Hall
<b>Dennis Rieger</b>	East of Ohio Street across from building or South of 14th Street; In case of inclement weather: M. Amini Scholarship Hall or Crawford Community Center
<b>Douthart</b>	East of Louisiana Street across from building or South of 14th Street across from building; In case of inclement weather: Crawford Community Center or M. Amini Scholarship Hall
<b>Grace Pearson</b>	East of Louisiana Street across from building or South of 14th Street; In case of inclement weather: Crawford Community Center or Stephenson Scholarship Hall
<b>KK Amini</b>	West of Louisiana Street across from building or South of 14th Street; In case of inclement weather: Crawford Community Center or Grace Pearson Scholarship Hall
<b>Krehbiel</b>	East of Ohio Street across from building or North of 13th Street across from building; In case of inclement weather: K. K. Amini Scholarship Hall or Crawford Community Center
<b>Margaret Amini</b>	West of Louisiana Street across from building or North of 13th Street; In case of inclement weather: Crawford Community Center or Rieger Scholarship Hall
<b>Miller</b>	West of Lilac Lane across from building or West Sellards lawn; In case of inclement weather: Watkins Scholarship Hall or Sellards Scholarship Hall
<b>Pearson</b>	West of Alumni Place across from building or South of building across from lane; In case of inclement weather: Crawford Community Center or Battenfeld Scholarship Hall
<b>Sellards</b>	North of Alumni Place across from building or South of 15th Street; In case of inclement weather: Miller Scholarship Hall or Watkins Scholarship Hall
<b>Stephenson</b>	West of Alumni Place across from building or North of 14th Street near Crawford Community Center; In case of inclement weather: Crawford Community Center or Battenfeld Scholarship Hall
<b>Watkins</b>	West of Lilac Lane across from building or West Battenfeld lawn; In case of inclement weather: Sellards Scholarship Hall or Crawford Community Center
<b>Jayhawker Tower A</b>	Lot 72 on the north side of Wagon.
<b>Jayhawker Tower B</b>	Lot 72 on the north side of Wagon.
<b>Jayhawker Tower C</b>	Lot 72 on the north side of Wagon.
<b>Jayhawker Tower D</b>	Lot 72 on the north side of Wagon.

<b>McCarthy Hall</b>	South of 18th Street across from building (near Oliver Hall) or West of building toward Lot 112; In case of inclement weather: Oliver Hall Lobby/Lounge or Ambler Student Recreation Fitness Center
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## **FIRE ALARM PROCEDURES**

Alarm sounds.

Fires should always be reported with a “911” call.

After the fact, information about extinguished fires should be reported to the residence life staff-on-duty, the complex director, the Student Housing office, and/or the KU Public Safety Office. When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

Department of Student Housing	(785) 864-4560
KU Public Safety Office	(785) 864-5900

The residence life Staff Manual contains the following information that forms the basis for fire emergency response training. This includes information that is shared with students, and the reporting structure in a fire emergency situation.

Purpose: To prevent or reduce loss of life, injury to residents and staff, and damage to property.

### **Order of Command:**

- KUPSO officer in charge
- Fire Department Commander (hereafter referred to as FDC).
- Assistant Complex Director/Complex Director/Scholarship Hall Director (hereafter referred to as ACD/CD/SHD) or person in charge of the hall at that time: If the ACD/CD/SHD is not in the building, a Resident Assistant or Proctor takes charge.

The residence life staff person in charge will report to the front desk immediately and remain there to direct operations until the incident is declared over.

During the incident, staff should follow explicitly the instructions of the fire department commander and KUPSO in charge. If you have concerns or suggestions for modifications, notify your ACD/SHD or CD.

## **Fire**

### **Remember:**

- Fire is FAST.
- Smoke from a fire is a major threat. Even without flames/heat, smoke can be lethal.
- Every time a fire alarm sounds in student housing facilities, the **alarm will be treated as a real fire** until a trained professional [Lawrence/Douglas County Fire/Medical (LDCFM), Public Safety, etc.] determines otherwise. The actions taken by student and professional staff during EVERY fire alarm should be the same whether there is an actual fire or not.
- During the emergency, staff members must follow instructions of emergency personnel.
- If residents have information regarding residents needing assistance, notify emergency personnel and/or hall staff at the front desk.
- Residents should not re-enter the building until LDCFM/PSO has given the ALL CLEAR.



- Do not enter a stairwell if there is smoke.
- Check any closed door to see if it is hot using the back of your hand; DO NOT open a door that feels hot.

### *Residence Hall Evacuation Procedures:*

#### **Administrative Associate/Desk Assistant**

- Upon the fire alarm sounding, the Administrative Associate/Desk Assistant will notify the following that a fire alarm has sounded:
  - Public Safety at 911
  - Senior Staff On-Duty Cell Phone
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.

#### **Resident Assistants (RA), Assistant Complex Directors (ACD), Complex Directors (CD)**

- Upon the fire alarm sounding, hall staff should report to the front desk using the nearest and/or safest stairwell.
- While exiting, yell "GET OUT," and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

#### **Housing Representative (first RA, ACD, or CD to arrive at front desk)**

- Verify that Public Safety and Senior Staff On-Duty have been called.
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange "Housing Representative" vest.
- Direct operations of the residence hall staff, according to the building evacuation checklist.
- **IMPORTANT:** As soon as LDCFM/Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing according to building evacuation checklist.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.

### *Scholarship Hall Evacuation Procedures:*

#### **Proctors, Food Board Managers (FBM), Scholarship Hall Officers, Scholarship Hall Directors (SHD), Complex Director (CD)**

- Upon the fire alarm sounding, hall staff should report to the front door using the nearest and/or safest stairwell.
- While exiting, yell “GET OUT,” and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

#### **Housing Representative (first Proctor, FBM, SHD, Scholarship Hall Officer, or CD to arrive at front door)**

- Verify that Public Safety and Senior Staff On-Duty have been called.
- Stay at the front door for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange “Housing Representative” vest.
- Direct scholarship hall staff to evacuate building and assist with crowd control.
- **IMPORTANT:** As soon as LDCFM/Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.

### *Jayhawker Towers Evacuation Procedures:*

#### **Administrative Associate/Desk Assistant**

- Upon the fire alarm sounding, the Administrative Associate/Desk Assistant will notify the following that a fire alarm has sounded:
  - Public Safety at 911
  - Senior Staff On-Duty Cell Phone
- Stay at the front desk for the remainder of the incident, unless told to evacuate by emergency personnel.

## **Resident Assistants (RA), Assistant Complex Directors (ACD), Complex Directors (CD)**

- Upon the fire alarm sounding, hall staff should report to the main entrance on the West side of each tower (nearest to Iowa Street) using the nearest and/or safest stairwell.
- While exiting, yell “GET OUT,” and knock on doors while traveling to the nearest and/or safest stairwell.
- Only check common areas on the way out (i.e. kitchen, bathrooms, study lounges, etc.) if passing by them on the direct path to the front desk.

## **Housing Representative (first RA, ACD, or CD to arrive at the main entrance on the West side of each tower)**

- Verify that Public Safety and Senior Staff On-Duty have been called.
- Stay at the main entrance on the West side of each tower (nearest to Iowa Street) for the remainder of the incident, unless told to evacuate by emergency personnel.
- Retrieve the building evacuation checklist (located in the red binder next to fire panel).
- Remove and put on the orange “Housing Representative” vest.
- Direct operations of the res. hall staff, according to the building evacuation checklist.
- **IMPORTANT:** As soon as LDCFM/Public Safety arrive, introduce yourself and your role.
- Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system.
- Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building.
- Facilitate debriefing according to building evacuation checklist.
- Notify CD, Area Assistant Director and the Associate Director for Residence Life via email of the evacuation.
- Complete Fire/Emergency Building Evacuation Log.
- Write an Incident Report.

## ***Apartment Living Evacuation Procedures (Stouffer Place and Sunflower Apartments):***

### **In the event you witness smoke/fire...**

- Exit the building using the nearest and/or safest exit.
- Activate the fire alarm using a pull station.
- Alert people in the immediate area of the fire.
- Confine the fire by closing doors as you leave.
- If smoke, heat or flames block your exit route, stay in room with the door closed.
- Signal for help using a bright-colored cloth at the window.
- Call 911 to alert authorities of your situation.
- Report all fires, even those that have been extinguished to Public Safety at 911 and Senior Staff On-Duty.

**Note:** The first fire engine/truck will always proceed to the scene and search for smoke and fire. Other fire trucks will remain in waiting a short distance from the incident,

awaiting orders from fire personnel on scene. Only LDCFM/Public Safety can cancel further fire equipment/personnel.

### *Evacuating Persons with Disabilities*

Persons unable to leave the building unassisted because of a physical disability, injury or obstruction, should:

- Remain in your room, if safe to do so
- Notify Public Safety at 911
- Signal out the window to emergency responders if possible
- Remain calm; responders will arrive

Be proactive and aware of people who may need assistance

#### **Assisting Blind/Visually Impaired:**

- Clearly announce the type of emergency
- Offer your arm for guidance
- Tell the person where you are going, and alert him/her to obstacles along the way

#### **Assisting Deaf/Hearing Impaired:**

- Turn off lights on and off to gain the person's attention
- Indicate directions with gestures or a written note

#### **Assisting Mobility-Impaired/Wheelchair Users:**

- Elevators should not be used to move people with disabilities
- Advise emergency personnel of the location of individuals needing assistance so that the evacuation can be completed

## FIRE/EMERGENCY EVACUATION CHECKLIST

- CALL** Verify that Public Safety (911) and Senior Staff On-Duty have been called.
- STAY** Stay at front desk for remainder of incident, unless told to evacuate by emergency personnel.
- RETRIEVE** Retrieve the building evacuation checklist (located in red binder next to fire panel).
- REMOVE** Remove and put on orange “Housing Representative” vest.
- TELL** Tell remaining staff members to evacuate building and assist with crowd control.
- WAIT** Wait for Lawrence Douglas County Fire/Medical and Public Safety to arrive on scene.
- IDENTIFY** Identify yourself and your role to LDCFM and Public Safety upon arrival.
- TELL** **Tell LDCFM and Public Safety fire panel read out (location of alarm) upon arrival.**
- PROVIDE** Provide status of fire alarm and listing of individuals needing assistance evacuating (located in fire/building evacuation binder) to emergency personnel.
- RESET** Once an all clear has been given by LDCFM/Public Safety, reset the fire alarm system. *If you are unable to reset the fire alarm system, contact **Facilities Services at 864-4770** for 24 hour assistance.*
- RE-ENTRY** Upon resetting the fire alarm system, notify staff members outside that they can let people back into the building. Manage re-entry process, sending staff members to complete lockouts.
- RETRIEVE** Retrieve Public Safety Case Number.
- LOG** Fill out fire alarm log attached to fire panel.
- DEBRIEF** Facilitate debriefing for all residence hall staff involved in evacuation.

**NOTIFY** Email CD, Area Assistant Director and the Associate Director for Residence Life that an evacuation has occurred.

**COMPLETE** Complete Fire/Emergency Building Evacuation Log.

**WRITE** Write Incident Report.

**FIRE/EMERGENCY BUILDING EVACUATION LOG**

*Please print legibly.*

<b>Date:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Building:</b>		<b>Location:</b>
<b>Housing Representative:</b>		
<b>Public Safety Arrival Time:</b>		<b>Public Safety Case Number:</b>
<b>LDCFM Arrival Time:</b>		

<b>Nature of Incident</b>	<b>Description</b>	<b>Nature of Incident</b>	<b>Description</b>
False Alarm		Smoke/Fire	
Malfunction		Equipment Damage/Tampering	
Fire Extinguisher Discharge		Other	

<p><b>Were residents relocated to another building?</b></p> <p><i>If yes, for how long?</i></p>	
<p><b>Was the fire alarm sufficiently audible?</b></p> <p><i>If no, please explain.</i></p>	
<p><b>Did most residents cooperate during evacuation?</b></p> <p><i>If no, please explain.</i></p>	
<p><b>List any problems encountered.</b></p>	
<p><b>Suggestions for future evacuations.</b></p>	

**Basic Principles**

Each time the alarm sounds, it is imperative that the staff considers it a real fire.

It is imperative that the staff members report often and accurately to the CD/SHD at the front desk. Await further instructions from the person in charge, complete these tasks, and report what you have done. When the person in charge tells you to leave the building, DO SO. Remember to follow orders NOW and ask questions later, if you wish.

RAs/Proctors should go over the fire alarm procedures from the residents' point of view at a floor meeting before an alarm. They should close windows, lock doors, take only a towel. Before leaving the room, feel the door; if it is hot, they should remain inside, placing towels (wet, if possible) around the door and hang a sheet out the window to alert the fire department that they need rescuing. They should also call the front desk from inside the room, if possible. If the door is not hot, they should lock their door behind them, taking the key, and proceed down the stairwell and move outside to 100 feet from the building.

Impress upon your residents the serious nature of pulling false alarms.