

FIRE AND EMERGENCY EVACUATION PROCEDURES

PROCEDURES FOR RESIDENCE HALL

1.0 POLICY STATEMENT

- 1.1 Failing to comply with established fire regulations may endanger the safety of all dormitory residents. Therefore, it is the policy of Grayson College to require dormitory residents to strictly observe fire prevention and emergency evacuation procedures.
- 1.2 The following emergency evacuation procedures apply to all residents and guests and must be followed should smoke and/or fire be detected or the fire alarm be activated.

2.0 DEFINITIONS

- 2.1 Primary Escape Route – Emergency exit doors at the end of each hallway.
- 2.2 Secondary Escape Route – Inner common use stairwells.
- 2.3 Designated Meeting Place – Viking Hall residents meet at east door of Student Life Center.

3.0 PRIOR TO EVACUATING THE DORMITORY ROOM

- 3.1 Place the back of your hand against the door, the knob, or the crack between the door and the door frame on the side with the hinges. If it is hot, stuff a towel or other cloth material at the base of the door to prevent smoke from entering the room. Crawl to the window for escape or to signal for help.
NOTE: If you are two more stories above the ground, and are in imminent danger of losing your life with no foreseeable route of escape, **jump only as a last resort.**
- 3.2 If the door is cool, brace yourself against it, turn your face away and open it carefully. If heat and smoke come in, slam the door, making sure it is latched and proceed as above.
- 3.3 If no fire, heat or smoke is detected upon checking the door, prepare to evacuate through the nearest unobstructed primary or secondary escape route.

4.0 EVACUATION PROCEDURES

- 4.1 Evacuate the building immediately. If possible shut the windows and close the dorm room door upon leaving.
- 4.2 All residents will leave the building by either the primary or secondary escape routes.
- 4.3 Should a resident not be in the assigned wing when it is time to evacuate, he/she must evacuate with the wing that they are in at the time, and not return to their assigned room or area.
- 4.4 Upon evacuating, if smoke is encountered, crawl low (12 to 24 inches off the floor) to the nearest unobstructed exit.
- 4.5 If the general building fire alarm has not been activated at the time of evacuation, activate an alarm by pulling the nearest alarm pull station on your way out of the residence hall.
- 4.6 The first person out of the primary or secondary escape route should prop the door open for ease of evacuation.
- 4.7 Once all residents have evacuated, the emergency exit door should be closed, if safely possible.

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- 4.8 NEVER RE-ENTER A BURNING BUILDING or allow anyone else to do so. Once out, stay out and do not re-enter the building until the scene is safe and you are authorized to do so by an on scene public safety official.
- 4.9 After evacuation, all dormitory residents are required to meet with the Residence Hall Supervisor or other college official at the designated meeting place for their residence hall.
- 4.10 Residents are further required to remain at the designated meeting place until released by an authorized college official.

5.0 DURING EVACUATION

- 5.1 Do not waste time getting dressed or gathering valuables. You have no time to spare. No possession is worth your life.
- 5.2 If your clothes catch fire, stop, drop and roll. DO NOT RUN! Cover your face and mouth with your hands for protection from the flames and roll over and over to smother the flames.
- 5.3 If you view someone else's clothes on fire, tackle or knock the person down and help the person to roll on the ground. If available, throw a blanket or rug over the victim to smother the fire.
- 5.4 USE YOUR SENSES! If you smell smoke, feel excessive heat, see an actual fire or hear a fire alarm, STAY CALM and THINK! Then take quick, deliberate, but cautious action.

6.0 FIRE DRILLS

- 6.1 The Residence Hall Supervisor will schedule a minimum of one fire drill per semester to ensure all residents are acquainted with fire evacuation procedures. All residents are required to participate, and may not receive any advance notice of a scheduled fire drill.

7.0 COLLEGE RULES AND REGULATIONS

- 7.1 The failure of any resident to strictly follow the above procedures may result in a student disciplinary action being brought against the resident, which may include a range of penalties up to and including expulsion from the college.

8.0 FIRE RELATED LAW

- 8.1 According to Texas Penal Code 42.06, it is a Class A misdemeanor to initiate a false fire alarm. Class A misdemeanors are punishable by a fine not to exceed \$4,000, confinement in jail for a term not to exceed one year, or both such fine and imprisonment.
- 8.2 It is also a violation to tamper with fire safety equipment such as fire extinguishers.

I have read and understood the Grayson College Fire and Emergency Evacuation Procedures for the Residence Hall.

Signature _____ Date _____

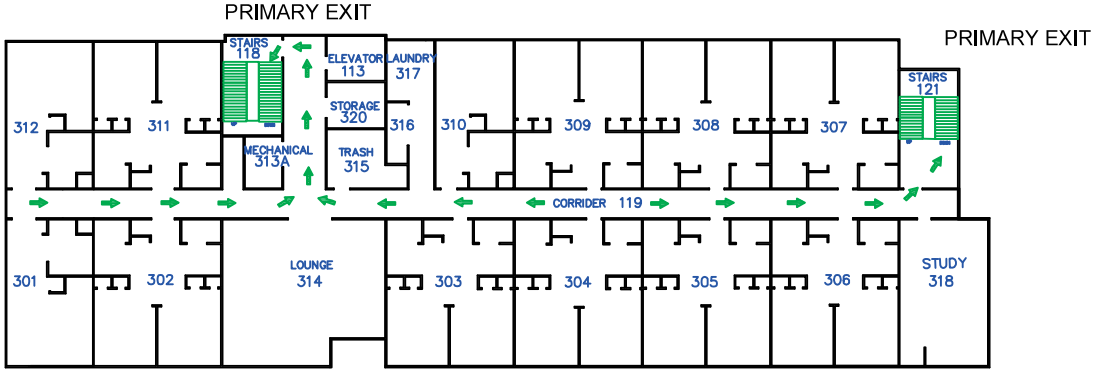
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Revised August 6, 2012

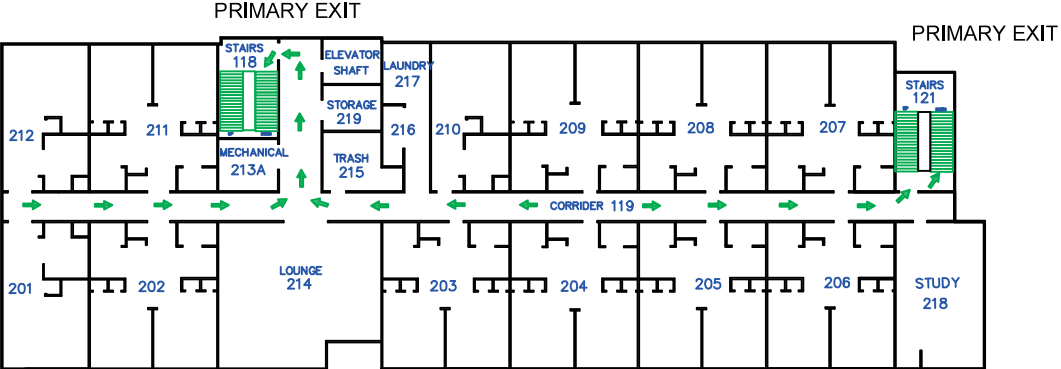
JONES HALL EVACUATION PLAN

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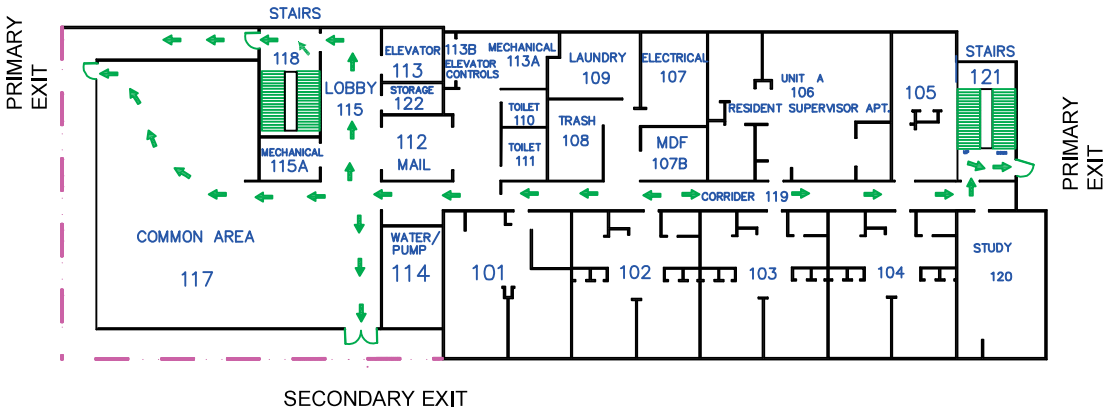
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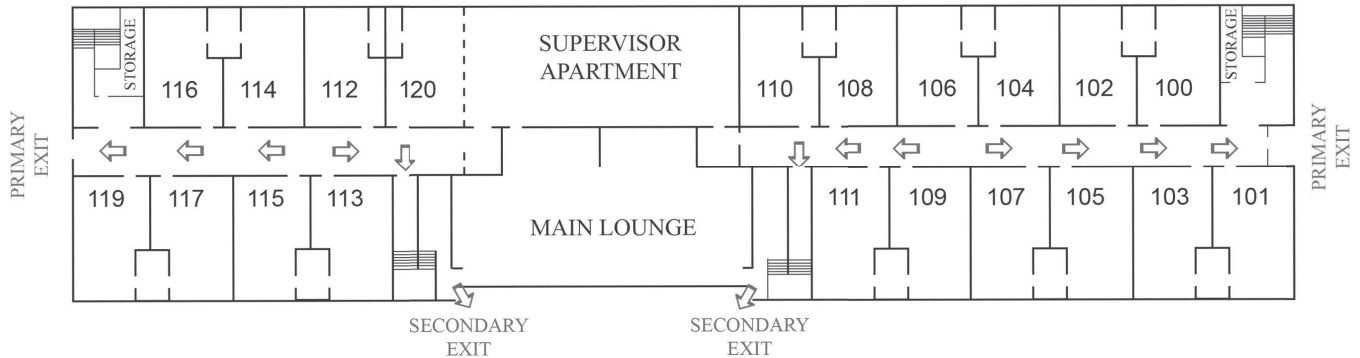


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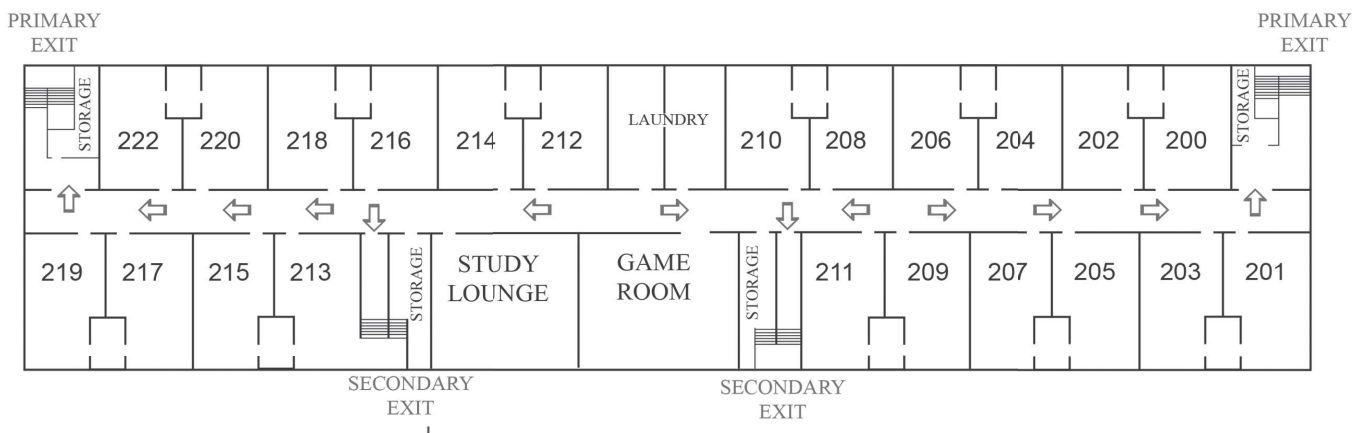


VIKING HALL EVACUATION PLAN

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2ND FLOOR



EMERGENCY EVACUATION TIPS

- When evacuating, all residents should go to Assembly Area 9 (located in the parking lot EAST of the hall).
- Familiarize yourself with this building so that if there is an emergency requiring evacuation, you will know alternate routes for escape in case one or more routes are blocked.
- There are evacuation routes at each end of the residence hall and in the center of the building.
- In an emergency evacuation situation, when you leave your room, take your key with you and close your door.
- At night keep your key in a designated location near your bed so that you can find it in the dark.
- Count the number of doorways as you walk or crawl to determine your position in relation to an exit.