

FIRE ALARM EVACUATION POLICY

1. PURPOSE

- 1.1 A crisis on campus may require St. Norbert College to implement an emergency evacuation of specific areas. An evacuation may be implemented in the face of a hazardous or life threatening situation in a campus building. The fire alarms are put in place to alert occupants of a building of a harmful situation. Its purpose is to remove occupants from harm and to increase safety and reduce possible victimization.

2. POLICY

- 2.1 The safety of the students, faculty, and staff of St. Norbert College is of utmost importance. When a fire alarm sounds within a campus building all occupants must leave the building for their own safety. Campus Safety and Residential Education and Housing (REH) staffs will assist as appropriate according to the following procedure.

3. PROCEDURE

- 3.1 When a fire alarm sounds all occupants of the building where the alarm is sounding will exit the building via the nearest unobstructed exit.
- 3.2 Occupants will refrain from using elevators during an evacuation. Emergency personnel may use an elevator for evacuation after it is deemed safe to do so
- 3.3 Occupants, once outside, will move to an area away from the building, allowing others to exit. They will keep streets and walkways clear for emergency vehicles and follow the directions of emergency responders, Campus safety and REH staff.
- 3.4 In the event of a residence hall fire, an academic building will be opened by Campus Safety personnel or Facilities Staff to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.
- 3.5 No one will attempt to return to an evacuated building until notification that it is safe to do is given by emergency personnel.
- 3.6 Fire Department personnel, Campus Safety staff, or Facilities staff are the only staff members who will silence or re-set an active fire alarm.
- 3.7 Campus Safety staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:
 - 3.7.1 Campus Safety will proceed to the fire alarm panel and determine where the alarm originated.
 - 3.7.2 Campus Safety will then proceed to the area of origin to determine if there is a fire, or what set off the alarm.
 - 3.7.3 If at any time, a real fire is suspected or confirmed, Campus Safety will call 911 and ensure the building is evacuated.
 - 3.7.4 If suspected a student or staff member is trapped in a building, Campus Safety staff will immediately contact Brown County 911 and responding emergency responders to provide the location of the trapped individual(s).

- 3.7.5 If there is no apparent cause or the cause of the alarm is contained, Campus Safety will notify REH staff appropriately.
- 3.7.6 Campus Safety will then reset the fire alarm panel and silence the alarm AFTER the Hall Director has advised that the building has been evacuated.

- 3.8.1 REH staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:
 - 3.8.1 Resident Assistants and/or Residence Hall Directors will agree before the semester begins on an emergency response plan, determining where in the building to meet and protocol for ensuring a thorough sweep of the building.
 - 3.8.2 During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents.
 - 3.8.3 Residents still in a room are required to vacate immediately.
 - 3.8.4 Residents who refuse to vacate the room, or who are found to be hiding somewhere in the room, will be held accountable for their actions. Monetary fines and sanctions will be imposed by the Judicial Affairs Office.
 - 3.8.5 Residents SHOULD NOT wait for Residential Education and Housing staff to come to their room. Each resident is expected to provide for their own safety
 - 3.8.6 AT NO TIME are Residential Education and Housing staff allowed to place themselves at risk. Staff members are REQUIRED to vacate a building immediately if their own safety is in jeopardy.
 - 3.8.7 Once procedures have been completed, exit the building and direct residents 500 feet away from the building to a designated area and continue crowd control
 - 3.8.8 After the "all clear" signal is given by either the Fire Department or Campus Safety, allow residents to enter the hall. This signal must come from a member of the fire department, campus safety or the Hall Director.

- 3.9 Campus Safety will perform the following steps for fire alarms in all other campus buildings:
 - 3.9.1 Campus Safety will proceed to the fire alarm panel and determine where the alarm originated.
 - 3.9.2 Campus Safety will then proceed to the area of origin to determine if there is a fire, or what set off the alarm.
 - 3.9.3 If at any time, a real fire is suspected or confirmed, Campus Safety will call 911 and evacuate the building.
 - 3.9.4 If a suppression system has discharged Campus Safety will NOT ENTER the area. Campus Safety will notify De Pere Fire and Rescue and assist as needed.
 - 3.9.5 If there is no apparent cause, or the cause is contained, Campus Safety will reset the fire alarm panel and silence the alarm.

4 DEFINITIONS

- 4.1 Evacuation: The removal of persons or things from an endangered area
- 4.2 Emergency: Any unexpected situation or incident that requires prompt action to prevent loss of life, injury, or significant property damage.
- 4.3 Fire Alarm: The audible and visual alarm system, set off by either a smoke detector or pull station. The alarm is recognized by horns and flashing lights.
- 4.4 Occupants: Anyone inside the building at the time of Fire Alarm that is not considered emergency personnel or REH staff members.
- 4.5 Emergency Personnel: Campus Safety staff, De Pere Fire and Rescue, or De Pere Police.