

FIRE SAFETY FOR THE RESIDENCE HALL

Resident Assistants fire prevention information to share with students:

At all times, when following any emergency procedures, do not place yourself in danger. Ensure that you are out of danger before trying to complete any emergency tasks.

RACE

Rescue – Rescue persons in immediate danger. Notify emergency personnel if you are unable to rescue someone providing the exact location of any victim.

Alarm - Pull the nearest fire alarm as you move away from the danger and call MAC Safety & Security at 814-886-6327 or Dial 911.

It is your responsibility to know your exact location and, when contacting 9-1-1, how to describe it to someone who may not be familiar with the Grounds. Speak slowly and clearly. Wait for any questions the Officer or Dispatcher may have. Do not hang up until you are told to do so or the Officer/Dispatcher hung up. Be the last to hang up. When possible, have someone meet emergency responders to make sure they get where they are needed quickly.

Contain – Contain the fire at the point of origin by closing doors behind you as you leave. While leaving, knock on doors as you pass them screaming “FIRE”.

If the fire is larger than a trash can fire, or is unconfined, evacuate the area; **CLOSE, BUT DO NOT LOCK** doors behind you.

Extinguish - Extinguish the fire by using portable fire extinguishers.

If The Fire Is Trash Can Size Or Smaller And Contained (Not Spreading) AND you are not in danger

Extinguisher use: “PASS”

PULL pin from extinguisher and hold extinguisher 4-6 feet from fire.

AIM the hose or nozzle toward the base of the flames.

SQUEEZE the handle.

SWEEP the extinguisher hose or nozzle back and forth until the extinguisher is empty

(Live fire training with an extinguisher is available from Safety & Security)

EVACUATION PROCEDURE

Meet with the residents you are responsible for on move in day and tell them where to meet you inside Cosgrave Center for accountability should they have to evacuate the residence hall.

Whenever the fire alarm sounds, Or you are advised by a Safety & Security Officer, an Administrator, a Fire Department Official or via MAC text alert to evacuate, You Must:

1. Get out through the nearest safe exit. Follow any additional directions given to you by Security or an Emergency Responder. (Administrator/Police/Fire/EMS)
2. **CLOSE DOORS** as you leave, don't worry about locking them. While leaving, knock on doors as you pass them screaming "FIRE".
3. Before opening any closed door... Check if the door is hot by feeling it with the back of your hand.
 - If the door **IS HOT**:
 - Stay in the room.
 - Seal door with a towel.
 - Stay by an open window.
 - Put a towel or blanket outside the window to signal fire department personnel of your location.
 - If the door is **NOT HOT**:
 - Close windows.
 - Open the blinds.
 - Do not touch light switches.
 - Carry a wet towel for heat and smoke protection.
 - Close door/leave unlocked.
 - Proceed to nearest safe exit.
 - Report to Cosgrave Center for accountability.
4. Upon exiting the building, go to Cosgrave Center and the rally point inside the building designated for your resident students to meet you for accountability. On your way, remind students outside to report to Cosgrave Center for accountability.

Make sure the residents know to use all safe exits during an emergency. Remember to have them identify all building exits so they know where to go if one is blocked or unsafe to use. The exit doors that are alarmed are permitted to be used in an emergency.

Before re-entering the Building:

Permission to re-enter will only be given by Security or an Emergency Responder.
(Administrator/Police/Fire/EMS)

Until such notice is given, no one is allowed to re-enter the building. Silencing of the alarm is not an indication to re-enter the building. The alarm may have been turned off for emergency responders to hear each other's radio transmissions.

SPRINKLER INFORMATION

Mount Aloysius College residence halls that have automatic sprinkler systems are Misciagna Hall and McAuley Hall. Advise the students not to hang anything from sprinkler heads. Please explain to them that if a fire is present, all of the sprinklers in the building will not spray water. Only sprinkler head(s) in the room of the fire sprays water.

PREVENTION

Most fires are preventable. To help reduce the potential for a fire, as well as protecting your own life and property, be familiar with these common hazards as you make your rounds:

- A. Hallways and stairwells that are partially or completely obstructed.
- B. Exit doors that are blocked by items or snow/ice accumulation
- C. Electrical cords that are frayed have exposed wiring or multiple cords plugged into each other.
- D. Electrical outlets that may be "overloaded" from too many high draw appliances. (TV/Computer in same outlet)
- E. Exit signs not properly illuminated throughout the building.
- F. No appliances with exposed heating elements (refer to student handbook for more information)

FALSE ALARMS

False alarms endanger lives and inconvenience many people. A false fire alarm is a criminal offense punishable by a \$10,000 fine and/or five years imprisonment. Civil authorities will be immediately notified to deal with offenders. Students will also be subject to the campus judicial system.

MISUSE OF FIRE SAFETY EQUIPMENT

Fire equipment including fire extinguishers, hoses, alarm boxes, sprinklers and detectors must not be tampered with, misused or covered. A fine of \$200 plus damages will be assessed to any individual or group held in violation. Students will also be subject to the campus judiciary system.

REPORTING A FIRE THAT IS OUT (Employee or Student)

Upon hearing of a fire that has been extinguished or went out on its own, it must be reported to the on-duty Safety & Security Officer. The information will be recorded for inclusion in the annual fire report statistics. This includes incidents viewed as minor such as burnt popcorn in a microwave.

Appliances Policy

Extreme caution must be exercised in the use of electrical appliances. All appliances must have the Underwriter's Laboratory (UL) approval. Hot plates, sunlamps, space heaters, air conditioners, electric ovens, toasters, toaster ovens, microwaves in lhamen, and any other appliances with exposed heating elements are prohibited. Irons and ironing boards are provided in the laundry rooms of each building. Routine health and safety inspections will occur at least once a semester.

Candles, Incense, Halogen Lamps, Potpourri Burners Policy

These items are forbidden in the residence halls. However, new candles with wicks that have never been lighted are permitted as decorative items.

Smoking and Tobacco Policy

1. The use of tobacco and tobacco related products is prohibited in all campus facilities including residence hall facilities in order to lessen fire and health related hazards.
2. Tobacco products are not sold on-campus.
3. Smoking is not permitted in and around all campus athletic fields.
4. Smoking by students and employees outside the campus buildings is permitted only in the following areas without exception:

Academic Hall - second floor entrance

Alumni Hall - front door entrance only when building is in use

Chapel Building - archway entrance on west side

Cosgrave Student Center – upper entrance near seating area

Ihmsen Hall - breezeway

Library Building- main entrance

Main Building basement entrance near Room 4

Health and Physical Fitness Center (Gym) - main entrance

Pierce Hall/McAuley Hall lower level entrance of Pierce Hall

St. Joseph Hall – basement entrance near Room 4

Employees and students are requested to extinguish cigarettes, matches, etc. only in the designated containers that are placed in all permitted smoking areas. Employees and students are also requested to not litter on-campus in order to ensure an aesthetically pleasing campus environment. This includes not discarding cigarettes in parking lots, sidewalks, lawns, etc.

FIRE SAFETY EDUCATION

All employees receive one-on-one fire safety orientation upon hire which includes a review of emergency evacuation procedures, the use of an extinguisher, the campus notification system and the location of the campus emergency plan for specifics.

All students receive notification in the student handbook with resident students receiving more training from Residence Life Staff at the beginning of the academic year or upon move in during the year. Information for the College Community is sent out via the student newspaper and the employee newsletter. Programs such as fire drills, informational meetings and live fire extinguisher training are conducted throughout the academic year by Residence Life Staff and Safety & Security Officers.