**Cheyney University Policy Number FA 2013-1008**

**Policy Title: Policy on Emergency Evacuation and Fire Drills on Residence Buildings**

**Fire Alarm Policy – Emergency Evacuation and Fire Drill Policy**

**Approved by**: FA Council

President’s Cabinet

**History:** Issued – 3-2011

Revised – 10-2-13

**Related Policies**:

**Additional References**:

1. **Purpose:** To ensure that all Students, Staff, Faculty, Employees, Parents and/or Guardians are aware and familiar with the procedures to follow during Fire Alarm exercises and actual incidents and establish a policy and procedure for the execution of emergency evacuation and fire drills in Cheyney University residence buildings.

The Commonwealth of Pennsylvania, through the adoption of the International Building Code and its associated Fire Code, has promulgated regulations governing Life Safety in buildings wherein any person is living, employed or assembled and required to have a manual or automatic fire alarm system. Provisions in the regulations regarding Fire Drills, shall apply to this institution.

B. **Scope:** This policy should apply to all residence buildings

C. **Definition (s):**

**Automatic Fire Alarm System** - a system designed to detect smoke, fire or hazardous vapor release and provide automatic notification to building occupants.

**Fire Alarm Signal** - any bell, gong, horn or electronic (audible or visual) signal emitted, that alerts occupants of a building that a fire, vapor release or smoke has been detected.

**Fire Door** - a door, frame, automatic closing device and other appropriate hardware, which has been rated to retard the spread of fire through the door opening. The rating is void if any component is omitted or altered.

**Manual Fire Alarm System** - a system with manual pull stations, activated when a fire or other hazardous condition is detected by a building's occupant(s).

D. **Policy and Procedure(s):**

**Fire Drill Requirements**

Fire drills shall be conducted in all residence buildings required to have a manual or automatic fire alarm system.

Fire drills, in residence buildings, shall be conducted a minimum of twice each semester. All staff, faculty and students must realize his or her own responsibility and ensure all occupants participate during an evacuation/fire drill.

**General Evacuation Requirements**

Upon the sounding of a fire Alarm Signal in any residence building on campus, all occupants shall leave the building immediately. No person shall re-enter an evacuated building until they are given the signal to return by an official of the Cheyney Police Department.

Fire Doors, which isolate stair towers or parts of buildings, to retard the spread of fire or smoke, must be kept closed at all times. These doors must never be blocked open during drills or emergency evacuation, nor shall they be locked or blocked in any manner. Occupants shall review and conspicuously post, the Evacuation Drill Procedures and Emergency Preparedness Guidelines provided to each student, employee, department or office by the Cheyney Police Department.

**Fire Drills**

Upon the sounding of the fire alarm signal, all occupants shall immediately evacuate the building by the nearest and safest exit(s). Occupants shall not use elevators during an evacuation. Upon leaving the building, move a safe distance from the building and do not block the exits. Remain outside, until given the signal to return by a Cheyney Police Officer.

**Emergency Evacuations**

**Upon the sounding of the fire alarm, all persons occupying the building at that time are expected to adhere to the following**: Upon the discovery of smoke, fire or other such condition that requires evacuation of a building, the occupant shall activate the fire alarm by pulling the nearest fire alarm box. When the fire alarm signal has been activated:

1. turn off any equipment you may be using.
2. exit your room
3. leave building using safest and closest exit (Do not use elevators)
4. Cheyney Police officers will go through from the top floor down, evacuating every room, sending all residents down the steps. This must be done quickly and orderly. Cheyney Security Officers will assist Cheyney Police.
5. Everyone MUST evacuate the building and adjacent areas MUST be completely cleared.
6. Feel doors before opening. If hot, do not open.
7. If there is smoke in the room or in the hallway, grab a blanket or a towel to prevent smoke inhalation. Also, be sure to stay low to the ground.
8. Be sure to lock your room door and take your key with you.
9. Do not attempt to use the elevators.
10. In the event the fire alarm sounds in the evening or at night, be sure to leave the

 ceiling light in your room on the “on” position.

1. Do not return to building until given signal to return by Cheyney Police

1. Once you have exited the building, move at least 500 feet away from the building. When you arrive in the Marcus Foster area, check-in with the Team Leader, so that you can be accounted for, and it can be documented that you have safely evacuated.

2. All persons are to remain in the designated safe area until the signal to return has been given by the Cheyney Police.

3. An “All Clear” signal will be given by police at which time students may re-enter the building.

**4. Anyone who fails to evacuate the building when the fire alarm sounds will be given a Judicial and a Criminal Citation.**