

**When a fire alarm goes off:**

- a. All residents and staff will evacuate the building.
  - 0) Persons confined to a wheelchair or crutches should not attempt to evacuate the building using the wheelchair or crutches unless they are located on the first floor and have ramped or level access to the designated assembly area. Otherwise, proceed to the nearest fire exit and wait for emergency personnel assistance to a safe area outside of the building.
  - 1) Communicate with others during the evacuation that additional assistance is required for evacuation. Direct communication with the fire department may be achieved by calling 911. Be sure to identify each person, the building name, and the floor location of the emergency exit.
  - 2) Visually impaired residents should take the hand of a fellow resident and follow them out of the building to their designated assembly area.
- b. Staff should report to the front of the building for crowd control assignments from the RLC, LSU Police, or Fire Department.
- c. No staff member shall silence the alarm until after the campus police or fire department arrives and secures the building.
- d. Staff should question residents to attempt to determine if the building is empty. Notify fire department and LSU police of known mobility impaired residents in need of assistance (provide stairwell and floor location). The RLC will use the hall roster to account for all residents.
- e. Staff should comply with any request from the LSU Police and/or Fire Department. Note: No staff member should enter an area that appears dangerous! The priority is to evacuate the building and instruct others to do the same.
- d. If staff determines that the fire can be safely extinguished with a fire extinguisher, they may do so. If staff cannot determine the size of the fire or if they can see it is not likely to be put out by an extinguisher, they should evacuate the building immediately. See "Using a Fire Extinguisher."
- e. In an actual fire, only LSU Police or Facility Services will close the valve on a sprinkler line. See Appendix B for the location of the valve to shut off the sprinkler. The fire alarm panel can only be reset by Facility Services after a new sprinkler head had been installed.

**After the alarm/fire:**

- a. Residents are not allowed back into the building until directed LSU Police or Fire Department.
- b. Staff is to file an incident report and Fire Alarm/Drill Report. It must be provided to the Assistant Director no later than 8:00am the following morning.

**If a threat of fire exists or if fire is discovered:**

- a. Pull the nearest alarm pull station to activate the fire alarm, evacuate the building, and call:
  - 1) LSU Police- 911 or 578-3231 or 578-3231.
  - 2) Call your Residence Life Coordinator or the "On-Call RLC"
- b. The Department of Residential Life will work to reassign residents who are not able to return to their rooms due to damage.