

RESIDENTIAL FIRE AND LIFE SAFETY

Emergency Procedures and Equipment

Fire Emergency

In the event of a FIRE, residents should proceed in the following manner:

1. Call the TWU Police at **2911** and immediately notify the University Housing staff and other residents of the building, or floor, of the location of the fire by pulling the nearest pull station.
2. When the alarm is sounded, all residents, except fire crews and others with specific assignments must leave the building IMMEDIATELY. Try the nearest exit. If the door, or door handle, is hot, do not open; remain in your living unit, keeping doors tightly closed and go to the balcony or window to await rescue by the fire department.
3. Do NOT put water on a grease fire! Use the nearest fire extinguisher.

Fire Alarms

Residents are expected to evacuate the building immediately for a fire alarm, or when directed to do so. Failure to promptly obey the direction of a University Housing or civil official during an emergency will be referred to the Conduct Review Process and could be subject to fines.

When an individual smoke detector is activated in the residence halls, staff and/or TWU police will enter all rooms in the indicated area to determine the cause of the alarm.

Fire Safety Equipment

Each room and apartment has equipment necessary for the protection and notification of fire or smoke. Rooms are equipped with a smoke detector, sprinkler head, and all apartments are equipped with a fire extinguisher.

Tampering with, or disabling, any of the fire safety equipment is prohibited!

Fire Extinguishers

Fire extinguishers are located in each apartment and in building hallways, and in the residence hallways. These may be used in case of a fire.

Depleting the safety device can leave residents defenseless in the event of a fire. Residents responsible for destructive use of an extinguisher will be charged the cost of recharging, or replacing, equipment and will be referred to the Conduct Review Process.

Fire Drills

Fire drills are conducted in each hall two (2) times a semester. Students are expected to leave the building upon hearing this alarm.

Medical Emergencies

In case of serious injury in the residence halls, observe the following procedures:

1. Contact TWU Police by dialing **2911**
2. Give your name, location of the victim, and describe the nature and severity of the medical problem
3. Do not move the injured victim, except for protection from further injury
4. Stay with the victim until Police and ambulance arrive.
5. If blood is present, notify University Housing staff. They will contact Facilities Management staff to clean the area.

Emergency Planning

Safety plans are located on the back of entrance doors in residence hall rooms and apartments.

Windows, hallways and doors should not be obstructed, automatic door closures should not be deactivated, and doors should not be propped open. Each of these items is part of the planning process to retain fire and allow you to escape as quickly as possible.

Fire and Life Safety Inspections

The TWU Safety Officer along with University Housing staff will conduct fire and life safety inspections on all campus residence halls. The inspections are unannounced and will be conducted during the school year. The intent of the inspections is to increase the level of safety and safety awareness for all occupants.

Safety practices in general and the items noted below will be the primary focus of the inspections. Residence hall staff appreciates your cooperation in this effort and will make every effort to minimize inconvenience to residents during these inspections.

Violations found during inspections will result in fines and disciplinary actions.

Examples of violations and fines are as follows:

Candles - \$50.00 fine per candle. Decorative candles, with or without wicks, are prohibited.

Poor Housekeeping or Excessive Combustible Items - \$50.00 initial fine, with a daily charge of \$50.00 until the violation is corrected.

Tampering with Fire Equipment – A minimum fine of \$50.00 will be charged, but could be higher depending upon the incident.

The following areas will be reviewed during Fire and Life Safety inspections. Please remember that a minimum fine of \$50.00 will be implemented for each violation.

ELECTRICAL:

- ✎ Improper use of extension cord (s)
- ✎ Cover plates missing / damaged
- ✎ Electrical wiring frayed / damaged
- ✎ Overloaded outlets
- ✎ String Lights
- ✎ Unapproved electrical appliance (s)
- ✎ Other _____

FIRE SAFETY EQUIPMENT:

- ✎ Obstructed room smoke detector
- ✎ Obstructed sprinkler head
- ✎ Obstructed fire extinguisher
- ✎ Room smoke detector damaged
- ✎ Room sprinkler head damaged
- ✎ Damaged fire extinguisher

HOUSEKEEPING:

- ☞ Poor housekeeping
- ☞ Floor / wall / ceiling penetrations or holes
- ☞ Missing / Damaged door closure
- ☞ Gift-wrapped door
- ☞ Live / cut trees
- ☞ Access to outlets without the need of extension cord (s)

IGNITION SOURCES :

- ☞ Candles / Incense present
- ☞ Flammable liquids present
- ☞ Combustible materials around electrical source
- ☞ Excessive fire load
- ☞ Halogen lamps
- ☞ Other _____

EMERGENCY PLANNING:

- ☞ Safety decal not on back of door
- ☞ Windows / doors obstructed
- ☞ De-activated door closures
- ☞ Hallway obstructions
- ☞ Doors chocked / propped open
- ☞ Other _____

Practicing good fire and life safety benefits everyone.

The University encourages students to learn about fire safety in their residence halls by attending fire safety programs, which include instructions on safety routes to be followed during an evacuation, how to determine when it is safe to exit a room when there is fire and / or smoke outside, and how to evacuate persons with physical disabilities.

This information is brought to you by:
The University Safety Office

Link to
Community responsibilities
For
Residence Hall Fire and Life Safety