

**Fire Alarm Drill Procedure for Residence Hall Residents**

The following guidelines will help insure the health and safety of all on-campus residents and their guests in the event of a fire in the building.

**If you hear the fire alarm in the building:**

- Locate all residents with whom you reside and exit the building.
- Once outside of the building meet away from the building in the east parking lot (the larger lot). Once outside students should assemble by apartment (meaning all residents from room 101 should meet together). The person in charge of managing the emergency (likely an R.A., the Director of Student Life, the Director of Facilities or the Nightmanager). Do not go to the main academic building unless instructed to do so as it will be important to be able to account for all residents.
- Follow the instructions of the person managing the Emergency for all other needs.

**If you see a fire in the building:**

- Go to the nearest pull station and pull the fire alarm. The pull station locations are located on each floor.
- Report the fire to the highest administrative person present i.e. R.A., Nightmanager, Director of Student Life etc.
- Follow items 1, 2 & 3 of Section I above.