
Subject: Residence Hall Fire and Fire Alarm Procedures

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1. Purpose

Outlined below are the procedures to be followed should there be a fire alarm or fire in the residence halls.

2. Policy

3. Procedures

In case of ANY fire or fire alarm in a residence hall, staff members and residents should respond quickly and calmly.

Upon the discovery of a fire or if a fire alarm sounds, staff members should:

1. Immediately notify, or have another staff member notify, the Virginia Tech Police Department (VTPD) by calling the emergency number (911). Callers are to identify themselves to the dispatcher and provide the name of the building and any other essential information requested by the dispatcher.
2. Begin evacuation procedures for the entire building according to the established evaluation plan. (Most deaths occur as a result of asphyxiation, which may occur in remote areas away from the source of the fire.) Initiate evacuation plans for occupants with disabilities or special needs.
3. All students shall immediately evacuate the building and go to their designated staging area or to a common collection point upwind from the building (the list of designated staging areas is attached). The students are not to be allowed to re-enter the building until the Blacksburg Fire Department authorizes them to do so.
4. Determine the exact location and extent of the fire, if any.
 - a. Extinguish the fire if prudently possible. Residence Education staff are not expected to place themselves in life-threatening situations.
 - b. Close all doors and windows to restrict the spread of the fire, as feasible
5. As soon as possible, notify the appropriate Residential and Dining Programs administrator on call or any professional, regardless of the size or type of fire.
6. After evacuating the building, staff should wait for the Blacksburg Fire Department personnel at the enunciator panel, if feasible. Staff should check with each other to make sure the appropriate call has been made to 911.
7. The VTPD dispatcher will immediately send officers to the scene when an alarm is received. The dispatcher is notified of the alarm either through a direct connection to the building alarm panel or by monitoring the fire/emergency frequency.

8. A false alarm occurs only when a person is observed improperly activating an alarm. If there is no visible smoke or an activated pull station is found with no one in the vicinity, then these are situations where a non-obvious fire may be present. The Blacksburg Fire Department is to be responsible for terminating the incident in such cases.
9. Students and RAs are to cooperate with all emergency personnel to minimize injuries, loss of property, confusion, and inconvenience. The VTPD and RAs are to provide assistance to the Blacksburg Fire Department as requested, and to help care for and control the building occupants. Staff should notify emergency personnel regarding any known occupants with disabilities or special needs.
10. Blacksburg fire personnel, assisted if necessary by VTPD, will investigate a possible fire and determine when it is safe to reoccupy the building. They will reset the alarm system and notify students that it is safe to reoccupy the building.
11. Students MUST remain outside the building or at their designated staging area until authorized to return by Blacksburg Fire Department personnel.

4. Definitions

5. References

6. Approval and Revisions

Initial procedure approved May 4, 1987.

Reviewed and approved in standard format November 20, 1989, by Director of Residential and Dining Programs, Edward Spencer.

- Revision 2

Section 1. Added Purpose statement.

Section 3. Changes in notification. Expanded items 2 and 9 to address occupants with disabilities and special needs. Changed "888" to "911."

Expanded "Designated Staging Area" list to include additional buildings.

Approved June 3, 1999, by Assistant Vice President for Student Affairs, Edward F. Spencer.

- Revision 3

Section 3, #4a. – “Head Residents and Resident Advisors” changed to “Residence Education staff.”

Designated Staging Areas list – deleted reference to Phi Kappa Sigma and Zeta Tau Alpha staging areas.

APPROVED:

Signature

Date

DESIGNATED STAGING AREAS

BUILDING	LOCATION
EAST AMBLER JOHNSTON	Quad between Pritchard and EAJ
WEST AMBLER JOHNSTON	Quad between Pritchard and EAJ
BARRINGER	Quad between Miles and Newman
BRODIE	The sidewalk on the Mall
EAST CAMPBELL	Area directly across the street on the Drill Field
MAIN CAMPBELL	Area directly across the street on the Drill Field
EAST EGGLESTON	Quad in front of Owens Hall
MAIN EGGLESTON	Quad in front of Owens Hall
WEST EGGLESTON	Quad in front of Owens Hall
HILLCREST	The amphitheater
JOHNSON	The quad near Washington Street between Johnson and O'Shaughnessy
LEE	Quad between O'Shaughnessy and Pritchard
COCHRANE/HARPER	Area at the corner of Washington Street and West Campus Drive
MILES	Quad between Johnson and Barringer
MONTEITH	Mall side of Shultz Dining Hall
NEW EAST	Quad between Payne and New Halls
NEW WEST	Quad between Payne and New Hall
NEWMAN	Quad between Johnson and Barringer
O'SHAUGHNESSY	Quad between O'Shaughnessy and Pritchard
PAYNE	Quad between Payne and New Halls
PRITCHARD	Quad between O'Shaughnessy and Pritchard
RASCHE	The sidewalk on the Mall
SHANKS	Behind Lane Hall
SLUSHER TOWER	Between Dietrick and Cheatham Halls
SLUSHER WING	Between Dietrick and Cheatham Halls
SPECIAL PURPOSE HOUSES	Grass area near each building
THOMAS	Area between Shanks and Major Williams
VAWTER	Beside the Kent Street side of Owens