

Refer to Section {G}
{Student Affairs & Financial Aid}Unit
Procedure for {G 8 – Emergency Procedures}



1. Emergency procedures can be found in the student handbook under the residence life section heading emergencies.

a. Emergencies

All emergencies in the residence hall must be reported to the residence life staff.

Emergencies that occur Monday through Friday, 8:00 AM to 6:00 PM must be reported to the Director of Residence Life (ext. 5390). Emergencies that occur Monday through Friday, 6:00 PM to 8:00 AM or on the weekends must be reported to the RA on duty. An emergency involves the police, fire, or medical staff from the community responding to provide a necessary service for a resident. Maintenance emergencies involve Midway personnel only and should be reported immediately to a residence life staff member.

b. Firearms, Fireworks, Explosives

Fireworks, explosives and dangerous chemicals, firearms, and other weapons are not allowed in the residence halls or on campus. These items are a threat to the safety of residents, and they create an unnecessary disturbance problem. Further, many of these substances are illegal.

c. Fire Evacuation Procedures

When the fire alarm sounds in your building, you must vacate the building at once.

Residence Halls are not equipped with automatic fire suppression systems.

Follow these guidelines:

- Do not panic-you will need to think clearly to make good decisions.
- Dress appropriately for the outside temperature.
- Take a towel or cloth and, if you have access to a sink, wet it.
- If you are in your room, feel the door with the back of your hand, not your palm. If the door feels hot, do not open it.
- If the door is cool, open the door cautiously, standing behind it when you open it (have the door between you and the hallway).
- As you leave your room, be sure all windows and doors are closed, but not locked. Be sure all other people are out.
- If there is smoke in the air, cover your mouth and nose with a towel (wet or dry), stay low and move quickly in a crouched position or crawl to the nearest exit. As you make your way out of the building, alert others by shouting or knocking.
- Clear the building area-at least 50 feet from the building. Meet with your RA in the Quad (between Belle Wisdom Hall and Buster Hall in the middle of campus).
- Do not return to the building until the "all-clear" is given.

If you are not in your room when the alarm sounds, proceed directly to the nearest exit. Do not return to your room. Failure to evacuate during a fire alarm or hindering the



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evacuation of other occupants during a fire alarm is prohibited. Severe disciplinary action may be taken for violation of these procedure.

If you are trapped and cannot leave your room, follow these guidelines:

- If the door to your room is hot to the touch or smoke is seeping in around it, do not open the door.
- Pack wet towels (if possible) or dry sheets or clothing under the door to keep smoke out.
- Open the window; if you are on the ground floor, you may be able to jump or crawl to safety.
- If you are on the first, second or third floor, let people know you are trapped by waving a towel or sheet out your window and call 9-911.
- Stay low near the window, do not jump and do not panic. Place a wet towel or cloth over your face and wait for a window evacuation.

d. Fire Protection Devices

Anyone tampering with any fire equipment (smoke detectors in your room, fire extinguishers, pull boxes, etc.) will be subject to severe disciplinary action. *Residence Halls are not equipped with automatic fire suppression systems.* However, the residence halls are equipped with smoke detectors and fire alarms for the safety of the students living there. Fire protection devices save human lives in times of emergency. Tampering with these devices will not be tolerated. **DO NOT DISREGARD ANY FIRE ALARM!**

e. Fire Safety Standards

The residence hall living environment requires that individuals comply with safe practices for the welfare of the group. Fire hazards occur either by careless or uneducated actions. Midway College wants to ensure fire safety for all residents.

Each residence hall has an alarm system that can be triggered by smoke detectors or a manual pull alarm. Each residence hall conducts at least one practice fire drill per semester to acquaint residents with the alarm signal and the evacuation routes to safety.

Residents must adhere to the following preventative standards at all times for the safety of self and other residents.

- Fire doors entering each stairwell must be closed at all times.
- Always close your room door before going to bed. Drafts of air and rising heat and toxic gasses can be closed out.
- Know the location of all fire exits, fire alarms, and fire extinguishers.
- Extinguish all cigarettes and matches in ashtrays; do not throw ashes in wastebaskets or bathroom trash. Do not smoke in bed.



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- Multiple outlet extension cords are not permitted. Overload surge cords (extension cords with their own fuses) are allowed. Do not string wire or cords where they are subject to water damage or damage due to door closing. Do not run cords under carpet.

- f. Safety and Security for Residential Students
 - Make sure lofts allow at least 36 inches between the top bunk and ceiling.
 - Cooking with any heating element other than UL approved hot pots, coffee makers, or popcorn poppers is not permitted. Do not use open flame candles, incense, or open-coil burners.
 - Check wattage on all room appliances; be sure they are low wattage. Do not increase lighting fixture bulbs beyond the maximum allowed, as indicated on the fixture.

- g. Fire Safety Standards
 - Flammable liquids such as kerosene, paint thinner, or gasoline are not permitted anywhere in the residence halls.
 - Do not cover light fixtures with any combustible materials such as acetate, cellophane, or tissue paper. Acetate melts onto the fixtures and blocks heat diffusion.
 - Room decorations that are hung from the ceiling must be inflammable or flame retardant (all room decorations must be inflammable). Do not block or tamper with smoke detectors.
 - All fire evacuation routes-hallways, stairwells, building exits must be clear at all times.

Each resident is obligated to report all fires (if time and safety allow) or potential hazards to the resident director. Do not assume someone else has reported a fire. If you have to pull the alarm due to visible smoke and fire, do so and seek a member of your residence hall staff or a Campus Safety Officer immediately. Call 9-911, give the location of the fire and your name to the operator.