

**Fire Safety Plan**

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# I. Introduction and Statement of Policy

According to FEMA’s U.S. Fire Administration, “[e]very year college and university students experience a growing number of fire-related emergencies. There are several causes for these fires; however, most are due to a general lack of knowledge about fire safety and prevention. As part of our commitment to life safety issues and in accordance with various legal requirements, this Fire Safety Plan (“Plan”) has been developed. This Plan is a cooperative effort of the Public Safety Department, with information as needed from other campus departments. This Plan provides fire safety emergency information to the College of Law community.

The purpose of this program is to inform interested persons about our fire safety plans. Further, this program serves to demonstrate to our campus community the safety standards we follow at Stetson University College of Law.

This Plan is intended to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. This Plan addresses the following issues:

* Major workplace fire hazards and their proper handling and storage procedures
* Potential ignition sources for fires and their control procedures
* The type of fire protection equipment or systems that can control a fire
* Regular job titles of personnel responsible for maintenance of equipment and systems installed to prevent or control ignition of fires and for control of fuel source hazards

# II. Fire Safety

##

## A. Fire Drills

At least once annually, and more at the discretion of the Public Safety Chief and with the approval of the Dean, the Public Safety Chief will coordinate and conduct a fire drill to test this Plan.

**B. Fire Alarm and Fire Fighting Procedures**

Employees and students need to know what to do when they are the first person to discover a fire emergency. The Team has developed alternate procedures for responding to a fire emergency, depending on the severity of the fire emergency.

When a fire is detected by an employee or student, he or she is expected to do the following:

1. Immediately activate the nearest pull station, if one is readily visible and available, and call “911”.
2. Contact the Public Safety Department immediately after calling “911”.  In Gulfport call (727) 343-1262 24 hours a day.  In Tampa call (727) 420-8868 6:30 a.m. – 10:30pm (for calls between 10:30pm and 6:30 a.m. contact Gulfport Public Safety at (727) 343-1262).  If a phone is not available, emergency call boxes can be used to notify Public Safety.  Public Safety will instruct all occupants to evacuate the building via the campus PA alert system or by triggering an audible fire alarm.
3. If the fire is small, and the individual has been trained in proper use of a portable fire extinguisher, and can attempt to extinguish the fire without putting himself/herself in undue risk, he or she should use the portable fire extinguisher to do so.
4. If the fire is large and cannot be contained with the use of a portable fire extinguisher, he or she should evacuate immediately.  During evacuation, close all doors to confine the fire and reduce the oxygen that would fuel the fire.  If a fire alarm pull station has not been activated and he or she is able to do so safely, verbally warn as many occupants as possible to evacuate the building.

The Fire Safety Coordinator for each area will determine head counts and forward that information to the Public Safety Chief. Do not return to the buildings until the "all clear" is given by the local Fire Chief. A full listing of Public Safety emergency telephone numbers and emergency call boxes is included in Appendix A. More detail on the role of Fire Safety Coordinators is described below.

**C. Fire Safety Coordinator**

Fire Safety Coordinators are designated employees who, in the event of a campus evacuation, are to attempt to ensure their assigned areas are evacuated. Fire Safety Coordinators should never place themselves in danger. If a Fire Safety Coordinator encounters any person who needs assistance, he or she will assist in evacuation or seek help to do so. The Fire Safety Coordinator, when encountering a person who refuses to evacuate, should note the person’s location and name (if possible) and inform a firefighter or Public Safety Officer as soon as possible. Fire Safety Coordinators are encouraged to take notice of fire hazards in their assigned areas and report these hazards to the appropriate department for remediation. A list of Fire Safety Coordinators is included in Appendix B.

## D. Workplace Fire Hazards

It is the College’s intent to assure that hazardous accumulation of combustible waste materials is controlled so that a fast-developing fire, rapid spread of toxic smoke, or an explosion will not occur. Employees should be made aware of the hazardous properties of materials in their workplaces, and the degree of hazard each poses.

Fire prevention measures should be in place for all fire hazards found. Once employees are made aware of the fire hazards in their work areas, they are to be trained in the fire prevention measures developed and use them in the course of their work. For example, oil-soaked rags must be treated differently than general paper trash in office areas. In addition, large accumulations of waste-paper or corrugated boxes, etc., can pose a significant fire hazard. Accumulations of materials which can cause large fires or generate dense smoke that are easily ignited or may start from spontaneous combustion are the types of materials with which this Plan is concerned. Such combustible materials may be easily ignited by matches, welder's sparks, cigarettes, and similar low-level energy ignition sources. It is the intent of the College of Law to prevent such accumulation of materials. The Public Safety Department is responsible for conducting periodic inspections to assist in hazard reduction, and providing training as needed. Flammable or combustible materials will not ignite on their own without an external source of ignition. To control known ignition sources, the College isolates flammable materials and those chemicals that if mixed would have a harmful reaction. Facilities Management is responsible for seeing that flammable materials are kept from spark, heat, and fire.

The possible ignition sources include:

* Stored chemicals (i.e. janitor closet and storage closets)
* Stored fuel (flammable storage cabinet)
* Oily rags (shop area, paint shop)
* Certain types of batteries

To control these possible ignition sources, all departments are to use good housekeeping (see section F below) and cooperate with site inspections.

## E. Fire Protection Equipment

Fire protection equipment in use at the College of Law includes campus pull stations and an adequate number of portable fire extinguishers to protect from the various types of fire hazards. The location of these pull stations on campus is included in Appendix C. The location of fire extinguishers on campus is included in Appendix D. In addition, each College-owned house is equipped with a fire extinguisher. The exterior hallways of the Rosa apartments are also equipped with fire extinguishers. No person will tamper with or disable any fire protection equipment. Tampering with, or disabling fire extinguishers, alarms, or fire safety equipment can carry fines and criminal penalties.

This equipment must be monitored on a regular basis to make sure it continues to function properly. The Public Safety Department is responsible for maintaining equipment and systems installed to prevent or control fires. The various systems and equipment are detailed below.

*Fire Extinguishers*

Fire extinguishers are placed on the College of Law property (campuses, Rosa complex and College owned houses) for safety purposes. Fire extinguishers on campus are inspected monthly by Public Safety personnel and inspected annually by a licensed fire protection vendor. Public Safety personnel are trained in the use of fire extinguishers, as are some additional College of Law employees.

The Public Safety Department is responsible for ensuring that adequate fire extinguisher equipment is available and that it has been (a) re-certified on an annual basis (outsourced); and (b) visually inspected on a monthly basis (on campus). All records on annual extinguisher recertification and replacement will be maintained by the Public Safety Department.

Existing fire codes do not require the presence of fire extinguishers in College-owned houses. Nonetheless, extinguishers have been provided and are inspected and re-certified annually by an outside fire vendor. Each occupant of such a dwelling has the following responsibilities:

* Visually inspect monthly (by occupant)
* Report any damaged or discharged fire extinguisher to the Public Safety Department immediately. Public Safety will notify Residential Life and other appropriate departments.

A listing of fire extinguisher locations on campus is included in Appendix D.

*Smoke Detectors*

Battery operated smoke detectors on campus are in areas where smoke detectors are not hard wired to the fire panel. For a complete list of battery-operated campus smoke detector locations, see Appendix E. Facilities Management will change the batteries and test all battery-operated smoke detectors twice per year.

In addition, all Rosa apartments and College-owned houses are equipped with smoke detectors. The units will be inspected quarterly in conjunction with HVAC work, and batteries changed by Facilities Management staff twice per year. Any housing occupant noticing a faulty or defective smoke detector should report that fact to the Residential Life immediately.

*Fire Sprinkler System and Café Hood Maintenance & Testing*

The following areas of campus have a sprinkler system:

* The Homer and Dolly Hand Law Library
* The F Building hallways
* The F dorm hallways
* The Tower
* The Dana hallway near Courtroom H
* The Eleazer Courtroom hallway
* Tampa Law Center

The Public Safety Department will arrange for the automatic fire sprinkler system to be maintained, and to be inspected at least annually. A main drain flow test is performed on each system annually. The inspector's test valve will be opened at least every two years to assure that the sprinkler system operates properly.

The Café and Student Lounge hoods will be tested and inspected at least twice annually. This will be arranged by the Public Safety Department in collaboration with the Café Manager.

*Fire Detection System Maintenance and Testing*

The Public Safety Department will ensure that the fire detection system is maintained and inspected at least annually. This system will be maintained in an operable condition except during repairs or maintenance; during which time, the Public Safety Department will use fire watch procedures with active patrols until repairs or maintenance are complete. The Public Safety Department will also be responsible for assuring that fire detectors and fire detection systems are tested and adjusted as often as needed to maintain proper reliability and operating condition except that factory calibrated detectors need not be adjusted after installation. The Public Safety Department will also assist in inspections by local Fire Inspectors.

## F. Housekeeping Procedures

Facilities Management is responsible for controlling accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire. The storage of chemicals poses particular risk. To protect from this fire hazard, Facilities Management will properly label the chemicals and store them in accordance with the product Material Safety Data Sheets (MSDS). MSDS are available from Facilities Management.

## G. Special Rules for Dorm Students

Smoking and tobacco products are not permitted on any Stetson University property, including residences and parking lots. In part to reduce fire hazards, dorm students also have special limitations on what they are permitted to bring to campus. By way of example, the College of Law does not allow any open-flame devices, such as candles, and has substantial restrictions on electrical appliances. The full list of suggested and prohibited items is found on the Residential Life [web page for dorm room information](http://www.law.stetson.edu/students/housing/dorm-room-information.php#thingstobring).

# III. Reporting a Fire Emergency

It is vital that all employees familiarize themselves with the fire pull station closest to their work area(s). Students and employees should also be familiar with fire pull stations around campus in the event of an emergency. The most effective way to report a fire is to activate the pull station. This action will transmit a message to the monitoring company, which will dispatch fire service to the College of Law while simultaneously activating audible alarms and strobes locally to alert persons to evacuate the building.

If an individual observes a fire but is not near or cannot locate a pull station, he or she should call 911 to report the fire. When you call 911, stay on the line with the emergency operator or dispatcher until released. After calling 911, and if time permits, contact Public Safety 24 hours a day at (727) 343-1262 for Gulfport or (727) 420-8868 for Tampa 6:00 a.m.- midnight (for calls between midnight and 6:00 a.m., contact Gulfport Public Safety at (727) 343-1262). Public Safety will activate the alarm to evacuate the area or will issue a general alarm to evacuate the campus until the extent of the fire can be determined. When no phone is available, proceed to one of the emergency call box phones (locations listed in Appendix A) to alert Public Safety to report the fire.

Fire may also be reported directly to a Public Safety officer if one is readily available, or to the Public Safety office if reporting on the Gulfport campus. Even if you contain a fire, it must still be reported to the Public Safety Chief so it can be included in our fire log and annual statistics.

There is never a “normal” or “classic” scenario in any emergency, and fires are no exception. Always try to remain calm, report the fire, and alert others about the situation. If a fire extinguisher is available and the fire appears containable, follow the instructions on the extinguisher and discharge it into the fire. Use an extinguisher only after reporting the fire to 911 and/or Public Safety, or activating a pull station, and only when this action does not expose the user to danger.

# IV. Procedures for Emergency Evacuation and Exit Route Assignments

## A. Fire Alarm Evacuation

Upon hearing a fire alarm, always evacuate immediately. Never call the Public Safety Department to ask if the alarm is “real.” The Public Safety Department will announce soundings for testing in advance; these tests will be short, unless otherwise noted. It is not necessary to evacuate during announced tests.

When evacuation is necessary, remember that no one is permitted to return to the buildings until told to do so by competent authority such as firefighters, Public Safety officers, senior administrators (after they have the clear sign from proper authority), or police officers. Never assume that when alarms cease it is permissible to return to the buildings. Apart from the Dean’s Office, Associate Deans’ Offices, Business Office, Residential Life, Student Life, Admissions, and Registrar, upon evacuation, offices are to remain unlocked, as these areas will be checked by fire personnel. Public Safety will make extra efforts to check these areas when the campus is evacuated if permitted by fire personnel. During evacuations, do not use elevators; always use stairs.

If you are disabled or know someone who is, and needs assistance, assist them, or call Public Safety to assist them. Employees or on-campus residential students with disabilities who believe they may need special assistance during an evacuation are encouraged to confidentially register in advance of an emergency with the Public Safety Department in Gulfport.

## B. Evacuation of Individuals with Disabilities[[1]](#footnote-1)

While an "emergency" by its very definition is an unforeseen event, it also usually requires immediate action. Developing an evacuation plan that identifies exits, encourages advance identification of possible areas of refuge, designates assembly points (where all evacuees will meet once they have evacuated the building), and provides additional assistance to individuals with disabilities gives everyone a plan of action that shortens their response time and enables them to help themselves and others. All individuals at Stetson University College of Law, including those with disabilities, must prepare for emergencies ahead of time.Prior planning and practicing of emergency evacuation routes are important in ensuring a safe evacuation.

An evacuation plan must start with this basic premise: Everyone must try to evacuate to the nearest safe exit. At least two emergency passageways should be identified in each building. Each passageway must either lead to an exit or safely lead to an area of refuge. Below are some guidelines to assist both those who may help in evacuating individuals with disabilities and assist individuals with disabilities in making their own evacuation plans.

*General Guidelines*

* Remember that individuals with similar disabilities are unique. Through brief communication and asking questions, evacuation can be quick and safe.
* Listen to the individual; he/she is the expert regarding his/her own disability.
* Always ask the individual how you can help before attempting any rescue technique or giving assistance.
* Ask the individual if there are any special considerations or items that need to come with the individual.
* Remember that individuals may have "hidden" disabilities and may need assistance. This could include health, psychiatric disabilities (anxiety disorders, depression, bi-polar, personality disorders, etc...), and some vision or hearing impairments.
* Some individuals may use service animals. When possible, keep the team together.

As an individual with a disability, you are responsible for:

* Identifying yourself as having a disability.
* Getting involved with the evacuation planning process. You are the expert on your own disability.
* For students, discussing with the ADA Coordinator your abilities and needs as an individual with a disability regarding evacuation (i.e. use a wheelchair, cannot walk unassisted, cannot hear alarm, cannot see, etc.). Employees should speak with Human Resources on this issue. These offices can coordinate with other offices (such as Public Safety, Housing, etc…) to develop an individualized plan.
* Using the "buddy system" for evacuation procedures (i.e., to assist you to the most appropriate exit route or the nearest area of rescue). Establish your "buddies" in each setting. "Buddies" could be co-workers, supervisors, faculty, classmates, or roommates. **NOTE**: If unable to evacuate, ask your buddy to notify emergency responders of your exact location within the building.
* Knowing the safest method of lifting yourself from your wheelchair and proper carrying techniques. If you do not know, ask your medical professional. Only professionally trained individuals should attempt to lift you unless you are in immediate danger.
* Deciding your best evacuation option.

*Basic Evacuation Options*

Individuals with disabilities have four basic evacuation options:

1. **Horizontal evacuation:** This entails using building exits to gain access to outside ground level or going into unaffected wings of multi-building complexes.
2. **Stairway (vertical) evacuation:** This means of evacuation means using stairwells to reach ground level exits from the building. The College of Law owns an Evacu-Trac device (located in the F dorm wing) that can assist in evacuating individuals with mobility impairments down flights of stairs.
3. **Staying in Place:** Unless danger is imminent, remaining in a room with an exterior window, a telephone and a solid or fire-resistant door may be your best option. With this approach, the person may keep in contact with emergency services by dialing 911 and reporting his or her location directly to the responding agency. The police will then immediately relay this location to on-site emergency personnel, who will determine the necessity for evacuation. Phone lines are expected to remain in service during most building emergencies. If the phone lines fail, the individual can try signaling from a window or balcony by waving a cloth or other visible object. Also call the 24-hour Public Safety line in Gulfport at (727) 343-1262 or Tampa at (727) 420-8868 from 6:00 a.m. - midnight, as applicable, to let them know about your location.

***NOTE:*** *The* ***Stay in Place*** *approach may be more appropriate for sprinkler-protected buildings or buildings where an "area of refuge" is not nearby or available. It may also be more appropriate for an occupant who is alone when the alarm sounds. A label on the door jamb or frame can identify a fire-resistant door. Non-labeled 1 ¾ inch thick solid core wood doors hung on a metal frame also offer good fire resistance.*

*Suggested Guidelines for Different Types of Disabilities*

1. **Mobility Impaired (Wheelchair)**

Individuals using wheelchairs on upper levels should **Stay in Place**, if possible, or move to an area away from imminent danger with their assistant when the alarm sounds. The evacuation assistant should then proceed to the evacuation assembly point outside the building and alert the responding fire company or Public Safety to the location of the person with a disability. If the person with a disability is alone, he or she should phone 911 or call the PSD 24-hour number (Gulfport at (727) 343-1262 or Tampa at (727) 420-8868), as applicable, to relay their present location and the area of refuge they are headed to.

***NOTE:*** *If the* ***stair landing is chosen as the area of refuge****, please note that several campus buildings have relatively small stair landings, and wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.*

***Stairway evacuation of wheelchair users should be conducted only by trained professionals or the fire department. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.***

1. **Mobility Impaired (Non-Wheelchair)**

Individuals with mobility impairments who can walk independently may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If no immediate danger exists (such as detectable smoke, fire, or an unusual odor), the person with the disability may choose to stay in the building with the options listed above, until the emergency personnel arrive and determine if evacuation is necessary. In such a circumstance, make sure you have someone alert the responders to your presence.

1. **Deaf/Hearing Impaired**

Most buildings on campus are equipped with fire alarm strobe lights; however, some are not. Individuals with hearing loss may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate. Reasonable accommodations for individuals with hearing loss may in some cases be met by modifying the building fire alarm system, particularly for occupants who spend most of their day in one location, such as a dorm room. Individuals requiring such accommodation should contact the ADA Coordinator.

1. **Visually Impaired**

Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, individuals who are visually impaired may need assistance in evacuating. The assistant should offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation, the assistant should communicate as necessary to assure safe evacuation.

*Additional Emergency Planning Resources for Individuals with Disabilities*

The following additional resources are available to assist in the evacuation planning process for individuals with disabilities:

* *Emergency Evacuation Planning Guide for People with Disabilities* and the *Personal Emergency Evacuation Planning Tool for School Students with Disabilities*, both by the National Fire Protection Association and available at <https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Specific-groups-at-risk/People-with-disabilities>
* *Fire Safety for Wheelchair Users at Work and at Home*, from the United Spinal Association and available at <http://www.unitedspinal.org/pdf/WheelchairFireSafety.pdf>

## C. Campus Evacuation Areas

Below are detailed the campus evacuation areas:

**Administration Building:** The Administration Building includes offices on both floors, Sebring Courtroom, Student Lounge, Coffee Shop, Seminar G, and Faculty Meeting Room. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed to the horseshoe driveway or classroom courtyard area.
* Proceed east to 61st Street South.
* Proceed to accounting area designated by the department supervisor (listed below).

**Classroom (Crummer) Building:** The Classroom Building includes Nemec Auditorium, Nemec Office Complex, Advocacy Center, faculty offices, Jacob Classroom (E), Classrooms F and G, and Reiter Classroom (D). Upon activation of the fire alarms, faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed north to North Library Lot.
* Proceed to accounting area designated by the department supervisor (listed below).

**VLI/Facilities:** The VLI/Facilities area includes VLI offices and Facilities shops, and storage modules. Upon activation of fire alarms, faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building.
* Proceed north to 13th Avenue South.
* Proceed to accounting area designated by the department supervisor (listed below).

**Student Affairs Building:** The Student Affairs Building area includes the Student Affairs offices, Career Development offices, seminar rooms, pool area, student lounge, and gym/fitness center. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed south to the West Main Lot.
* Proceed to the accounting area designated by the department supervisor (listed below).

**Dorms A, B, C, D, F, and Suites:** Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed west to the area of 62nd St. South and 14th Avenue South. This is the accounting area for suite guests and student residents.

**“F” Building Offices and “E” Building Offices:** The “F” and “E” Building office area includes the Business Office, Registrar, HR, Office of Professional Education, Center for Excellence in Higher Education, and “E” offices. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building
* Proceed south to East Main Parking Lot
* Proceed to accounting area designated by the department supervisor (listed below).

**Public Safety Office:** Public Safety will not evacuate its office until instructed to do so by the Public Safety Chief, the authority having jurisdiction (Fire Officers), or obvious danger. Public Safety personnel will be assigned to keep persons away from buildings and to assist fire and police personnel. Public Safety personnel assigned to the administrative office, until directed or required to vacate, will coordinate radio traffic and telephone communication with emergency agencies. If, or when, Public Safety is forced to depart the office, staff will take portable radios and mobile phones to set up a command post in the area south of the Library. If the Public Safety Chief is not on campus, these efforts will be coordinated by the Dean (or an Associate Dean in the Dean’s absence), Public Safety Lieutenant, or the ranking night shift/weekend officer on duty (as applicable) until the Chief’s arrival.

**Tower Building:** The Tower Building area includes Great Hall, Mann Lounge, Residential Life, Admissions Office, Seminar 202, Courtroom 203, Law Review Offices, Communications offices, and ADA. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed east to 61st Street South.
* Proceed to the accounting area designated by the department supervisor (listed below).

**Food Service:** The Food Service area includes service area, enclosed dining area, food service offices, and outside courtyard dining area. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building.
* Proceed east to 61st Street South.
* Proceed to the accounting area designated by the department supervisor (listed below).
* Café personnel, on departure, are to ensure grills, fryers, and ovens are turned off if able to do so without putting themselves in danger.

**Dana Building:** The Dana Building area includes Supply area, Elder Law Center, Eleazer Courtroom, Courtroom H, Boneyard, and the entire second floor. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed east to 61st Street South.
* Proceed to the accounting area designated by the department supervisor (listed below).

**Bookstore:** Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building.
* Proceed to 13th Avenue South.
* Proceed to the accounting area designated by the department supervisor (listed below).

**Homer and Dolly Hand Library (Gulfport):** Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed west to 61st Street South.
* Proceed to the accounting area designated by the department supervisor (listed below).

**Tampa Law Center:** The Tampa Law Center area includes all classrooms, offices, administrative suites, Library, and tenant spaces. Upon activation of the fire alarms faculty, staff, students, and visitors are to:

* Proceed to the nearest marked exit and depart the building. Do not use the elevator.
* Proceed west to the parking area closest to the western edge of campus adjacent to the city park.
* Proceed to the accounting area designated by the department supervisor (listed below).
* Students – Proceed to the guard house area.

In Tampa, Public Safety personnel will attempt to ensure that no person re-enters the building until told to do so by competent authority such as a fire official, senior administrator, Chief of Public Safety, or police officer. All tenants are expected to comply with these procedures. The Tampa Facilities Supervisor will shut down any equipment upon his/her exit from the building that could aggravate a fire situation if doing so does not place him/her in danger.

## D. Employee Accounting After Evacuation

Once an evacuation occurs, all Department heads must have a designated place for their employees to meet and an alternate place in the event of a campus evacuation. These areas will be clear of buildings and in locations that are easy to locate (for example, the basketball courts). Department heads will instruct their employees to meet in the department’s designated accounting area regardless of where they were when the evacuation commenced.

The following table details the current departmental accounting locations:

|  |
| --- |
| Departmental Accounting Locations  |
| Department | **Primary Accounting Place** | **Alternate Accounting Place** |
| Academic Success & Bar Prep | Library North Lot | Corner of 61st St. & 13th Avenue South |
| Admissions/Student Financial Planning  | Corner of 61st St. & 15th Avenue South  | Corner of 61st St. & 13th Avenue South |
| ADA | East Main Parking Lot | Basketball Courts |
| Advocacy Center/Crummer | Library North Lot | Corner of 61st St. & 13th Avenue South |
| Bookstore | 61st Street South & 13th Avenue South  | North Library Lot |
| Business Office  | East Main Lot  | Corner of 62nd St. & 15th Avenue South |
| Career Development | Basketball Courts | West Main Parking Lot |
| Elder Law | Library South Lot | Corner 61st St. & 15th Avenue South |
| Development & Alumni Relations | Library North Lot | Library South Lot  |
| Communications | East Main Parking Lot  | Basketball Courts |
| Dean’s Office Suite | Library North Lot  | Corner of 61st St. & 13h Ave S. |
| Facilities Management | Corner 62nd St. & 13th Avenue South  | Corner of 61st St. & 13th Avenue South |
| Faculty/Faculty Support | Corner 61st St. & 13th Avenue South | Library South Lot |
| Food Services/Café | Corner 61st St. & 13th Avenue South | Library North Lot |
| Higher Ed Center | Basketball Courts | West Main Parking Lot |
| International Programs  | SW corner of 62nd St. & 13th Avenue South | Lot at 6202 14th Avenue South |
| Human Resources  | New Main Parking Lot | Tennis Courts |
| Information Technology/ Electronic Education | Library South Lot  | Tree Side of Pond  |
| Library- Gulfport | Library South Lot | Tree Side of Pond |
| Library- Tampa  | Southeast Corner Parking Area | Northwest Corner Parking Area |
| VLI | SW Corner of 62nd St. & 13th Avenue South | Lot at 6202 14th Avenue South |
| Registrar | New Main Parking Lot | 61st St. & 15th Avenue South |
| Residential Life | Corner of 61st St. & 15th Avenue South | Corner of 61st St. & 13th Avenue South |
| Student Life | Basketball Courts | West Main Parking Lot  |
| Tampa Law Center  | Dean’s Parking Spot | Gate/Doyle Carlton St/Southwest Corner |
| Public Safety- Gulfport\* | Command Post at PSD Office | North Library Lot  |
| Public Safety- Tampa\* | Guard House  | West Lot at Fence  |

\***Note**: Public Safety personnel have responsibilities to the community during emergencies. Evacuation will be by need and incremental.

## E. Critical Physical Plant Shut Down Operations before Evacuation

If we need to shut down certain physical plant equipment that could aggravate a fire, the following employees, under the direction of the Director of Facilities Management, are responsible for doing so as long as so doing does not place him/her in danger:

* Gulfport – HVAC Technicians
* Tampa – Tampa Facilities Supervisor

# V. Training and Education

## A. General Fire Prevention Training

At the time of a fire, you should know what type of evacuation is necessary and what role, if any, you have in carrying out the Plan. In cases where the fire is large, total, and immediate evacuation of everyone on campus is necessary. In smaller fires, a partial evacuation of students and nonessential employees with a delayed evacuation of others may be necessary for continued operations. This Plan is intended to let you know what is expected of you during a fire to assure your safety. This Plan is made available online for incoming and existing faculty, staff, and students.

Because failure to comply with this Plan concerning fire prevention may result in citations and fines as well as employee or student injury, an individual who does not comply with this Plan may be disciplined. Students may face consequences under the Student Code of Student Professionalism and Conduct as well as by consequences under applicable lease agreements.

#### Fire Equipment Training

Certain employees, listed below, are expected to know how to use the fire prevention equipment as part of their job:

* All Public Safety personnel
* All Fire Safety Coordinators
* All non-office Facilities Management staff and supervisors
* All Residential Life personnel

Training may be offered to individuals beyond this list, including students.

The Public Safety Chief will provide or arrange for training for each employee who is required to know how to use fire prevention equipment. You should not use fire prevention equipment without appropriate training. Training includes:

* Types of fires
* Types of fire prevention equipment
* For Public Safety personnel, interpretation of the fire panel
* Location of fire prevention equipment
* How to use fire prevention equipment
* Limitations of fire prevention equipment
* Reporting requirements if fire prevention equipment is used

Employees must demonstrate an understanding of the training and the ability to use the equipment properly before they are permitted to perform work requiring the use of the equipment. If the Public Safety Chief has reason to believe an employee does not have the understanding or skill required, the individual will be retrained. The Public Safety Chief in conjunction with Human Resources will collect documentation certifying in writing that the employee has received and understood the fire prevention equipment training.

## B. Other Education

In this section of the Plan, we have provided safety information to help you understand fire risks and avoid some of the more common hazards. In addition to these tips, students residing in campus housing are encouraged to view the online educational program at <http://www.igot2kno.org/> for videos and additional resources.

### 1. General Campus Fire Safety Tips

**Be Prepared for a Fire**

* Your building should have an evacuation plan. Learn it and practice it during all fire drills.
* If you hear an alarm, leave immediately. Close doors behind you as you go, but do not lock your office as emergency personnel may need to access the area you have vacated. The Dean’s Office, Associate Deans’ Offices, the Business Office, Residential Life, Student Life, Admissions, and Registrar may lock their doors for security reasons.
* If you live on campus and have a disability and may need assistance during an evacuation, make sure you are included in the escape planning for your housing by registering in advance with the Gulfport office of the Public Safety Department.
* Learn the location of all building exits. You may have to find your way out in the dark or in smoke.
* If you are in an area with smoke alarms, do not disable them or remove batteries.
* Do not hang anything from fire sprinkler pipes or nozzles.
* Keep a flashlight handy.

**Escape Tips**

* If you must escape through smoke, get low and go under the smoke to your exit.
* Before opening a door, feel the door. If it is hot, use your second way out if you have one.
* Use the stairs – never use an elevator during a fire.
* If you are trapped, call 911 and tell them where you are. Seal your door with rags and signal from your window. If you are able, open windows slightly at the top and bottom, but close them if smoke rushes in from any direction.
* If you have a disability, alert others of the type of assistance you need to leave the building. If you are an employee or a student who resides on campus, you can confidentially register in advance with the Gulfport Public Safety Department if you think you may need assistance.

**Smoking**

* If you smoke, smoke only outside of the building and only where it is permitted. Smoking and tobacco products are not permitted on Stetson property, including the parking lots and residences.

**Cooking**

* Cook only where it is permitted.
* If you use a kitchen, keep it clean and uncluttered.
* If you use electric appliances, do not overload the circuits.
* Never leave cooking unattended.
* If a fire starts in a microwave oven, keep the door closed, turn off the oven, and unplug the unit.
* Gas and charcoal BBQ grills should only be used outdoors and under adult supervision, and only where permitted. On-campus residential students are not permitted to have grills. Rosa apartment residents should grill only on the ground floor, not balconies. Auxiliary housing residents are permitted to grill but only in uncovered areas away from the dwelling.
* Position the BBQ grill well away from siding, deck railings and out from under the eaves and overhanging branches.
* Place the BBQ grill at a safe distance from lawn games, play areas, and foot traffic.
* Gas BBQ grills can only be used on the ground floor away from the building.
* Keep children and pets away from the grill area – declare a three foot “kid-free zone” around the grill.
* Use long handled grilling tools.
* Periodically remove grease or fat buildup in trays below the grill so it cannot be ignited by a hot grill.
* Do not use water to put out a cooking grease fire. Turn off the heat and cover the pan with a lid to smother the flames or use an approved class-B or class-ABC fire extinguisher.

**Candles**

* Do not burn candles. No candles or open flames are permitted in campus dormitories.

**Electrical and Battery Storage**

* Check with Residential Life for any rules or policies before using electrical appliances in your room.
* Follow the manufacturer’s instructions for plugging an appliance into a receptacle outlet.
* Do not pinch cords against walls or furniture or run them under carpets. Never tack or nail cords.
* Do not overload wiring.
* Buy only appliances that have the label of an independent testing lab.
* Use light bulbs that match the recommended wattage on the lamp or fixture. Place lamps on level surfaces, away from things that can burn.
* Do not use incompatible computer batteries and chargers. If unsure about whether a replacement battery or charger is compatible, contact the product manufacturer.
* Computer batteries can get hot during normal use, so be cautious about using your computer on your lap.
* Do not use your computer on soft surfaces, such as a sofa, bed, or carpet, because it can restrict airflow and cause overheating.
* Do not permit a loose battery to come in contact with metal objects, such as coins, keys, or jewelry.
* Do not crush, puncture, or put a high degree of pressure on the battery. This can cause an internal short-circuit, resulting in overheating.
* Avoid dropping or bumping a computer. Dropping it, especially on a hard surface, can potentially cause damage to the computer and battery. If you suspect damage, contact I.T.
* Do not place the computer in areas that may get very hot (such a direct sunlight through a window for an extended period).
* Do not allow your computer or battery to become wet. Even though they will dry and appear to operate normally, the circuitry could slowly corrode and pose a safety hazard.
* Follow all battery usage, storage and charging guidelines found in any packaging or applicable user's guide.
* Never use water to put out an electrical fire. This can cause a serious shock hazard.

# VI. Applicability and Publication of Plan

This plan is posted for the College of Law community on the Campus Safety and Emergency Preparedness pages of the College of Law website. This Plan is available, upon request, to students, employees, their designated representatives, and any OSHA officials who ask to see it. This Plan applies to all operations at the College of Law where students, employees or independent contractors may encounter a fire. Contractors are expected to follow these standards as part of fulfilling their contract(s) with Stetson University College of Law.

# VII. Plan Review, Conclusion, and Customization

The Public Safety Chief has overall responsibility for this program. This Plan is to be reviewed and updated annually.

If after reading this program, you believe that improvements can be made, please contact the Public Safety Chief at (727) 562-7839 or psdadmin@law.stetson.edu. You are encouraged to offer suggestions because we are committed to the success of our Plan. We strive for clear understanding, safe behavior, and involvement in the program at every level.

Fire safety is everyone’s responsibility. The College of Law seeks to provide a safe environment for students, faculty, and staff. Your support is needed in this important effort by reading and studying this Plan and learning those points applicable to your specific location. Take a moment now to turn to Appendix F to customize this Plan for your specific area.

# Appendix A: Emergency Call Boxes

**CONTACTING PUBLIC SAFETY**

***Gulfport (727) 343-1262 / 24 Hours***

***Tampa (727) 420-8868 / 6:30 AM – 10:30pm (after hours, call Gulfport Public Safety)***

The Stetson University College of Law **Public Safety Department (PSD) staffs both the Gulfport and Tampa campuses.** The PSD administrative officeis located at 1219 61st St. S. on the Gulfport campus. The Public Safety office regular business hours are Monday through Friday 8:30AM – 5:00PM. The office may be reached by dialing extension 7949 from any telephone within the College of Law telephone system or by dialing (727) 343-1262 direct.

**Emergency Phone Numbers**

The Gulfport campus is staffed by PSD personnel twenty-four (24) hours a day including weekends and holidays. Public Safety Officers at the Gulfport campus may be reached at any time by dialing (**727) 343-1262** or by using emergency call boxes located around the campus.

The Tampa Law Center is staffed by PSD personnel between the hours of 6:30 a.m. and 10:30pm and during any extended campus open hours. Public Safety Officers at the **Tampa Law Center** may be reached by dialing **(727) 420-8868**, or by using the emergency call box located at the west entry (near the Smith Courtroom).  For after-hours emergencies, call Gulfport Public Safety at **(727) 343-1262**.

***IN CASE OF EMERGENCY,*** *call 911 if able to do so, and then call (727) 343-1262 for Gulfport or (727) 420-8868 for Tampa, or use emergency call boxes.*

**Emergency Call Boxes**

There are thirteen emergency call boxes, located as follows:

|  |  |
| --- | --- |
| **Location** | **Campus** |
| North Library Parking Lot | Gulfport Campus |
| SL Weight Room/Pool Facility | Gulfport Campus |
| South Library Parking Lot | Gulfport Campus |
| 1. Main Parking Lot
 | Gulfport Campus |
| Main Lobby of Campus | Gulfport Campus |
| Athletic Field Parking Lot  | Gulfport Campus |
| On Campus Laundry Facility  | Gulfport Campus |
| 13th Avenue Parking Lot  | Gulfport Campus |
| Classroom Building – 2nd Floor  | Gulfport Campus |
| Banyan Courtyard  | Gulfport Campus |
| Public Safety Office | Gulfport Campus |
| Rosa Apartments Laundry Facility | Rosa Apartments (Gulfport) |
| West entry (near the Smith Courtroom) | Tampa Campus |

***These call boxes connect to the officer’s hand-held radios****.* ***All units activate when the door is opened, and a loud alarm will sound. Follow the instructions posted inside the box (boxes are either white or yellow in Gulfport and white in Tampa)*. *Only one person may speak at a time while using this system.***

# Appendix B: Fire Safety Coordinator

|  |
| --- |
| **Fire Safety Coordinator**  |
| **Gulfport**  |
| Administration Building– 1st & 2nd Floors, Sebring Courtroom | Shannon Edgar |
| Human Resources / “E” Offices | Jacqlyn Speiser |
| Business Office / Registrar | Julie Saffan |
| Admissions / Student Financial Planning | Ashley Biddle |
| International Programs | Velaine Paryzek |
| Residential Halls / Residential Life | Tracy Rich |
| Crummer Building 1st Floor / F & R Courtroom/Advocacy/Classrooms | Melanie Rice |
| Crummer Building 2nd Floor Offices &Classrooms, Faculty Meeting Room | Janice Strawn |
| Student Life Building 1st & 2nd Floors | Alicia Norton |
| Bookstore  | Becky Evans |
| Tower Building 2nd & 3rd Floors  | Eileen McGarry |
| Facilities  | Janine McCallister |
| Information Technology / Media Services / Academic Success/Law Library | Randy Smith |
| Elder Law / Eleazer Courtroom**/**Courtroom H | Jessica Zook |
| Food Services/Café  | Hermis Pastrana |
| Public Safety | Michael Pridemore and Stuart Montgomery |
| VLI/Facilities Offices and Storage | Johnny Pruiett |
| **Tampa Law Center**  |
| 1st & 2nd Floors | Mike Galloday |
| Tampa 2nd District Court of Appeal tenants | Jodie Siemen/Ted Pawloski |

# Appendix C: Pull Station Locations

|  |  |  |
| --- | --- | --- |
| **Gulfport Locations** | **Description** | **Number of****Pull Stations** |
|  |  |  |
| **Charles Dana Building** |
| Charles Dana Bldg./Front Lobby | By AD111 | 1 |
| Elder Law | Inside Office Area | 1 |
| Charles Dana Bldg./Rear Door Area | Near Door (Inside Boneyard) | 1 |
| Mechanical Room AD-119 | Near Exit Door | 1 |
| Eleazer Courtroom Rear Area | At Door Leading to C&E & Boneyard | 1 |
| 1st Floor Stairwell | Inside Stairwell by Rear Door | 1 |
| Inside Courtroom H | By Rear Exit Door | 1 |
| Inside Courtroom H | Next to door on north wall | 1 |
| Eleazer Courtroom Entry | In Lobby by Front Door | 1 |
| Second Floor Near Cages | Inside Stairwell AD213 | 1 |
| 2nd Floor Hallway to Tower | In Hallway by Old Admissions Conference Room | 1 |
| **Tower Building** |
| Tower Second Floor Hallway |   | 2 |
| Tower Third Floor Hallway |   | 2 |
| Inside Admissions Office | Next to rear exit door | 1 |
| **Café** |
| Food services  | Inside Dining Room & Hallway into Cafe | 1 |
| Beside Door Entry | Inside Dining Area | 1 |
| Right Side of Exit Door | Next to Exit Door Leading to Laundry Room | 1 |
| Right Side of Exit Door | Kitchen Back Door Hallway | 1 |
| Coffee Shop | Inside Entry Door | 1 |
| **Mann Lounge** |
|  Mann Lounge First Floor |  | 3 |
| **Dorms** |
|  A Dorm First Floor |  A Dorm Hallway | 1 |
|  A Dorm Second Floor |  A Dorm Hallway | 1 |
|  B Dorm First Floor |  B Dorm Hallway | 1 |
|  B Dorm Second Floor |  B Dorm Hallway | 1 |
|  F Dorms Second Floor |  F Dorm Hallway | 5 |
|  F Dorms Third Floor |  F Dorm Hallway | 4 |
| **Plaza Manor** |
|  All Suites | In Hallways 1st & 2nd Floor | 5 |
|  Faculty E Offices – 1st Floor | Next to E-101& E104 | 1 |
|  Faculty E Offices – 2nd Floor | Next to E-201 & E-204 | 1 |
|  HR | Across hall from HR | 1 |
|  Registrar | Beside Registrar's Office | 1 |
|  Business Office | In Hallway-Inside office | 1 |
|  Business Office | In Hallway-Outside office near exit double door | 1 |
| **Eleanor Naylor Dana Hall** |
|  Administration |  Breezeway – 1st Floor | 1 |
|  Administration |  Front Lobby by Dean’s Office – 1st Floor | 1 |
|  Administration |  2nd Floor – Next to Office DA-200 | 1 |
|  Faculty Support |  2nd Floor – Inside Faculty Support Area | 1 |
|  Faculty |  2nd Floor – Inside Faculty Offices DA-224 | 1 |
|  Faculty |  2nd Floor – By Double Doors leading to FMR | 1 |
| Faculty Meeting Room |  Inside FMR | 1 |
| **Crummer Faculty Offices Second Floor** |
| Crummer Faculty Offices | 2nd Floor Next to Front Door | 1 |
| Crummer Faculty Offices | 2nd Floor Next to Rear Door | 1 |
| **Sebring Courtroom** |
|  Sebring Courtroom |  Inside at exit door | 2 |
| **Florin Roebig Courtroom** |
| Florin Roebig Courtroom | Inside Located at Door | 1 |
| Florin Roebig Courtroom | Lobby Area at Door | 1 |
| Florin Roebig Courtroom | Inside Judge’s Chambers | 1 |
| **Advocacy Center** |
|  Advocacy Center |  Inside to Right side of Front Door | 1 |
| **Classrooms** |
|  Classroom A | Outside of Elevator | 1 |
|  Classroom E | Right Side of Door | 1 |
|  Classroom G | Right Side of Classroom | 1 |
| **Student Center** |
|  Student Lounge | Lounge on Inside; Right Side of Door | 1 |
|  Fitness Center | Fitness Center on Inside; Beside Rear Door | 1 |
|  Fitness Center | Fitness Center on Inside; Beside Front Door | 1 |
|  Career Development | Career Services on Inside; Beside Front Door | 1 |
|  Student Life | Left Side of Front Door Inside | 1 |
|  SC201 | Right Side of Front Door Inside | 1 |
| **Bookstore** |
|

|  |  |  |
| --- | --- | --- |
| Bookstore on 13th Avenue | Inside to Right of Front Entry Door | 1 |

 |
| **VLI/Facilities** |
| Grounds Building | Inside adjacent to East Door | 1 |
| Grounds Building | Inside adjacent to West Door | 1 |
| Grounds Building-Custodial Lockers 112 | Inside adjacent to door | 1 |
| HVAC Office | Outside Door to Left | 1 |
| VLI Workroom | Inside near rear exit door. | 1 |
| VLI Entrance  | Inside to Right of Entry Door | 1 |
| Room 105 | Inside Door to Right | 1 |
| Custodial Office | Inside to Right of Door | 1 |
| VLI Break Room | Inside Door to Right | 1 |
| Electrical Room 101 | Inside Door to Left | 1 |
| Boiler Room 111 | Inside Double Doors to Left | 1 |
| Pump Room 110 | Inside Double Doors to Right | 1 |
| **Law Library** |
|  First Floor |  Entrance Right Side | 1 |
|  First Floor |  Left Side of Elevator Room #119 | 1 |
|  First Floor |  North Stairwell Emergency Exit | 1 |
|  First Floor |  Left Side of Custodial Room # 149 | 1 |
|  First Floor |  Larkin Room - Left Side of Door | 1 |
|  First Floor |  Hallway to Employees' Office | 1 |
|  First Floor |  Kitchen Exit Door - Right Side | 1 |
|  First Floor |  Rear Exit Door - Right Side | 1 |
|  First Floor |  South Stairwell Emergency Exit | 1 |
|  Second Floor |  Room #227 North Stairwell Entrance | 1 |
|  Second Floor |  Hallway Door at Stairwell | 1 |
|  Second Floor |  Room #201 South Stairwell Door | 1 |
|  Third Floor |  Room #312 North Stairwell Door | 1 |
|  Third Floor |  Between North and South Wing | 1 |
|  Third Floor |  Room #301 South Stairwell Door | 1 |
| **Tampa Locations** | **Description** | **Number of** **Pull Stations** |
| First Floor | Lobby Front Door | 1 |
| First Floor | Northeast Exit Door | 1 |
| First Floor | North Stairwell  | 1 |
| First Floor | Lobby Rear Door | 1 |
| First Floor | Stairwell South End | 1 |
| Second Floor | South Exit Door to Stairs | 1 |
| Second Floor | North Side of Lobby by Elevator | 1 |
| Second Floor | North Exit Door to Stairwell | 1 |
| Third Floor | Lobby North Side by Elevator | 1 |
| Third Floor | North End at Stairwell Door | 1 |
| Third Floor | South End at Stairwell Door | 1 |

# Appendix D: Fire Extinguisher Locations

|  |
| --- |
| **Gulfport** |
| ***Dorms*** |  |
| **Floor** | **Location** |
| first | outside A101 |
| first | outside B101 |
| first | outside B & C |
| second | outside B & C |
| second | outside B201 |
| second | outside A201 |
| first | outside Morris Suite |
| first | outside between E102 & E103 |
| second | outside between E202 & E203 |
| second | outside D203 Suite |
| second | outside between F210 & F211 |
| second | outside between F206 & F207 |
| second | outside F205 |
| third | outside F305 |
| third | outside between F306 & F307 |
| third | outside between F310 & F311 |
| ***Student Affairs Building*** |  |
| **Floor** | **Location** |
| first | inside elevator/mechanical room |
| first | outside Gym |
| first | inside Gym/main entrance |
| first | outside men's room |
| first | inside Student Lounge |
| first | inside Student Lounge by stove “type K” |
| first | Inside HVAC room (SC102 on 62nd St.) |
| second | outside men's room |
| second | outside Career Development |
| second | inside Student Life  |
| ***Tower Building*** |  |
| **Floor** | **Location** |
| first | inside elevator mechanical room |
| first | inside HR |
| first | inside Registrar office |
| first | inside Business office |
| first | Beside ATM |
| first | Inside Admissions Office area |
| second | outside elevator door |
| second | inside hallway by main entrance |
| second | outside Law Review office |
| third | outside elevator door |
| third | inside exit door by stairs |
| roof | in elevator room |
| ***Mann Lounge*** |  |
| **Floor** | **Location** |
| first | inside south wall |
| ***Great Hall*** |  |
| **Floor** | **Location** |
| first | inside west wall |
| first | inside north east wall |
| ***Food Services/Café/Dining Areas*** |  |
| **Floor** | **Location** |
| first | inside Café/Coffee Shop lobby |
| first | inside faculty dining room |
| first | inside by back door |
| first | Inside by fryers “type K” |
| first | inside dishwashing room |
| first | in mechanical room behind Café/Coffee Shop |
| first | inside lounge |
| ***Laundry Facilities*** |  |
|  **Floor** | **Location** |
| first | in laundry room |
| ***VLI/Facilities*** |  |
| **Floor** | **Location** |
| first | inside electrical room 101 |
| first | inside custodial break room 102 |
| first | inside VLI main door  |
| first | inside paint shop 105 |
| first | instead HVAC shop 106 |
| first | inside VLI break room  |
| first | inside VLI work area near rear door |
| first | inside mechanical room 109 |
| first | inside paint room 110 |
| first | inside boiler room 111 |
| first | inside grounds shop |
| ***F & R Courtroom*** |  |
| **Floor** | **Location** |
| first | inside mechanical room / west side CR127 |
| first | inside courtroom by T.V. recording box |
| first | inside east side by stairs |
| ***Facilities Management*** | **Location** |
| First | Main office near rear door |
| First | Garage office |
| First | Facilities warehouse south door |
| First | Facilities warehouse north door |
| ***Crummer Building*** |  |
| **Floor** | **Location** |
| first | inside elevator mechanical room CR115 |
| first | inside hallway opposite Classroom A |
| first | inside Classroom A/west entrance |
| first | inside Advocacy/south entrance |
| first | outside Advocacy on wall |
| first | inside mechanical room CR 121 |
| first | inside electrical room CR 116 |
| second | outside Classroom G |
| second | outside Classroom F/northwest |
| second | by elevator in breezeway  |
| second | inside faculty office entrance |
| ***Between Crummer & Admin Bldgs*** |  |
| **Floor** | **Location** |
| second | inside Faculty Meeting Room above Coffee Shop/Café’ |
| ***Administration Building*** |  |
| **Floor** | **Location** |
| first | inside elevator mechanical room |
| second  | inside northwest entrance |
| second  | inside Faculty Support offices |
| second  | in hallway/west side |
| first | in hallway/west side |
| first | inside Sebring Courtroom by TV record box |
| ***Dana Building*** |  |
| **Floor** | **Location** |
| first | Inside main entrance by Elder Law |
| first | inside Elder Law Center |
| first | inside electrical room AD118 |
| first | opposite elevator |
| first | outside Eleazer Court by Judge’s Chamber |
| first | inside Facilities storage area |
| second | inside northwest entrance on wall |
| second | inside northeast by stairs |
| first | inside mechanical/south door AD119 |
| first | inside chiller/mechanical room AD119 |
| first | inside Courtroom H |
| ***South Chiller***  |  |
| **Floor** | **Location** |
| first | inside north door |
| first | inside middle door |
| first | inside south extension |
| ***Bookstore*** |  |
| ***Floor*** | ***Location*** |
| First | Inside east entrance |
| First | Inside North entrance |
| ***International Programs*** |  |
| ***Floor*** | ***Location*** |
| First | Kitchen area |
| ***Seminar G*** |  |
| ***Floor*** | ***Location*** |
| *First* | Inside seminar room |
| **Library** |  |
| **Floor** | **Location** |
| first | inside elevator mechanical room |
| first | inside s wing, back door by so stairs #101 |
| first | inside south wing by staff meeting room #107 |
| first | inside south wing/Larkin room |
| first | inside main entrance doors |
| first | inside n wing bet study rooms #121 & 122 |
| first | inside north wing by north stairs/door #147 |
| first | inside n wing by copy room #156 |
| second | inside north wing by north stairs/door #227 |
| second | outside seminar room #208 |
| second | inside south wing by south stairs/door #201 |
| third | inside north wing by north stairs/door #312 |
| third | inside south wing by south stairs/door #301 |
| Hull St. | mechanical room/Hull St. entrance |
| ***Rosa Apartments - Exterior Hallway Locations and Laundry Room*** |  |
| **Building A** |  |
| **Floor** | **Location** |
| first | 102A |
| second | 201A |
| first | 104A |
| second | 203A |
| first | 106A |
| second | 205A |
| ***Building B*** |  |
| **Floor** | **Location** |
| first | 102B |
| second | 201B |
| first | 104B |
| second | 203B |
| ***Building C*** |  |
| **Floor** | **Location** |
| first | 102C |
| second | 201C |
| first | 104C |
| second | 203C |
| first | 106C |
| second | 205C |
|  |  |
| **Laundry Room** |
| **Floor** | **Location** |
| First | East wall opposite call box |
| **Tampa**  |
| **Floor** | **Location** |
| first | # 127 - elevator room |
| first | #105 – copy room |
| first | NE hallway on NE wall |
| first | NE hallway on SW wall |
| first | near #119 - library |
| first | Smith Courtroom – SE wall |
| second | NW hallway on SE wall |
| second | NE storage room on SW wall |
| second | SE hallway on NW wall |
| second | SW hallway on NE wall |
| third | SE hallway on NW wall |
| third | SW hallway on NE wall |
| third | NE hallway on SW wall |
| third | NW hallway on SE wall |
| PSD guard house | North wall |
|  |  |

# Appendix E: Smoke Detector Locations

|  |
| --- |
| **Location** |
| Inside Dorms A, B, C, D, F |
| Inside Rosa Apartments A, B, C |
| Inside all College- owned auxiliary houses |
| Public Safety |
| Facilities Management |
| International Programs |

# Appendix F: Plan Customization Worksheets

**CUSTOMIZE YOUR PLAN (Students)**

Please take a few minutes and use the spaces below to customize your plan with relevant information. To assist you in this effort, First Aid and AED equipment locations are posted on the Campus Safety page, accessed from the Public Safety link on the bottom right of the College of Law [home page](http://www.law.stetson.edu/) of the internet. Hurricane information and tornado shelter locations are located on the Emergency Preparedness page, located as a Quick Link on the College of Law [home page](http://www.law.stetson.edu/).

|  |  |
| --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Dorm Room/Address:[[2]](#footnote-2)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For residential students in College-owned housing, my nearest fire extinguisher at home is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For dorm residents, my nearest alarm pull station is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| For dorm students during a campus evacuation, my primary evacuation location is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | For residential students in College-owned housing, if I must evacuate for a hurricane, my evacuation location is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| My Fall Class Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My Spring Class Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My Summer Class Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| My normal location while studying in the Law Library is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Nearest Fire Extinguisher and Pull Station:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CUSTOMIZE YOUR PLAN (Faculty)**

Please take a few minutes and use the spaces below to customize your plan with relevant information. To assist you in this effort, First Aid and AED equipment locations are posted on the Campus Safety page, accessed from the Campus Safety link on the bottom right of College of Law [home page](http://www.law.stetson.edu/) of the internet. Hurricane information and tornado shelter locations are located on the Emergency Preparedness page, located as a Quick Link on the College of Law [home page](http://www.law.stetson.edu/).

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| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Work Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My nearest fire extinguisher is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My nearest alarm pull station is located at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My nearest First Aid kit is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My nearest AED is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My primary place to meet in a campus evacuation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My secondary place to meet in a campus evacuation is: |
| My Fire Safety Coordinator is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I can exit my work location in the following ways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If I must evacuate for a hurricane, my evacuation location is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If I must take shelter during a tornado, my nearest secure area is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My Fall Teaching Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My Spring Teaching Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My Summer Teaching Locations | Nearest Fire Extinguisher and Pull Station to My Classes |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I have received fire safety and emergency training \_\_\_yes \_\_\_ no (If no, contact Public Safety for details on how to access training) |  |
| Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**CUSTOMIZE YOUR PLAN (Staff)**

Please take a few minutes and use the spaces below to customize your plan with relevant information. To assist you in this effort, First Aid and AED equipment locations are posted on the Campus Safety page, accessed from the Campus Safety link on the bottom right of College of Law [home page](http://www.law.stetson.edu/) of the internet. Hurricane information and tornado shelter locations are located on the Emergency Preparedness page, located as a Quick Link on the College of Law [home page](http://www.law.stetson.edu/).

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| --- | --- |
| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Work Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My nearest fire extinguisher is located at:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My nearest alarm pull station is located at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My nearest First Aid kit is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My nearest AED is located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| My primary place to meet in a campus evacuation is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | My secondary place to meet in a campus evacuation is: |
| My Fire Safety Coordinator is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | I can exit my work location in the following ways: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If I must evacuate for a hurricane, my evacuation location is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | If I must take shelter during a tornado, my nearest secure area is:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I have received fire safety and emergency training \_\_\_yes \_\_\_ no (If no, contact Public Safety to access training) |  |
| Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Adapted in large part from the University of Wisconsin-Milwaukee website, available at <http://www4.uwm.edu/usa/safety/emergency_preparedness/ada_evacuation.cfm> and the University of Northern Colorado website, now available at http://www.unco.edu/finadmin/ERPdocs/erp\_d%20-%20print.pdf. [↑](#footnote-ref-1)
2. NOTE: Dorm evacuation routes are posted inside all campus dorm rooms. [↑](#footnote-ref-2)