

BOWDOIN COLLEGE

Residential Fire Drill Procedures

The purpose of these procedures is to provide information to students and employees of Bowdoin College regarding annual fire drills in student residences in compliance with NFPA 101 Life Safety guidelines, and 34 CFR 668.49 effective July 1, 2010 as the *Campus Fire Safety Right-To-Know Act*.

Responsible Persons. The following persons or designees will be responsible for organizing and administering residential fire drills as outlined below:

- Director of Environmental Health and Safety– program management, regulatory compliance, notifications, reporting, and documentation.
- Assistant Director of Safety and Security – scheduling, personnel, implementation, and drill performance evaluations.
- Electrical Shop Leader – technical personnel to operate the life safety systems, and promptly correcting deficiencies found.

By-Building Information. A current inventory of campus residences and their life safety systems is attached for reference, including a by-building guideline for appropriate emergency response actions based on the combination of systems present.

This information is updated and provided annually to the Office of Residential Life for use in their training of Resident Assistants and Proctors, who in turn provide training to the students in their individual buildings. This training MUST include the following:

- Fire safety prohibitions in residences, as outlined in the *Student Handbook* and attached;
- The need to clear the building immediately through the marked and lighted egress ways when an alarm is sounded, closing all doors on the way out;
- Where the designated rallying point is for their building; and
- Not to re-enter the building until the all-clear has been given.

Schedule and Notifications. Note that while the regulations cited above specify performance standards, there is no specified frequency or protocol, only a requirement that we document proficiency in our life safety training for students.

Residential fire drills will be conducted twice in each academic year. The drills will be scheduled over a 3-day period, including one rain date, and be conducted during the daytime hours when students are likely to be present and proficiency can be accurately measured.

Scheduling Timeline:

45 days in advance: Finalize exact dates for drills and notify Safety and Security so that staffing schedules can be adjusted. EHS submits workorder for electric shop assistance for all fire drill days.

Two weeks in advance: EHS will contact the Director of Student Accessibility to determine if there are students that need additional assistance, notification, or training in advance of fire drills.

- EHS reaches out to students a week in advance to let them know the dates of fire drills. If students wish to provide a cell phone number, EHS will text them 30 minutes before their building is scheduled.

One week in advance: EHS will reach out to the following parties to determine if there are scheduled classes or events within classrooms or office spaces that are in Residential buildings. This includes: the Registrar to determine if there are classes schedules for Coles Tower 16th floor or Thorne basement classroom as well as staff with offices in Coles Tower: Events, OneCard.

One week in advance (at least): Notifications will be made of the drill dates to the following:

- Dean of Student Affairs
- Director and Associate Director of Safety and Security, and Communications Dispatchers

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- Director and Associate Director of Facilities Operations and Maintenance
- Director and Associate Director of Residential Life
- Electrical Shop Leader
- Brunswick Fire Department Prevention Officer

Residential Life (Res Life) will send an email to students residing in college housing and provide pertinent fire safety information as part of the College's participation in *Fire Prevention Week*. If non-students are housed in a residence, prior notice of the drill will also be made by the Property Manager to these individuals at this time. If weather or other conditions become unfavorable, the decision to cancel the drill must be made at least 24-hours in advance to get notice to the off-duty Security Officers involved.

Personnel, Equipment, and Roles. The following resources will be necessary to conduct the drills:

- Security Officers – flashlights, camera, door hangers to document fire safety violations. Provide egress guidance to occupants, as necessary.
- Security Shift Supervisor – stopwatch/timer and notebook to time the egress and record information
- Building Security Supervisor – traffic vest to gather the students at the rallying point and review the drill process while waiting for the 'all-clear' announcement.
- Shop Electrician – A spare Security radio for onsite communication of when setting-off and resetting the fire alarm system.
- Safety Specialist – traffic vest to provide rally point education to building occupants and additional support as necessary.
- Brunswick Fire Department (BKFD) Representatives – key cards may be furnished to BKFD for assisting with room assessments.

Drill Procedures. The following procedures will be implemented for each scheduled drill:

1. Personnel will meet in designated location for a briefing prior to the scheduled drill, then proceed to the first residence on the list.
 2. The designated Officer-in-Charge (OIC, or Shift Supervisor) will take up station by the main building entrance with the stopwatch.
 3. The Safety Specialist will take up station at the designated rallying point, and the additional Security Officers and BKFD representatives will stand by within the building at predetermined floors to help clear the building.
 4. The Electrician will access the fire panel in the building, and notify the OIC and Comm Center by radio that a drill alarm is about to be sounded before activation.
 5. The OIC will note the clock time the alarm sounded, and the elapsed time to egress the students from the building to the designated rallying point. At the 2 minute marker OIC notifies staff in the building that it is OK to clear rooms.
 6. The BKFD representatives and Security Officers will clear the building floor-by-floor, and radio the OIC when all students have evacuated the building; special attention will be given to the rooms housing known ADA students. Any life safety deficiencies or violations visually observed in the course of the clearing will be reported to the OIC for documentation.
- ONLY OBSERVED DEFICIENCIES DETERMINED TO BE IMMEDIATELY DANGEROUS TO LIFE AND HEALTH (IDLH – I.E., COVERED OR DISABLED SMOKE DETECTORS OR SPRINKLER HEADS) WILL BE CORRECTED AT THE TIME OF THE DRILL; ALL OTHER ISSUES WILL SIMPLY BE RECORDED FOR FOLLOW-UP.**
7. At the OIC's request, the Shop Electrician will reset the fire panel and notify the Comm Center of same, and note any system deficiencies to the OIC.

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Drill Performance Evaluations. The designated OIC will document the time to clear the building and any life safety deficiencies or violations noted during the clearing. This information will be written up in a security report distributed to the Office of EHS for recordkeeping.

Reporting. The OIC will compile a report of the drill results and life safety deficiencies or violations observed, and submit them to the Director of Safety and Security. The Director of Safety and Security will submit a summary of the results to the above-mentioned College entities.

Campus residential fire safety statistics and other reporting requires outlined in 34 CFR 668.49 will be presented by the Director of Safety and Security in the Annual Security Report on Campus Crime, Fire, Alcohol, and Illegal Drugs, available on the [Safety and Security](#) website.

Attachments: Fire Safety Training for Residents of the College

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FIRE SAFETY TRAINING FOR RESIDENTS OF THE COLLEGE

PROHIBITIONS:

- **Heat Sources** – Sources of open flames, such as candles, incense, smoking materials, camp stoves, outdoor gas or charcoal grills, or gas burners. Appliances with exposed heating elements, such as hotplates, toasters, toaster ovens, and space heaters. Known fire hazards, such as halogen lamps, tanning lamps, scented plug-ins, hoverboards, smartboards, balance boards, scooters, and similar electric devices.
- **Flammables** – Flammable liquids such as white gas, lighter fluid, lamp oil, gasoline, or paint solvents. Flammable gases such as propane cylinders (empty or full) and butane. Flammable solids such as fireworks, sparklers, tobacco products, e-cigarettes, and excessive cloth or paper hangings on walls or ceilings ($\geq 50\%$), or piles of excessive paper, cardboard or clothing. Personal furnishings not UL-listed for fire resistance, where applicable.
- **Electrical** - Ungrounded (2-prong) extension cords. Tampering with or overloading any electrical wiring, equipment, or cabling that is part of the building's systems. Continuously operating any electrical appliance not specifically designed to do so, or simultaneously operating more appliances than can be safely plugged in at one time. Appliances that exceed 1000 watts, including personal air conditioners. Any appliance not UL-listed, in poor working condition, or deemed unsafe by the Director of Residential Life.
- **Setting of Fires and Alarm Activations** – Intentional or accidental setting of a fire or activation of an alarm by such activities as smoking or cooking, even in approved areas.
- **Interference with Safety Equipment** – Covering, removing the batteries from, or otherwise disabling smoke detectors. Hanging materials (including holiday decorations) from fire sprinklers, smoke detectors, egress lights, or emergency signs. Blocking fire doors open. Improperly discharging fire extinguishers or hoses.
- **Interference with Emergency Egress** - Storing clothing, belongings, trash, or furniture in any way that blocks or props fire doors, hallways, stairwells, or emergency exits. Failure to evacuate when an alarm sounds, or when directed to by College or response personnel.

ALLOWANCES:

- **Cooking** – Microwave ovens of less than 1000 watts, coffee makers, and refrigerators less than 4 cubic feet in capacity are allowed in student rooms; all other cooking must take place in designated kitchens.
- **Electrical** - Grounded (3-prong) extension cords and fused outlet strips are REQUIRED in all student rooms. Electronics such as computers, TVs, stereos, DVD players, and radios; and small appliances such as hair dryers, curling irons, clothing irons, desk fans, and non-halogen lamps are allowed.

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RESIDENCES AND ASSOCIATED RALLY POINTS:

Residence	Rallying Point
Appleton Hall	Main Quad in front of Hubbard Hall
Baxter House	Side lawn between Baxter House/Stowe Hall
Boody-Johnson	Front Lawn of Ashby House
Brunswick Apartments	Brunswick Apartments Quad
Burnett House	Side Parking Lot on Page St.
Chamberlain Hall	Lawn between Chamberlain/Craft Center
Cleveland St. Apartments	Facilities Management driveway
Coleman Hall	Quad in front of H&L Library
Coles Tower	Lawn between Coles and Craft Center
Harpswell Apartments	Watson Arena parking lot
Helmreich House	Helmreich House rear parking lot
Howard House	Lawn behind Ladd House
Howell House	Howell House back parking lot
Hyde Hall	Main Quad in front of Hubbard
MacMillan House	Front lawn of Quinby House
Maine Hall	Entrance to Banister Hall (Chapel)
Mayflower Apartments	On sidewalk in direction of campus
Moore Hall	Coe Quad
Osher Hall	Lawn behind Ladd House
Park Row Apartments 1,2	Parking Lot at Burton-Little
Park Row Apartments 3,4	Chamberlain Parking Lot
Pine Street Apartments	In front of the Pine St. Complex
Quinby House	Front lawn of Quinby House
Reed House	East Parking Lot
Russwurm House	Russwurm House parking lot
Smith House	Back corner of parking lot
Stowe Hall	Lawn behind Ladd House
Stowe Inn	Front parking lot, train track side
West Hall	Lawn behind Ladd House
Winthrop Hall	Lawn in front of Adams Hall
52 Harpswell Street	Lawn on west side, adjacent to the Organic Garden