Mercer University, Student Affairs – Housing & Residence Life Fire Safety

Fire Safety Training, Documentation, & Notification

- Fire Drills are scheduled 2 times per academic year. The first drill is held in the Fall semester (within the first two weeks of students arrival on campus). The second drill is held at the start of the Spring semester (within the first 2 weeks of their return from the holiday break)

- An incident report is created for a fire alarm incident or actual fire occurring in a Mercer residence facility, & entered into the Residence Life Professional Staff Duty Log

- Actual fires must be promptly reported to the Mercer Police Department

- Building staff (both Resident Assistants and Area Coordinators) report fire alarm incidents and actual fires to the Assistant Director of Residence Life, who initiates notification procedures to appropriate university administration officials

Emergencies

- In an emergency situation, dial 2911 from any campus phone for immediate assistance from the Mercer Police Department

- For non-emergencies, dial 301-2970, the Mercer Police administrative line

- In the event of a campus-wide emergency, the Office of Residence Life will serve as the campus command center disseminating information to the entire campus student community

Student Affairs Housing Handbook

Fire Rules & Regulations (excerpts)

6.0 Candles/Incense/Dangerous Materials

6.1 All open flames, embers, and/or fuels are strictly prohibited in the Residence Halls/Apartments/Greek Houses (with the exception of Greek House ritual candles properly stored in ritual closets when not in ceremonial use.).

6.2 Any candles found, regardless of whether they have been burned or not, wick or no wick, will be **confiscated and may be thrown away**. A charge of $50 may be assessed per candle confiscated.
6.3 The burning of incense is not permitted. A charge of $50 may be assessed per incident.

6.4 Possession/storage of combustible materials (lighter fluid, oil, kerosene, charcoal, propane, gasoline, other dangerous chemicals, etc.) or other dangerous substances in the Residence Halls, Apartments, or Greek Houses is prohibited.

18.0 Fire Safety/Equipment

In case of a fire alarm, all students must leave the building immediately. **Students are not to re-enter the building until instructed to do so by the University Housing Staff.**

18.1 The setting of a fire or the activation of a false fire alarm is strictly prohibited. Violators will be subject to disciplinary action and/or criminal charges may be filed.

18.2 Students refusing to vacate in a timely manner, or students returning to the building before they are told to do so may be subject to disciplinary action.

18.3 The mishandling of fire extinguishers is strictly prohibited. The inappropriate discharge of a fire extinguisher will result in a $100 charge plus refilling costs.

18.4 Tampering with fire safety equipment (fire extinguishers, smoke detectors, fire evacuation stickers, fire doors, etc.) will result in a $50 charge and possible further **disciplinary action and/or criminal charges**. This includes covering or disarming smoke detectors.

18.5 Emergency Exits may be used only during emergency evacuations. Any other use may result in a $50 charge.

18.6 Emergency phones & alarms located in the elevators are to be used only in emergencies. Improper use will result in a $50 charge.

18.7 Hanging items from sprinkler heads is strictly prohibited and can result in property damage of which costs would be charged to the responsible individuals.

Choosing to violate the Fire Safety/Equipment policy may result in an immediate Room Change or removal/eviction from the Housing System.

19.0 Fireworks and Explosive Devices

The possession, use, and/or threat of use of fireworks, explosives, ammunition, and/or smoke bombs are prohibited in and around all Housing facilities.

21.0 Grills

The use of electric grills, gas grills, alcohol stoves, hibachis, charcoal grills, deep fryers, smokers, etc. are strictly prohibited in rooms/apartments/houses or in breezeways. Residents wanting to use these types of devices must do so at least **fifteen feet** away from any campus building/structure.
31.0 Permitted & Prohibited Items

Appliances with open heating coils and deep fryers are prohibited.
Space heaters with exposed heating coils are prohibited.
Students should unplug appliances after use.
Use appliances in open areas free from combustible items (paper, curtains, clothes, etc.)

**Permitted Items:**
Microwaves, <15amps
Refrigerators, up to 5 cubic feet
Iron, must use an ironing board
Stereo
TV/VCR/DVD Player/Recorder
Coffee Makers
Hair Dryer
Game Systems/Consoles
Computers/Laptops
Desk Lamps
Crock Pots

**Prohibited Items:**
George Foreman Grills
Electric Heaters
Halogen Lights/Lamps
Toaster or Toaster Oven
Neon Lights
Microwaves, >15amps
Sun Lamps
Chest Freezers
Portable Dish/Clothes Washer
Charcoal or Gas Grills
Waterbed
Permitted Items in Apartments & Greek House Kitchens ONLY:

Sandwich Maker

George Foreman Grills

Toaster Ovens

**Extension cords/Multi-Plug Adapters:**
- Only UL approved three-prong grounded extension cords are permitted
- Only one extension cord may be used per double outlet
- Only one surge protector strip is allowed per double outlet

Rewiring of student rooms by non-university employees is not permitted.

37.0 Smoking
Mercer University prohibits smoking in all campus buildings including the Residence Halls, Apartments, and Greek Houses.
37.1 Smoking is prohibited in all residence hall rooms, apartments, Greek houses and/or common areas. A minimum charge of $50 will be assessed if evidence of smoking is found in a room/apartment or any interior common area/space.
37.2 Smoking is prohibited within fifteen feet of any Mercer owned or managed facility.
37.3 Residents who improperly dispose of cigarette butts will be charged a $25 littering fee.

38.0 Stairwells
Stairwells, hallways, exit ramps, etc. should not be blocked at any time; this includes trash, boxes, bicycles, etc. Persons found loitering on/in the stairwells, hallways, exit ramps, etc. will be asked to move immediately. Stairwells, hallways, exit doors, etc. may not be propped.

Student Affairs Housing Handbook

**Procedures in the Event of Fire**

Your first priority should be to get yourself out of the building safely. If any of the following actions will jeopardize your well being, exit the building promptly and do what you can to aid the situation outside.

During a fire alarm, all occupants of the building should vacate that facility immediately and assume a position that is a substantial distance from the perimeter of the facility. **Failure to vacate a facility with a centralized fire monitoring system is a violation of Mercer University Police and of Federal Law. Violators will be held accountable through the University’s Judicial System.**
If you discover or strongly suspect a fire…

1. In a residence hall, apartment, or other university building, go to the nearest pull box and activate the alarm system if it has not already been activated.

2. Call Mercer Police at (678) 547-6358 and report your name, the fact you are a RA and the area and nature of the fire.

3. If practical, isolate the fire by closing doors in the vicinity.

4. Proceed to evacuate the building according to the building evacuation plan. Quickly knock on residents’ doors to make sure all residents have left the building. Assist any students with disabilities if you are able. (It is also a good idea to ask several other residents to check on any disabled students in case of fire and you’re not there.)

5. Move to the designated area within each residence hall where the staff meets when there is a fire alarm. (Check with your RLC to learn where your area is.) It is important for all staff to know who is available during the crisis and can assist when necessary.

6. When fire fighters arrive, tell them who you are and your title; inform them about the type of fire and its location, and also the possibility of people trapped by the fire. Unless the fire fighters authorize you to assist in any further evacuation area, remain outside with residents until the fire fighters give permission to return to the building.

7. Document the situation in an incident report and submit the report to your RLC immediately.

Note: if you are ever in doubt if something is or is not on fire, pull the alarm. If you see smoke, go ahead and pull the alarm. A minute or two of hesitation could be very costly. Even if the fire appears to be out, it may flare up later and need to be properly disposed. Also always use good judgment in any attempt to extinguish a fire.

When you hear a fire alarm…

1. **Always** assume that it could be a real fire.

2. Call Mercer Police and the professional staff member on-duty.

3. Proceed to the staff designated meeting area and await instructions from the professional staff member or Mercer police.

4. If it is determined to be a false alarm, the alarm will be silenced and Mercer Police, fire fighters or the professional staff member on-duty only will instruct residents when they can return to the building.

5. Assist with crowd control until given instructions to return to the building.

6. Document the situation in an incident report and submit it to your RLC immediately.
If it is an announced fire drill...

1. Do not call Mercer Police or the professional staff member on-duty.

2. Knock on each resident's/suite doors as you leave the floor.

3. As quickly as possible while still being thorough you need to check each room:
   
   a. Knock; identify yourself as Residence Life, and key into each space.

   b. If you find someone take their information, ask them to leave the building, and fill out an incident report after the drill. If you find no one, continue on.

4. If you are an assisting staff member who is not conducting room checks stand near an exit, make sure that everyone is safe distance away from the building, and that no one re-enters the building until the clear signal is given.

Fire Safety Systems for Atlanta Student Housing

Atlanta Campus Housing (Building 2900, 2902, 2904)
Sprinkler Systems in each building
Fire Extinguishers in each kitchen and in common areas
Smoke Detectors in each apartment

Physical Plant Department
On Campus Housing Fire Protection Systems Service Policy:

- Fire sprinkler systems and equipment are tested and checked every 6 months according to NFPA requirements
- Smoke detectors and fire alarms are checked and tested 2 times per year
- Fire extinguishers are checked and serviced on a monthly basis
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