



Health & Safety Basics & Fire Drill

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What are health and safety checks?

Health and safety inspections are when resident advisors go into a living space and confirm that:

- The room is in livable condition
- That there are no maintenance or safety issues
- That fire safety equipment is functioning properly
 - This is also a time to look for potential policy violations in the living space, however, this is NOT the main focus.

What is a room in livable condition.....

Trash should not be overflowing/attracting bugs/pests

The scent of the room should not be intolerable

Old food should not be sitting out to avoid mold and bugs .

Things to check for

AC units not leaking

Lights working properly

Only one mini fridge per room

Window(s) not broken or damaged

Smoke detectors are working

Fire extinguisher is charged

What not to do during checks.....

Touch residents belongings

Take residents belongings

Be nosey in your friends room

Steps of health and safety.....

1

Pick a date with your partner and inform AC

2

Email residents 48 hours in advance

3

Conduct health and safety checks

Health and Safety - Follow up

- If a violation is found, you will need to leave the yellow carbon copy of the health and safety form indicating what was found and how it is to be corrected
 - The white copy is turned in to your supervisor
 - The yellow copy is left in the resident's room
- After you have filled out the form, you will need to submit an incident report.
- Follow up with the students within 24-48 hours. If the student has not corrected the problem you will need to submit another report.

Fire Drill Procedure

- Your supervisor will provide you with the time and date of a fire drill
 - Do NOT share this information with anyone - friends, residents, or any other student!
- Supervisors must approve missing a fire drill
 - You are expected to be in attendance unless you get prior approval
- You will meet with your staff in a disclosed location prior to the drills start
 - Here you will receive a master key for checking rooms



Fire Drill Procedure

- Campus police and safety will inform RAs when the alarm can be pulled.
 - Everyone will have a set time to evacuate the building.
- Once instructed, RAs will reenter the buildings. They will key into their assigned areas, in pairs, to check that all students have left the building.
 - Make sure to check common areas!
- If a student, or policy violation are found, you will document that student or violation
 - Writing an IR
 - Taking the residents ID - Send the resident outside
 - If you need assistance, call your supervisor

Fire Drill Procedure

- After checking the building, exit the building.
 - Assist other floors if need be
 - Communicate via GroupMe when you and your partner are done with your floor.
- Campus safety or the AC will inform you when students are allowed inside the building.
 - You will then proceed to the next area
- You may be asked to follow up with any policy violations within the following days.
 - Check back in with the documented student to ensure that the situation was properly taken care of.

When are Health and Safety Inspections?

1

These occur once a month

2

If there is a break that month, it is usually scheduled for right after the residence halls close.

- Halls close at 6PM so Health and Safety's would take place from 6 to 7 PM

3

If there is no break, Health and Safety's can be conducted any time during the week between 10 AM and 8 PM

- You will receive more information from your AC about the timeframe to complete these in.

Wampler Towers/Stone Village

Wampler Towers:

- 1 stationed at Tower A Stairwell side facing Wampler Towers Lawn
- 1 stationed at Tower A Stairwell facing back practice fields/volleyball court
- 1 stationed at Tower B Stairwell side facing Wampler Towers Lawn
- 1 stationed at Tower B Stairwell facing back practice fields/volleyball court
- 1 stationed at Tower C Stairwell side facing Wampler Towers Lawn
- 1 stationed at Tower C Stairwell facing back practice fields/volleyball court
- 1 stationed at Tower D Stairwell side facing Wampler Towers Lawn
- 1 stationed at Tower D Stairwell facing back practice fields/volleyball court

Meeting Location: Lawn in front of Wampler Towers on Dinkel Ave. side

Stone Village:

- 1 stationed at front of Unit
- 1 stationed at back of Unit

Meeting Location: Stone Village Court Yard or KCC

Parking Lot

Heritage/Wright

Wright & Heritage Halls:

- 2 stationed parking lot side by Learning Commons
- 2 stationed on Heritage parking lot side
- 2 stationed in front of main entrance by Bowman Hall
- 2 stationed on third street side
- 2 stationed in Crimson Cafe Courtyard
- Meeting Location: Parking lot by Carter Center and Learning Commons

2nd Street Apartments

- 1 stationed on the backside of the 2nd street apartments
 - 2-4 stationed directly outside of the building for safety and counting names
- Meeting Area: In front of 2nd street apartments

Dillion/Daleville

Dillon Hall:

- 1 stationed at side of building facing Daleville
- 1 stationed at side facing volleyball court
- 2 stationed at front facing Dinkel Ave.
- 2 stationed at back facing KCC lot

Meeting Location: KCC Parking Lot

Daleville Hall

- 1 stationed at the back area near Blue Ridge Hall
- 1 stationed out front side facing Dinkel Ave.
- 1 stationed on side facing Dillon Hall

Meeting Location: KCC Lot

Important 911 addresses To Know For Fire Drills

- Blue Ridge
449 Dinkel Ave
Daleville
451 Dinkel Ave
- Dillon
461 Dinkel Ave
- Geisert
400 Dinkel Ave

- Wampler Towers
440 Dinkel Ave
- Heritage
401 Dinkel Ave
- Wright
110 Third Street
- Stone Village
424 E. College Street
428 E. College Street
436 E. College Street
440 E. College Street
444 E. College Street



**Thank
You**