

<b>General Order 05-01</b>
<b>Departmental Operational Policies and Procedures</b>
<b>Fire Drill Policy</b>
<b>Effective Date: July, 2005</b>

### Purpose

The purpose of this policy is to provide guidelines for police officers to use when conducting fire drills in the campus academic buildings and resident halls.

### Policy

It is the responsibility of the University Police Department to conduct fire drills in academic buildings and residents halls throughout the year. These drills will be conducted to educate the university community on the proper procedure in exiting campus buildings, should a fire alarm occur. Officers should make every attempt to alert community members they can return to the building.

### Resident Halls

1. Fire drills will be conducted in the First Year Suites, Living Center North, Living Center South, and University Village efficiency units once each month during the academic year, for a total of eight per year.
2. Prior arrangements will be made with residential life staff as to the time and location of each fire drill. The times and days of the week may vary from month to month. Once a drill has been scheduled, the following people will be notified by e-mail:

Dan Wiltse, Kochville Township Fire Inspector at [danw@kochvillefire.com](mailto:danw@kochvillefire.com).

Alan Malesky, Kochville Township Fire Chief at [alanm@kochvillefire.com](mailto:alanm@kochvillefire.com)

Jason Swackhammer, SVSU Webmaster at [jjswack@svsu.edu](mailto:jjswack@svsu.edu)

Steve Hocquard, SVSU Campus Facilities at [shoc@svsu.edu](mailto:shoc@svsu.edu)

3. Prior to conducting the fire drill, police officers/dispatchers will notify the following departments and individuals: Kochville Township Fire Department, Saginaw Central Dispatch, SVSU Campus Facilities, and Protection One Alarm Company.
4. While the drill is being conducted, police officers will monitor the safe movement of residents from the building and check to ensure evacuation has been completed. A report will be submitted after the drill, indicating any challenges or problems surrounding the drill.
5. Police officers should be sensitive to conducting fire drills at a time which would greatly inconvenience a large number of people; example: exam week.

### Academic and Other Campus Buildings

1. Fire drills will be conducted in academic and other buildings on campus on a regular basis. There will be at least one fire drill per month during the fall and winter semester. Other drills may be scheduled throughout the year..
2. Once a fire drill has been scheduled, the following people will be notified by e-mail:
 

Dan Wiltse, Kochville Township Fire Inspector at [danw@kochvillefire.com](mailto:danw@kochvillefire.com)  
 Alan Malesky, Kochville Township Fire Chief at [alanm@kochvillefire.com](mailto:alanm@kochvillefire.com)  
 Jason Swackhammer, SVSU Webmaster at [jjswack1@svsu.edu](mailto:jjswack1@svsu.edu)  
 (Ask Jason to announce drill on university website at least 2 weeks prior)  
 Steve Hocquard, SVSU Campus Facilities at [shoc@svsu.edu](mailto:shoc@svsu.edu)  
 Nick Badalamenti, SVSU Campus Facilities at [badalame@svsu.edu](mailto:badalame@svsu.edu)  
 Ron Trepkowski, SVSU Police at [ret@svsu.edu](mailto:ret@svsu.edu)  
 Marc Strain, SVSU Police at [mes@svsu.edu](mailto:mes@svsu.edu)
3. Prior to conducting the drill, the police officer/dispatcher will notify the following departments and individuals: Kochville Township Fire, Saginaw Central Dispatch, SVSU Campus Facilities, and Protection One Alarm Company.
4. Police officers should pay attention to events scheduled in campus buildings prior to scheduling a drill and adjust the fire drill time and date if it appears the fire drill would cause a major disruption to the mission of the university that day. Such events could be, but are not limited to, sporting events, guest lectures, and high profile activities. University classes and regular activities are in itself not a reason to cancel a fire drill.
  - A. In cases where the fire drill is being conducted in Curtiss Hall and the Ryder Center, police officers shall check with the Conference and Events Center and the Athletic Director's office respectively for an scheduling conflicts.
  - B. The Zahnow Library staff has a cell phone that is taken with them every time they exit the building for a fire alarm. Personnel in the library have asked that if the building is given the all clear, could an officer call the phone and alert patron they can return. The cell phone number is x4242 for dispatch to call, or 964-4242 if calling from another cell phone. You may chose to put this number on the Protection One information sheet.
  - C. Once a drill has been scheduled, it is good practice for officers to make a brief overview of the exterior and interior of the building just before the drill to discover events that were not posted or otherwise unknown. It is the officers discretion to cancel a drill and schedule for a later date.

5. While the drill is being conducted, police officers will monitor the safe movement of staff and guests from the building and check to ensure evacuation has been completed. A report will be submitted after the drill, indicating any challenges or problems surrounding the drill.

**Resident Halls requiring fire drills once a month during academic year and panel location:**

First Year Suites A-G: Basements.  
 Living Center South: Behind front desk.  
 Living Center North: Behind front desk.  
 University Village 420: Inside East entrance.  
 University Village 432: Inside West entrance.  
 University Village 450: Bathroom by entrance.

**Buildings that require fire drills once a calendar year and panel location:**

South Complex A: Inside room 132.  
 South Complex B: Outside room 126.  
 South Complex C: Lobby (small simplex panel).  
 West Complex: Across from C100, no label on door.  
 Fine Arts: Courtyard entrance facing bell tower.  
 Doan Center: West entrance near kitchen.  
 Wickes Hall: Phone room on north side between 3<sup>rd</sup> floor and penthouse.  
 Grounds Shop: None, just a dialer and bell.  
 Pioneer Hall: Bay 110 near overhead door.  
 Brown Hall: Lobby near elevator.  
 Zahnow/Science East and West: Across from Z131 maintenance room in hallway  
 Ryder Center: Northwest entrance behind control desk, also Simplex panel in lobby  
 of fitness center.  
 Bookstore and Student Center: Lobby at Fox/Collings intersection.  
 Founders Hall: Lobby left entrance.  
 Regional Education Center: EA 112, fire command center near west entrance.