



STETSON LAW

Fire Safety Plan and Annual Report

October 1, 2011

Table of Contents

I.	Introduction and Statement of Policy	3
II.	Fire Safety Generally	3
A.	Campus Fire Emergency Management Team	3
B.	Fire Drills	4
C.	Fire Alarm and Fire Fighting Procedures.....	4
E.	Workplace Fire Hazards.....	5
F.	Fire Protection Equipment	6
G.	Housekeeping Procedures	8
H.	Special Rules for Dorm Students	8
III.	Reporting a Fire Emergency	8
IV.	Procedures for Emergency Evacuation and Exit Route Assignments	9
A.	Fire Alarm Evacuation	9
B.	Evacuation of Individuals with Disabilities	10
C.	Campus Evacuation Areas	14
D.	Employee Accounting After Evacuation.....	16
E.	Critical Physical Plant Shut Down Operations before Evacuation	17
V.	Training and Education.....	17
A.	General Fire Prevention Training.....	17
B.	Other Education.....	19
1.	General Campus Fire Safety Tips.....	19
2.	Seasonal Fire Safety Tips	21
VI.	Applicability and Publication of Plan.....	21
VII.	Fire Statistics at the College of Law	22
VIII.	Plan Review, Conclusion, and Customization.....	22
Appendix A:	Emergency Call Boxes.....	23
Appendix B:	Fire Marshals.....	24
Appendix C:	Pull Station Locations	25
Appendix D:	Fire Extinguisher Locations	28
Appendix E:	Smoke Detector Locations.....	33
Appendix F:	Statistics.....	34
Appendix G:	Plan Customization Worksheets	35

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.”¹ As part of our commitment to life safety issues and in accordance with various legal requirements, this Fire Safety Plan and Annual Report (“Plan”) has been developed. This Plan is a cooperative effort of the Offices of Human Resources, Public Safety, and Facilities Management. This Plan provides fire safety emergency information to the College of Law community.

The purpose of this program is to inform interested persons, including employees, about our fire safety plans and to report, on an annual basis, certain required fire statistics to the campus community. 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

The College of Law also publishes an annual Security Report under the Clery Act. The annual Security Report can be accessed by clicking the *Campus Safety* link on the bottom right of the College of Law [internet home page](#) (available at www.law.stetson.edu).

II. Fire Safety Generally

A. Campus Fire Emergency Management Team

A Campus Fire Emergency Management team has been established as part of this Plan, and operates under the leadership and direction of the Vice President and Dean of the College of Law. The following positions are designated members of the Campus Fire Emergency Management Team (the “Team”):

- Public Safety Chief (chair)
- Head of Human Resources
- Director of Facilities Management
- Facilities Supervisor (Tampa)
- Head of Student Life

¹ <http://www.usfa.dhs.gov/citizens/college/>

- Manager of Residential Properties

In addition, it is understood that the Team will collaborate with and seek input from the Facilities Life Safety Committee and Stetson Safety and Wellness Committee. The team is responsible for the following activities:

1. All assist the Public Safety Chief in the development and updating of this Plan for regular and after-hours work conditions.
2. Public Safety immediately notifies the local fire or police departments, and the Director of Facilities Management in the event of a fire affecting an office. (NOTE: all employees and students individually are also to call 911 in the event of a fire emergency.)
3. Assist each department in integrating this Plan with any other general emergency program covering the building occupied.
4. Through the Public Safety Department and the Offices of Human Resources and Student Life, distribute this Plan, which includes procedures for reporting a fire, the location of fire-related safety equipment, and fire evacuation routes, to each employee and student.
5. Conduct drills to acquaint students and employees with fire procedures, and to judge their effectiveness.
6. Through the collaborative effort of the Office of Public Safety and the Office of Facilities Management, satisfy all local fire codes and regulations as specified.
7. Train designated employees² in the use of fire extinguishers.
8. Through the Office of Residential Life, provide to all students living in College-owned dorms, apartments or houses with this Plan, which includes information on fire safety in general, the location of all campus fire pull stations and extinguishers, and information on the inspection process and proper use of all off campus extinguishers in College owned houses and apartments.

B. 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.

C. 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 immediately call “911.” Additionally, the following steps shall be taken:

² Designated employees for this purpose include all Public Safety personnel, all Café employees, all Facilities supervisors and leads, and all HR staff.

1. After calling 911, activate a pull station if available.
2. Contact the Public Safety Department (727) 343-1262 in Gulfport or (727) 420-8868 in Tampa) immediately after calling “911.”
3. If the individual has been trained in proper use of a portable fire extinguisher, and can attempt to extinguish the fire without putting themselves in undue risk, he or she should use the portable fire extinguisher. Please then report the incident to Public Safety.
4. If the fire is large and cannot be contained, you should evacuate.
5. Upon evacuation, close all doors to confine the fire and reduce the oxygen that would fuel the fire. As you evacuate, verbally warn all occupants to evacuate the building.
6. If the fire is large and cannot be contained and no fire alarm pull station exists in the area, you should inform Public Safety who will instruct (via campus PA alert system or by triggering audible fire alarm) all occupants to evacuate the building. Call boxes located in various parts of campus can be used, or you can dial the 24 hour number for Public Safety as follows: Gulfport (727) 343-1262; Tampa (727) 420-8868.
7. If the fire is large and cannot be contained and no fire alarm pull station or PA system exists in the building, you should verbally warn all occupants to evacuate the building as you exit.

The Fire Marshals for each area will determine head counts and forward that information to the Public Safety Chief. You are not to 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 Marshals is described below.

D. Fire Marshals

Fire Marshals are designated employees who, in the event of a campus evacuation, are to attempt to ensure their assigned areas are evacuated. Fire Marshals should never place themselves in danger. If a Fire Marshal encounters any person who needs assistance, he or she will assist in evacuation or seek help to do so. The Fire Marshal, 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 Marshals 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 Marshals is included in Appendix B.

E. Workplace Fire Hazards

It is the College's intent to assure that hazardous accumulations of combustible waste materials are 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 Program 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 may 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. The Office of 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 and cooperate in site inspections.

F. 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 employees.

- Fire extinguishers are located in single-family homes owned by the College of Law and are checked quarterly by Facilities personnel and inspected annually by the licensed fire protection vendor. 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).

Existing fire codes do not require the presence of fire extinguishers in College-owned houses. Nonetheless, extinguishers have been provided. Each occupant of such a dwelling has the following responsibilities:

- Visually inspected on a monthly basis (by occupant)
- Report any damaged or discharged fire extinguisher to the Public Safety Department immediately. Public Safety will notify the Manager of Residential Properties and other appropriate departments.

Rosa apartment occupants who notice a damaged or discharged fire extinguisher should also report that fact to the Public Safety Department. The Public Safety Department will coordinate recertification of these extinguishers (outsourced) on an annual basis. All records on annual extinguisher recertification and replacement will be maintained by the Public Safety Department.

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

Smoke Detectors

Battery operated smoke detectors on campus are located in areas where no smoke detectors are hard wired to the fire panel. For a complete list of battery operated campus smoke detector locations, see Appendix E. The Office of Facilities Management will change the batteries and test all battery operated smoke detectors twice per year.

In addition, all Rosa apartments and College-owned housing 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 Manager of Residential Properties 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 by Electronic Education
- 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 hood 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.

G. Housekeeping Procedures

The Office of 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 the Office of Facilities Management.

H. Special Rules for Dorm Students

Smoking is not permitted inside or within 15 feet of any buildings on campus. This includes, but is not limited to, dorm rooms, residence hall rooms, lounges, hallways, elevators, and rest rooms. In part to reduce fire hazards, dorm students 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. Smoking is also prohibited in all dormitories and the covered walkways leading to them. The full list of suggested and prohibited items is found on the Residential Life [web page for dorm room information](#).

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 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 at (727) 343-1262 for Gulfport or (727) 420-8868 for Tampa. Public Safety will activate the alarm to evacuate the particular 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 situation, 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. Typically, however, 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. Except for the Dean’s Office, Associate Dean of Academic’s Office, Residential Life, and Registrar, upon evacuation, do not lock office doors, 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 Disabilities³

While an "emergency" by its very definition is an unforeseen event, it also usually requires immediate action. Developing an evacuation plan that addresses identifying exits, encourages advance identification of possible areas of refuge, designates assembly points (where all evacuees will meet once they have evacuate 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 in regards to evacuation (i.e. use a wheelchair, cannot walk unassisted, cannot hear alarm, cannot see, etc.). Employees should speak with the Office of Human Resources on this issue. These offices can coordinate with other offices (like Public Safety, Housing, etc...) to develop an individualized plan.

³ 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, available at <http://www.unco.edu/dss/sitemap/emergency.asp>.

- 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 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 (Gulfport at (727) 343-1262 or Tampa at (727) 420-8868, 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.*

4. **Area of Refuge:** An Area of Refuge serves as a temporary haven from the effects of a fire or other emergency. With an evacuation assistant, going to an area of refuge away from obvious danger is another emergency plan option. The evacuation assistant will go to the building evacuation assembly point and notify the on-site emergency personnel of the location of the person with a disability. Emergency personnel will determine if further evacuation is necessary.

The safest Areas of Refuge are typically *stair enclosures* common to high-rise buildings, and *open-air exit balconies*. Other possible Areas of Refuge include *fire-rated corridors or vestibules adjacent to exit stairs and elevator lobbies*. Many campus buildings feature fire-rated corridor construction that may offer safe refuge. The actual appropriateness of any possible Area of Refuge will depend on the nature and location of the emergency situation. Always be flexible in examining options.

Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with the other building occupants using the stairways as a means of egress in an emergency.

While some alarms may be false alarms or an isolated and contained fire, individuals with disabilities should always seek to evacuate.

Suggested Guidelines for Different Types of Disabilities

1. Mobility Impaired (Wheelchair)

Individuals using wheelchairs should **Stay in Place**, or move to an **Area of Refuge** 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.

2. Mobility Impaired (Non-Wheelchair)

Individuals with mobility impairments who are able to 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.

3. Deaf/Hard of Hearing

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.

4. **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 <http://www.nfpa.org/itemDetail.asp?categoryID=824&itemID=20919&URL=Learning/Public%20Education/Safety%20for%20people%20with%20disabilities&cookie%5Ftest=1>
- *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>
- *Workplace Safety for People with Disabilities*, by the National Fire Protection Association and available at <http://www.nfpa.org/assets/files//PDF/Public%20Education/Workplacedisabilities.pdf>
- *Emergency Evacuation Preparedness – Taking Responsibility for Your Safety, A Guide for People with Disabilities and Other Activity Limitations*, by June Isaacson Kailes and the Center for Disability Issues and the Health Professions and available at http://www.cdihp.org/evacuation/emergency_evacuation.pdf
- Emergency preparedness materials from the National Organization on Disability, available at http://www.nod.org/research_publications/emergency_preparedness_materials/
- FEMA webpage on emergency planning for individuals with disabilities or special needs, available at <http://www.fema.gov/plan/prepare/specialplans.shtm>

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, 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 62nd Street South.
- Proceed to accounting area designated by the department supervisor (listed below).

Classroom Building: 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 13th Avenue South.
- Proceed to accounting area designated by the department supervisor (listed below).

Facilities Area: The Facilities area includes Facilities offices, 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 Life Building: The Student Life Building area includes the Student Life offices, Career Development offices, MBA office, 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 15th Avenue South.
- 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, Operations, Registrar, International Programs, 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 15th Avenue South
- 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 and 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, the Associate Vice President for Legal Affairs and Human Resources, Public Safety Coordinator, and the ranking night shift/weekend officer on duty (as applicable) until the Chief's arrival.

Tower Building: The Tower Building area includes Human Resources, Great Hall, Mann Lounge, Residential Life Office, Seminar 202, Seminar 203, Law Review Offices, Communications offices, College Relations offices, and the Chapel. 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, dining and vending machine area, faculty/staff dining room, 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 the Conference and Events Office, Information Technology Office, Elder Law Center, Media Services, Electronic Education, Eleazer Courtroom, 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 south to 15th Avenue South.
- Proceed to the accounting area designated by the department supervisor (listed below).
- Note: The Bookstore is equipped with local smoke detectors but is not networked to the campus fire alarm system, so general alarms may not be heard in this area.

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 as long as 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 – Effective October 2010		
Department	Primary Accounting Place	Alternate Accounting Place
Admissions/Student Financial Planning	Library North Lot	Corner of 61 st St. & 13 th Avenue South
Bookstore	Tennis Courts	Library South Lot
Business Office	Main Lot	Corner of 62 nd St. & 15 th Avenue South
Career Development	Retention pond at 62 nd St./14 th Avenue South	Basketball Courts
Elder Law	Library South Lot	Corner 61 st St. & 15 th Avenue South
College Relations	Basketball Courts	Library North Lot
Communications	Main Parking Lot	Basketball Courts
Conferences & Events	Library South Lot	Main Parking Lot by 15 th Avenue entrance

Associate Dean for Academics	Library South Lot	Corner of 61 st St. & 15 th Ave S.
Facilities	Corner 62 nd St. & 13 th Avenue South	Empty Lot at 6202 14 th Avenue South
Faculty/Faculty Support	Corner 61 st St. & 13 th Avenue South	Clearinghouse Yard
Food Services	Corner 62 nd St. & 13 th Avenue South	Empty lot at 62 nd St. & 14 th Avenue South
International Programs	Basketball Courts	Sandspur Lot
Legal & Human Resources	Library South Lot at Disabled Spots	Tennis Courts
Information Technology/ Electronic Education	Library South Lot	Basketball Courts
Library- Gulfport	Library South Lot	Tree Side of Pond
Library- Tampa	Southeast Corner Parking Area	Northwest Corner Parking Area
Clearinghouse	North Library Lot	South Library Lot
Registrar	Athletic Field next to basketball court	Crosswalk/61 st St. & 15 th Avenue South
Student Life/ Residential Life	Basketball Courts	Sandspur Lot
Tampa Law Center	Dean's Parking Spot	Gate/Doyle Carlton St/Southwest Corner
Public Safety- Gulfport*	Command Post at PSD Office	South 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 program. 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.

Training, to be conducted during orientation for incoming students and thereafter made available online for existing students, and during new hire orientation for staff and online for existing faculty and staff, includes the following elements:

- Introduction to the Plan
- What to do if you discover a fire
- Explanation or demonstration of alarm, if more than one type exists
- How to recognize fire exits
- Evacuation routes
- Assisting employees and students with disabilities and the opportunity for self disclosure
- Measures to contain fire (e.g., closing office doors, windows, etc. in immediate vicinity)
- Head count procedures and the role of supervisors and fire marshals
- Return to building after the "all-clear" signal from emergency officials responding to incident, Public Safety or senior administrators who are authorized by Public Safety

This training will be effectuated by Public Safety via Human Resources for employees and through the collaborative efforts of Public Safety, Residential Life, and Student Life for students. Records acknowledging receipt and understanding of the training will be kept by the applicable office coordinating the training.

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 Marshals
- 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 allowed 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 unless you are with the Dean's Office, Associate Dean of Academic's Office, Residential Life, and Registrar. Emergency personnel may need to access the area you are vacating.
- 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 have to 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.
- Use deep, wide, sturdy ashtrays. Ashtrays should be set on something that is sturdy and hard to ignite.
- It is risky to smoke when you have been drinking or when you are drowsy.
- Do not smoke in bed.
- Soak cigarettes in water before you empty ashtrays into the trash.
- After a party, check furniture and cushions for smoldering butts.

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.
- Don't 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. If you do, do not leave them unattended. Note that 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 of time).
- 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.

2. Seasonal Fire Safety Tips

For additional fire safety tips, see the [tips and seasonal list](#) published by the Florida State Fire Marshal's Office. They have developed a list of seasonal fire safety tips for you and your family.⁴

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 also distributed at new student and new employee orientations, and distributed in hard copy annually on or before October 1 of

⁴ The complete text as well as any updates can be found at <http://www.fldfs.com/sfm/sfmtips.htm>.

each year. 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. Fire Statistics at the College of Law

In accordance with federal reporting requirements, the College of Law, beginning October 1, 2010, includes as part of this report the College of Law's statistics for College-owned property for the following:

- Number of fires and cause of each;
- Number of injuries related to fire that resulted in treatment at a medical facility;
- Number of deaths related to a fire;
- Value of any property damage due to fire; and
- Number of fire drills held in prior calendar year.

See Appendix G. Fire logs are also maintained on each campus.

By October 1, 2012, the statistical report will encompass three years of data and thereafter will be updated annually to include the three prior calendar years as of the time of publication.

VIII. Plan Review, Conclusion, and Customization

The Public Safety Chief has overall responsibility for this program. The Public Safety Chief with the support of the Facilities Life Safety Committee and Safety and Wellness Committee will review and update this Plan as necessary. 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 G to customize this Plan.

Appendix A: Emergency Call Boxes

CONTACTING PUBLIC SAFETY

Gulfport (727) 343-1262 / 24 Hours

Tampa (727) 420-8868 / 24 Hours

The Stetson University College of Law **Public Safety Department (PSD)** staffs both the **Gulfport and Tampa campuses**. The PSD administrative office is located in the main lobby of the College of Law 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

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

Public Safety Officers at the **Tampa Law Center** may be reached at any time by dialing **(727) 420-8868** or by using the emergency call box located at the west entry (near the Smith Courtroom).

***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
Main Parking Lot	Gulfport Campus
Main Lobby of Campus (Public Safety Dept)	Gulfport Campus
Athletic Field Parking Lot	Gulfport Campus
On Campus Laundry Facility	Gulfport Campus
13 th Avenue Parking Lot	Gulfport Campus
Classroom Building – 2 nd Floor	Gulfport Campus
Student Center Resource Room – 2 nd Floor	Gulfport Campus
Bookstore	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 loud noise will sound. Follow the instructions posted inside the box (box is yellow in Gulfport and white in Tampa). Only one person may speak at a time while using this system.

Appendix B: Fire Marshals

Fire Marshals – October 2011 – October 2012	
Gulfport	
Law Library	Evelyn Kouns
Administration Building– 1 st & 2 nd Floors	Derrick Morse & Shannon Edgar
Business Office / Operations / Registrar	Melia Walkowiak
International Programs / “E” Faculty Offices	Velaine Paryzek
Residential Halls	Tracy Rich
Crummer Building 1 st Floor / F & R Courtroom	Peggy Gordon
Crummer Building 2 nd Floor	Janice Strawn
Student Life Building 1 st & 2 nd Floors	Jennifer Maes
Bookstore / Legal Affairs	Becky Evans
Building “H” 2 nd & 3 rd Floors / Law Review / Communications / College Relations / Seminar 202 / Courtroom 203	Patricia Toups
Facilities / Classroom “H”	Zatavia Durden
Information Technology / Electronic Education	Randy Smith
Elder Law / Eleazer Courtroom / Conferences & Events	Darlene Krizen
Human Resources / Café / Coffee Shop / Sebring Courtroom	Thomas Sullivan
Clearinghouse	Ricardo Camacho
Public Safety	Deborah Canning
Tampa Law Center	
1 st Floor	Dina Dilworth
2 nd Floor	Kristina Macys
Tampa 2 nd District Court of Appeal tenants	Amye Robb

Appendix C: Pull Station Locations

Gulfport Locations	Description	Number of Pull Stations
Public Safety		
Next to Reception Window	Inside PSD Office	1
Charles Dana Building		
Information Technology	In Lobby/Reception Area	1
Elder Law	Inside Office Area	1
Information Technology	Inside Chief Technology Officer's Office	1
I.T. Rear Door Area	Near Door	1
Mechanical Room AD-119	Near Exit Door	1
Eleazer Courtroom Rear Area	At Double Doors Leading to C&E & Boneyard	1
1st Floor Stairwell	Inside Stairwell	1
Conferences & Events	By Rear Exit Door	1
Eleazer Courtroom Entry	In Lobby by Front Door	1
Second Floor Near Cages	Across from Stairwell by Windows	1
2 nd Floor Hallway to Tower	In Hallway by Admissions Conference Room	1
Tower Building		
Tower Second Floor Hallway		2
Tower Third Floor Hallway		2
Café		
Faculty and Staff Dining Area	Inside Dining Room	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 1 st & 2 nd Floor	5
Faculty E Offices – 1 st Floor	Next to E-101 & E104	1
Faculty E Offices – 2 nd Floor	Next to E-201 & E-204	1
International Programs	Across hall from International Programs	1
Registrar	Beside Registrar's Office	1
Business Office	In Hallway	1
Business Office	In Hallway	1
Eleanor Naylor Dana Hall		
Administration	Breezeway – 1 st Floor	1
Administration	Front Lobby by Dean's Office – 1 st Floor	1
Administration	2 nd Floor – Next to Office DA-200	1
Faculty Support	2 nd Floor – Inside Faculty Support Area	1

Faculty	2 nd Floor – Inside Faculty Offices DA-224	1
Faculty	2 nd Floor – By Double Doors leading to FMR	1
Faculty Meeting Room	Inside FMR	1
Crummer Faculty Offices Second Floor		
Crummer Faculty Offices	2 nd Floor Next to Front Door	1
Crummer Faculty Offices	2 nd 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 Services	Career Services on Inside; Beside Front Door	1
Student Services	Left Side of Front Door Inside	1
SC201	Right Side of Front Door Inside	1
Courtroom H/Seminar H		
Courtroom H	Inside Front Door to Left	1
Seminar H	Inside Front Door to Right	1
Facilities		
Grounds Building	Inside Office to Left Side of Door	1
Grounds Building	Outside to Left of Office Door	1
Grounds Building	Outside Between 2 nd & 3 rd Overhead Doors	1
HVAC Office	Outside Door to Left	1
Carpentry Shop	Inside Double Doors to Left	1
Storage Area	Inside to Right of Double Doors	1
Paint Shop	Inside Double Doors to Right	1
Facilities Reception	Inside to Right of Door	1
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	
<i>Dorms</i>	
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
<i>Student Life Building</i>	
Floor	Location
first	inside elevator/mechanical room
first	outside Gym
first	inside Gym/main entrance
first	outside men's room
first	inside Student Lounge
second	outside men's room
second	outside Career Development
second	inside Student Life
<i>Building H</i>	
Floor	Location
first	inside elevator mechanical room
first	inside International Programs
first	inside Registrar office
first	inside Business office
first	opposite Public Safety office
second	outside elevator door
second	inside hallway by main entrance
second	outside Law Review office
third	outside elevator door
third	inside exit door by Chapel
roof	in elevator room
<i>Mann Lounge</i>	
Floor	Location

first	inside south wall
Great Hall	
Floor	Location
first	inside west wall
first	inside north east wall
Café	
Floor	Location
first	inside Café lobby
first	inside by pizza oven
first	inside by back door
first	inside dishwashing room
first	in mechanical room behind Café
Coffee Shop	
Floor	Location
first	inside lounge
Faculty/Staff Dining Room	
Floor	Location
first	inside dining room
first	outside HR office
Laundry Facilities	
Floor	Location
first	in hallway by laundry room
first	in laundry room
Facilities	
Floor	Location
first	inside electrical room 101
first	inside break room 102
first	inside reception 104
first	inside paint shop 105
first	instead HVAC shop 106
first	inside carpentry shop 107
first	inside storage 108
first	inside mechanical room 109
first	inside paint room 110
first	inside boiler room 111
first	inside grounds shop 112
Classroom H	
Floor	Location
first	inside east entrance
first	inside north entrance
C&F Courtroom	
Floor	Location
first	inside mechanical room / west side
first	inside courtroom by T.V. recording box
first	inside east side by stairs
Seminar G	
first	inside each seminar room
Crummer Building	

Floor	Location
first	inside elevator mechanical room
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
first	inside electrical room
second	outside Classroom G
second	inside Classroom F/northwest
second	by elevator in breezeway
second	inside faculty office entrance
<i>Between Crummer & Admin Bldgs</i>	
Floor	Location
second	inside Faculty Lounge above Coffee Shop
<i>Administration Building</i>	
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
<i>Dana Building</i>	
Floor	Location
first	inside northwest entrance by I.T.
first	inside Elder Law Center
first	inside electrical room
first	opposite chiller door
first	opposite elevator
first	inside Eleazer Court by Judge's Chamber
first	inside by office AD111
first	inside I.T. by south exit doors
first	inside storage area/hall by Conferences & Events
second	inside northwest entrance on wall
second	inside northeast by stairs
first	inside mechanical/south door
first	inside mechanical/east door
first	inside chiller/mechanical room
first	inside Conferences & Events
<i>Bookstore</i>	
Floor	Location
first	inside on wall by main entrance
first	inside storage room
<i>Cabana</i>	
Floor	Location
first	inside Legal Affairs office
<i>South Chiller Opposite Bookstore</i>	
Floor	Location

first	inside north door
first	inside middle door
first	inside south extension
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
Warehouse	
Floor	Location
first	inside main entrance
first	inside north rear exit door
first	inside paint shop
first	inside parts department shop
first	inside carpenter shop
first	inside break room
Rosa Apartments - Exterior Hallway Locations	
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
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
Boneyard storage area in Old Dana building
Hallway by Boneyard and Conferences & Events offices
Bookstore
Inside Dorms A, B, C, D, F
Inside Rosa Apartments A, B, C
Inside all College- owned auxiliary houses

Appendix F: Statistics

DATA CATEGORIES	2009	2010	2011
Number of fires	2	1	To be reported in 2012 annual report
Cause of each fire (by date)	2/11/09: demolition debris accidentally ignited by cutting torch 5/23/09: Food burned during preparation by vendor in College kitchen	1/22/10 – Fire in air handler motor	To be reported in 2012 annual report
Number of persons who received fire-related injuries that resulted in medical treatment	0	0	To be reported in 2012 annual report
Number of deaths related to fire	0	0	To be reported in 2012 annual report
Value of property damage caused by fire	None	< \$100	To be reported in 2012 annual report

Number of fire drills in prior calendar year (2010): 1

Appendix G: 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 Campus Safety link on the bottom right of College of Law [home page](#) 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](#).

Name: _____	Dorm Room/Address: ⁵ _____
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 have to 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: _____ Notes: _____ _____ _____	Nearest Fire Extinguisher and Pull Station: _____ _____

⁵ NOTE: Dorm evacuation routes are posted inside all campus dorm rooms.



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](#) 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](#).

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 marshal is: _____	I can exit my work location in the following ways: _____
If I have to evacuate for a hurricane, my evacuation location is: _____	If I have to 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](#) 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](#).

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 marshal is: _____	I can exit my work location in the following ways: _____
If I have to evacuate for a hurricane, my evacuation location is: _____	If I have to 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: _____	

