



**Miles College**  
*Office of Student Affairs*  
Housing and Residence Life

## **Fire Evacuation Plan and Procedure**

**Step 1:** In the event of a fire and/or smoke, the Dorm Director is to call **911**.

**Step 2:** Dorm Director will contact Campus Security. (**205-929-1722**)

**Step 3:** Dorm Director will then alert the Director of Housing and the Vice President/Dean of Students. (**Call the Mobile Numbers of both parties.**)

**Step 4:** The Dorm Director, Resident Assistants (RAs), and Fire Captains begin the evacuation process of evacuating all occupants of the Residence Hall through the designated exits.

- Each Dorm Director, RA, and Fire Captain is aware of every Exit from the hall.
- (Fire Captains are additional designated students that aid with Fire Drills and actual Fire Evacuations.)

**Step 5:** The Dorm Director, RAs, and Fire Captains assist Campus Security in getting everyone at least 100 feet away from the building.

- They are also responsible for insuring that students/occupants are not blocking areas that will be vital for the Fire Department and Fire Trucks to navigate to the closest water source.

**Step 6:** Once completely clear of the building, the Dorm Director, RAs, and Fire Captains will start to take a tally/role in order to deduce who is accounted for and check for injuries.

(**Medical Attention will also be sought for those that need it.**) (Reconciliation will be aided by official roles that can be retrieved from another facility/building.)

**Step 7:** All occupants, Directors, RAs, Fire Captains, etc. will then wait for clearance and next instructions from the Fire Department.

### **Numbers**

**Emergency Assistance:** 911

**Miles College Security:** 205-929-1722

**Director of Housing:** 205-929-1455 (Also see mobile number.)

**VP and Dean of Students:** 205-929-1156 (Also see mobile number.)