

204: Building Evacuation Planning

Safety Policy & Procedure Manual <http://oregonstate.edu/fa/manuals/saf/204>

Section 200: Workplace Safety

Revised: 02/26/2004

Purpose

To expedite emergency building evacuations in case of fire, bomb threat, or other emergency condition.

Policy

Each major building should have a standing committee responsible for emergency building evacuation.

Building Manager Responsibility

The **Building Manager** is responsible for establishing this committee and acts as its chair. The **Building Evacuation Committee** is made up of at least one evacuation monitor for each floor of the building. For large buildings, monitors should be designated for each wing or sub-unit of the floor.

When the evacuation alarm (fire alarm) is sounded, monitors will report to their assigned areas and assist people in finding the exits. They will see that all occupants evacuate the building and facilitate the movement of those individuals requiring assistance. The evacuation plan should include a description of where to meet outside the building.

Employee Responsibility

Each building occupant should learn the location and operation of fire alarms and fire extinguishers in the work area. Employees are authorized and have the responsibility to use them in an actual emergency. Each employee should know the location of at least two exits in the building location and be able to find exits in total darkness. Fire doors should never be blocked open. Each building occupant must learn to recognize the evacuation alarm and know how to call the fire department from campus (911).

Persons Needing Assistance

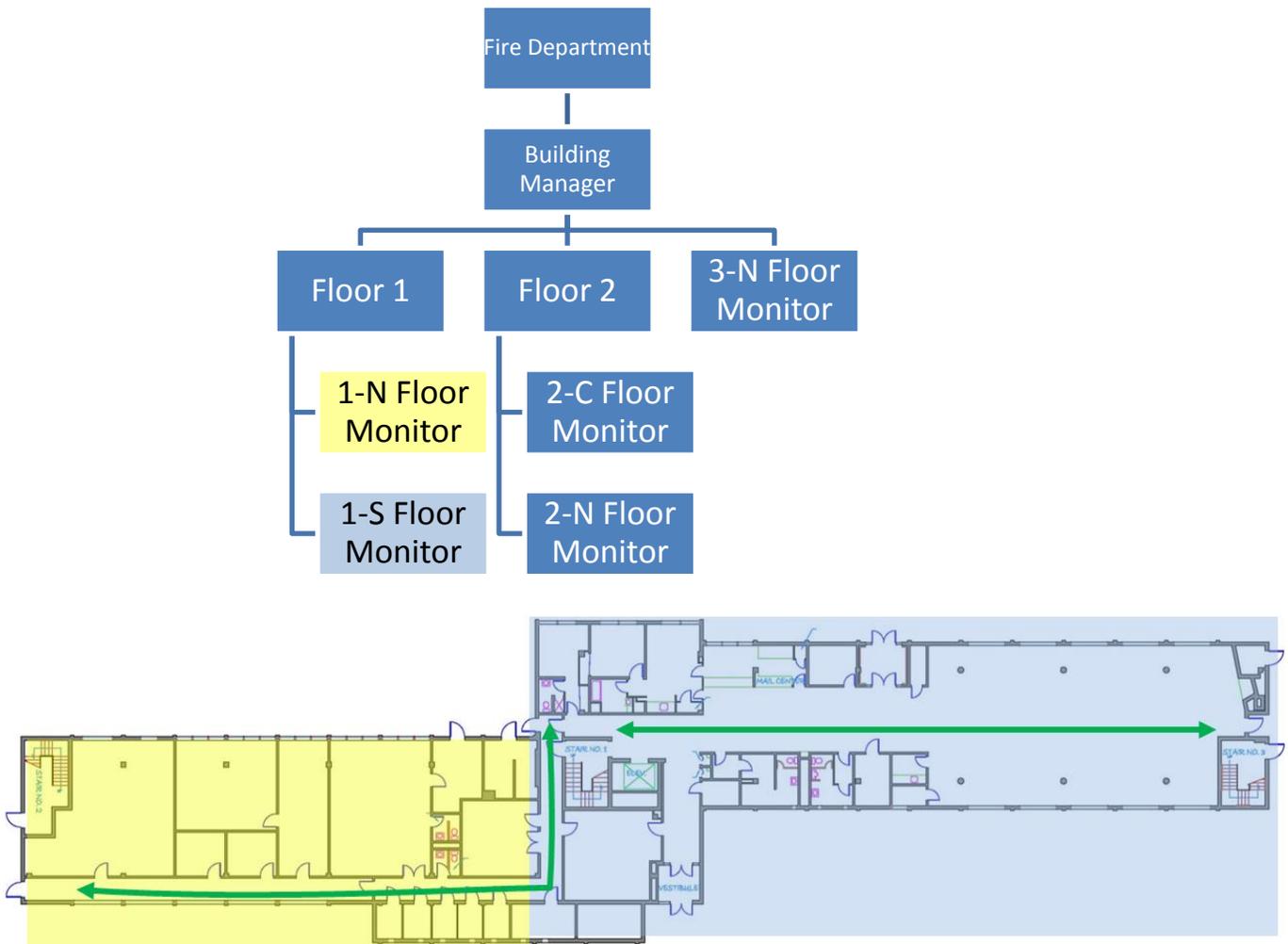
During both evacuation drills and actual emergency evacuations, persons needing assistance should be helped to the nearest fire escape window or stairway door, for their increased protection and to make rescue easier for trained emergency personnel. In no case should such action obstruct the exit ways for others or subject the participants to injury. Monitors should inform emergency responders where (which fire rescue area) persons needing assistance are located.

Fire Alarm Tests

Facilities Services Maintenance is responsible for coordinating annual tests of the fire alarms in buildings. These tests may be combined with building evacuation drills discussed below.

Emergency Evacuation Drill

Evacuation drills train personnel for the actual event, and the regular scheduling of such drills is encouraged. The Building Evacuation Committee plans and monitors evacuation drills in cooperation with EH&S (7-2273).



DUTIES

Building Manager/

1. Take clipboard with check-sheet, building map and cell phone/radio and report to the Evacuation Area
2. Gather accountability status from Floor Monitors
3. Forward accountability information to the Fire Department Incident Commander. Include injuries, etc. Use radio, cell phone or dispatch runner
4. Maintain order at Evacuation Area – provide periodic event updates to personnel
5. When the IC have given the “All Clear,” ensure all personnel at the Evacuation Area are made aware of the message

Floor Monitor

1. Take clipboard with check-sheet, building map and cell phone/radio
2. Conduct “Accountability Check” (negative or positive (depending upon procedure)) within area of responsibility:
 - Sweep designated area (including bathrooms, closed doors, etc.)
 - Notify building occupants to evacuate building
 - Report accountability for area of responsibility to Building Manager
 - Identify if persons needing assistance are still inside building
 - Monitor building access points to prevent re-occupation
3. Report to Evacuation Area and assist Building Manager as necessary

Classroom / Lab Instructors

1. Identify an assembly point 50 feet from the building
2. Direct the class to exit through the nearest safest exit
3. Assign two individuals for each student with disabilities to assist in their safe evacuation from the building
4. Check the classroom/lab area to ensure evacuation is complete prior to exiting the area
5. Once outside, check to see that no one is missing. Report status to a floor monitor or building manager.