Section 1. Responsibilities

A. 1. Overview of Hall Staff

   Resident Director

   Hall Staff Located in Rooms:

   Cauthorn Duty Phone  541-230-4061

1. The plan will be reviewed on a quarterly basis and any necessary revisions will be made as required.

2. Ongoing training.
   a. Hall Staff will receive quarterly orientation to the operations and locations of the fire alarm system, as well as a review of this plan and their roles. Staff will also conduct a quarterly simulation exercise to practice individual roles.
   b. Residents will receive a general orientation to the systems present in the building during the first week of the residents’ arrival. Staff will review evacuation and emergency procedures with residents. Residents will participate in two fire drills each term the building is in use.
   c. Custodial Staff receive a copy of the plan for their review.
   d. Security Staff will receive a copy of the plan for review.
   e. Maintenance Staff, specifically Fire Prevention Officer, will receive a copy of the plan for review and approval.

B. In an emergency, a resident’s primary responsibility is to exit the building quickly and safely. If possible, residents are asked to take safe and appropriate steps to contain the emergency (e.g. closing a door behind them); however, a resident should never take actions that jeopardize their own personal safety. Once residents have exited the building, they must organize at the designated meeting place for Cauthorn Hall (Weatherford and West lawns).

Section 2. Fire Reporting

I. The Hawley/Cauthorn fire prevention equipment notifies Public Safety of the alarm. There is a slight delay between the alarm in the building and the notification.

II. The RD or the staff member on duty should refer to the enunciator panel in the hall lobby for the location of the disturbance.
III. For a supervisory alarm, the RD or staff member on duty should investigate the situation and apprise the Department of Public Safety of the circumstances that led to the alarm.

IV. In the event of an actual fire, it is the primary responsibility of the on duty staff member to direct students away from the building and to interact with emergency personnel when they arrive on the scene.

V. When a resident/staff member notifies 9-1-1 or 541-737-7000 of an emergency by telephone, the following information must be transmitted:

1. Cauthorn Hall: Cross streets are Intramural Way and Sackett Place
2. Location (room number or quadrant) within the building (if known)*
3. Nature of fire or emergency
4. Name and phone number of person making call
5. What (if anything) is being done to contain the fire

Important: Stay on the line until told to hang up!

Comments: Building personnel must be able to give the Public Safety all the information they may need.

*Note: Do not take extra time to gather this information... Safety First!

Section 3. Evacuation
A. Designated Meeting Places: Because the intramural fields are currently under construction, Cauthorn residents and staff will evacuate to the West and Weatherford lawns. Residents who exit from the East door will evacuate to the Weatherford lawn. Residents who exit from the West door will evacuate to the West lawn.
B. Residential staff will make sure residents are leaving the building. (*Do not put your own personal safety at risk in doing this).

1. or staff member (if available) will be on first floor monitoring the fire enunciator panel and waiting for emergency personnel to arrive.
2. One staff member (if available) will meet residents on the West lawn and do a head count. That staff member will report the head count to the RD on duty.
3. One staff member (if available) will meet residents at the Weatherford lawn and do a head count. That staff member will report the head count to the RD on duty.
4. One staff member (if available) will monitor the East entrance to ensure that residents do not try to re-enter the building.
5. One staff member (if available) will monitor the West entrance to ensure that residents do not try to reenter the building.

Students/Staff with Disabilities: A staff member will consult individuals with disabilities (ADA), and we will attempt to meet their evacuation needs. A plan for their evacuation will also be determined for each individual in cooperation with the UHDS and CFD staff and assisting floor residents.
Forty-six INTO students will be residing in Cauthorn this year. Some of these students may have limited English proficiency. This fire plan will be reviewed separately with these students during an INTO orientation meeting.

**Cauthorn Fire Evacuation Plan discussed with students (at all opening floor meetings):**

When you hear the fire alarm sound, please leave the building immediately. However, if you are in your room at the time, make sure to touch your door – if it is hot, then you should stay in your room, open your window, and wait for rescue. If it is safe, proceed to the closest fire escape stairwell on either side of the building. Try to avoid the center stairwell, but do use it if that is the only way to escape the building.

If you exit through the EAST fire escape stairwell, proceed straight ahead until you arrive at the Weatherford lawn. Remain there until a RA or RD instructs you to reenter the building. Do not reenter the building just because the alarm stops ringing.

Should there not be a staff member in the building, please use caution and use the closest available “yellow call box” phone to alert public dispatch to the alarm. Please dial 541-737-7000. These boxes can be found at the entrances to all of the nearby buildings. Alternatively, you can use a telephone at the West Service Center. If you are unsure if someone has contacted public dispatch, please make the telephone call yourself. It is always better for dispatch to have many phone calls, than none.

If you exit through the WEST fire escape stairwell, proceed to the West lawn, and remain there until the RD or an RA instructs you to re-enter the building. Do not reenter the building just because the alarm stops ringing.

Finally, if you exit through the CENTER stairwell (remember to avoid this unless it is necessary), use your judgment to choose whether to evacuate to the East or West side.

**Section 4. Fire Control Procedures**

1. The building staff will contact OSU Public Safety Dispatch. Staff members arriving at the call box outside of the building will contact OSU Public Safety. This is done immediately upon their arrival at the call box.
2. OSU Public Safety contacts all other required departmental and university personnel, and a few that are not required but who like to just know about such things as fire alarms.
3. Utility shut down will need to be accomplished by the fire department; however any staff member will be able to guide them to the location of the utilities. The electrical main is located in the basement, which can be accessed by either the center stair in Cauthorn Hall or from the North fire escape stairs.
4. Staff will directly disseminate information and requests as well as directions to residents.

**SECTION 5. RESETTING THE FIRE PANEL**

1. The enunciator panel is located in the main lobby.
2. The alarm panel should be reset only under the direction of the fire marshal or Joseph Evans.

3. The key for the panel door is located in the main office, in the Evening Duty Box.


5. Press and hold "Reset" until light flashes and holds.

6. Main screen message should return to "Fire Alarm System OSU Cauthorn Hall"

7. Lock panel door and return key to the box.

8. Complete GRF and submit to UHDS administration.

**Section 6. Post Fire Operations**

1. Staff will organize the residents at the Weatherford and West lawns. At that point UHDS staff or Fire Department personnel will be able to inform residents of the condition of the building and when re-entry may occur.

2. Hall staff and designees will perform a security patrol of the affected area to prevent re-occupation of any spaces that are still unsafe.

**Section 7. High Value Items**

1. There is a flat screen television set in the Cauthorn main lounge.

2. There is currently no propane tank for the hall.

**EMERGENCY PROCEDURES FOR HALL STAFF**

- **Always** assume an alarm is real.

- Read and learn the Employee Emergency Procedures Manual, and keep it accessible.

- Participate in all drills and training.

- Know at least two safe exit routes prior to an emergency.

- Take time to familiarize yourself with all fire exits prior to an emergency.

- The first aid kit is kept at the Hall Desk.

**IF YOU ARE THE ONE TO DISCOVER FIRE OR SMOKE:**

1. Contain the fire, if possible, by closing all doors and windows.

2. Alert and remove people in immediate danger.

3. Use the manual pull station located by each stairwell if the alarm has not sounded.

4. Begin evacuation procedures – **Do NOT** use elevator.

5. Stay calm; walk.

6. Once you leave the area **Do NOT** return. Safety First!

7. Notify the Fire Department (9-1-1) or 541-737-7000.

8. Listen for and follow directions of Fire Department personnel or building staff.
9. Once in the stairwells, stay to the right, holding the handrail; and allow others to enter the stairwell. Do NOT block traffic.

If you are in an enclosed office or room when an alarm has sounded:

FIRST FEEL THE DOOR with the BACK of your hand:

A. IF THE DOOR IS WARM:

1. Do NOT open it.
2. Call the Fire Department (9-1-1) or 541-737-7000, notifying them of your exact location.
3. Place a cloth along the bottom of the door to keep smoke out.
4. Close as many doors as possible between you and the fire or smoke.
5. Place a sign on the window for the firefighters to see.
6. Stay calm and wait to be rescued; you will be found.
7. Do NOT break the window.

B. IF THE DOOR IS COOL:

1. Open it cautiously, and be prepared to close it if there is excessive smoke.
2. Proceed to the exit. Stay low, or crawl and keep your eyes closed as much as possible if smoke is present.

If you or anyone in your living group will need assistance evacuating because of sight or hearing impairment, disability, or restricted mobility, notify your RA so they can assign two “assistant monitors” to assist with the evacuation.

Remember to be prepared, get involved, and – if necessary – be willing to help.

IF YOU ARE UNABLE TO USE THE STAIRS BUT CAN MOVE TO THE EXIT:

Move to the exit stairwell. If it is free of smoke, wait inside for Fire Department assistance. If the exit is not free of smoke, return to an enclosed area, such as your room; and use fire survival skills as described below.

If you are waiting in the stairwell, please keep against the right hand wall. Move down a few steps if the landing is crowded so that you don’t block the path of others moving downward.

IF YOU ARE UNABLE TO LEAVE YOUR AREA:

If you are in a situation where you are unable to safely evacuate the building, take action to block off openings that may allow smoke to enter your unit. Use towels or clothing to block openings around doors or vents where smoke might enter. Put a wet cloth over your mouth and nose. Place a signal in the window. The signal can be anything that will call attention to your location. For instance, tie the curtains in a knot. Place something in the window that would appear unusual, and draw attention to your location. If smoke or fire enters your unit, call 9-1-1 or 541-737-7000 to report your location. Stay low to the floor to breathe the best air.
It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside and will hamper rescue efforts below.