SECTION 1. RESPONSIBILITIES

I. Overview of Hall Staff

A. Professional Staff (and others in staff apartments)
   Assistant Resident Director
   Area Complex Director

B. Halsell Hall – Resident Advisor Staff

C. Other Resident Life Staff (living in building)
   Leadership Guru

D. Other Important Numbers
   Oregon State Police  541-737-7000
   Public Safety      541-737-3010
   Hall Duty Cell#    541-230-4077
   Front Desk #       541-713-5113

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

III. On-going Training

A. Hall Staff will receive bi-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 where we will practice our individual roles.

B. Residents receive a general orientation to the systems present in Halsell at the beginning of the academic year. Staff reviews evacuation and emergency procedures on a quarterly basis at floor meetings. Residents also participate in two evacuation drills per term.
C. Custodial Staff will receive a copy of the plan for their review. Contractually they have no role other than to evacuate the building in the event of an emergency.

D. Security staff are provided with a copy of the plan.

E. Maintenance staff is provided a copy of the plan.

IV. In an emergency, residents are asked to, if possible, take safe and appropriate steps to contain the emergency, but their primary responsibility is to exit the building quickly and safely. Once they have arrived outside, they need to form up into floor groups for an accounting by the staff or their designees.

Section 2. Fire Reporting

A. Fire Reporting System

I. The fire prevention equipment in Halsell 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. In the event of a 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.

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

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 fight 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. All residents must leave the building during any evacuation. Fire stairwells are at the South and West ends of hallways. Students should not use the central stairwell for evacuation, except in the event that their normal stairway is unsafe to use. Staff members must also leave the building. As Resident Assistants move toward their nearest exit, they will knock on doors and announce to evacuate the building.

B. Students who need assistance evacuating in an emergency must communicate their needs to staff members. Students who have specific needs for evacuation will work with hall staff to devise and document evacuation plan that will be listed in this section. Listed below will be a list of names, room numbers, and type of evacuation assistance needed.

Specific evacuation needs (as of 11/4/09) in Halsell Hall:
- No students have identified specific evacuation needs
- There are two dogs living in the building that cannot evacuate on their own in the event of a fire. They are located in apartments 117 and 108. Both of these apartments have doors that access the hallway corridor. They also both have gray-colored, metal, external doors opening to the East and North of the building respectively.

C. Upon exiting the building, residents will assemble in the courtyard to the southwest of the building (toward Arnold Dining Center). This will be the primary evacuation gathering area. If for any reason, this location is unsafe, the alternate evacuation gathering area will be across Washington St., in the grass near the scoreboard of the baseball field. Hall staff will work with students outside the building to convene together and communicate information.

D. In an evacuation, staff members will communicate outside of the building. The Resident Director will be in charge of communicating with all staff members and emergency response personnel. If safe, the RD will locate the staff roster and emergency clipboard. If the RD and other Senior UHDS Staff are not on the scene within 3-5 minutes of first alarm, the staff member present who has been on staff the longest (by term) will assume the responsibilities of the RD listed in this section.

SECTION 4. FIRE CONTROL PROCEDURES
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. Notify the Fire Department (9-1-1) or 541-737-7000.
5. Begin evacuation procedures – **Do NOT use elevator.**
6. Stay calm; walk.
7. Once you leave the area **Do NOT return.** Safety First!
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.**

**Comments:** **These procedures will establish the specific responsibilities to ensure that proper fire control procedures are executed during and after an emergency. Hall staff should be aware of surrounding buildings and the impact of the fire on them. This is particularly important in the Residence Halls.**

**SECTION 5. RESETTING OF THE FIRE PANEL**

1. The enunciator panel is located in the main lobby, near the main north door.
2. The alarm panel should be reset only under the direction of the fire marshal or the Fire Prevention Officer.
3. The key for the panel door is located in the main office - in the gray key box.
5. Press and hold "Reset" until light flashes and holds.
6. Main screen message should return to "Fire Alarm System OSU Halsell Hall"
7. Lock panel door and return key to the box.
8. Complete GRF to

**SECTION 6. POST FIRE OPERATIONS**

After the fire is out and the emergency is over, the Hall staff is responsible for security and working with the Building Inspector and Fire Prevention Officer to determine when the building can be safely re-occupied. The RMF Supervisor establishes procedures for returning the building to operational condition and will coordinate actions:

1. When local authorities allow reoccupation of building.
2. Assess damaged area.
3. Return of the building and fire protection systems to normal operation.
4. Debris removal.

SECTION 7. BUILDING EQUIPMENT TESTING

A. Manual Fire Alarm tested twice a term.
B. Both staff and residents will inspect smoke detectors each term to assure proper smoke detection. Testing will include checking to see if light is on.
C. Staff, coupled with RMF, will conduct the tests, and list the devices required. RMF is responsible for assuring tests are properly conducted.

Comments: It is essential to have building FP&P systems inspected and tested periodically as per regulating codes.

SECTION 8. PROVIDE A LIST OF AREAS THAT CONTAIN ITEMS OF HIGH VALUE susceptible to water damage, susceptible materials, assembly rooms, and rooms containing above-average amounts of combustible materials or hazardous materials

Note: Private property should not be included in this section as the University is not responsible for the security of personal belongings.

Comments: Because various materials and equipment react differently to water, smoke, and combustion, it is of great importance that the RMF staff be made aware of such items in order to modify the life/safety systems accordingly.

A.) Propane tanks: Halsell currently does not have a propane tank for a BBQ that is stored within the hall.

SECTION 9. LIST THE UTILITY SHUT-OFF VALVE LOCATIONS, INCLUDING WATER, power, gas, sprinkler system, main, and sectional values. Indicate the location of these valves and any unusual operating techniques. List all locked-out floors and the location (accessible to the Fire Department) of the master keys for them. Several sets of keys should be made available for Fire Department use.
Comments: The listing of valves and main power switches is necessary to enable emergency crews to quickly determine the exact location and any peculiarities that may pertain to them. Reduced floor plans showing locations would be helpful.

A. Main switch to the water sprinklers is located in the main center stairwell. Flip the lever that controls the water to the "Main Drain" - there is one on each floor. (Buxton).

B. All other emergency shut off valves are in the mechanical rooms on the first floor, south wing (Rm. 116).

C. The elevator can only be shut off when the door is open on one of the floors. The key is located at RMF.

SECTION 10. THE FOLLOWING NAMES AND TELEPHONE NUMBERS SHOULD BE LISTED IN THIS PLAN AS WELL AS POSTED ON THE CONTROL ROOM WALL.

A. Building Owner: University Housing & Dining Services

B. Facilities Manager on Call: Notify Public Safety Office at 541-737-3010

C. Service Companies:
   1. Elevator (OSU Facilities Services Elevator Mechanics)
   2. Alarm systems (include monitoring company)

D. Insurance carrier for the building

Comments: Keeping this information current and readily accessible is necessary so that emergency repairs can be expedited.

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. Notify the Fire Department (9-1-1) or 541-737-7000.
5. Begin evacuation procedures – **Do NOT** use elevator.
6. Stay calm; walk.
7. Once you leave the area **Do NOT** return. Safety First!
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), 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 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.

**EXPLOSION**

An explosion can occur from a leaking gas line, gas stove, leaking propane tank, or an explosive device. It may be necessary to partially or fully evacuate the building. Move patients to a safe area and provide care.

Call 9-1-1 immediately and initiate the emergency call list.

If the explosion occurs from an explosive device, establish security of the area until law enforcement arrives.
Most explosions will cause substantial damage to utilities that will then need to be turned off at the main controls. All utilities, gas, electricity, water, and fuel should be checked for damage before returning residents to the facility.

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**BASIC GUIDE FOR FIRE SAFETY CHECKS**

1. **SMOKING**
   - Smoking policy is posted in the facility.
   - Regulations are enforced (designated outside areas).

2. **COMBUSTIBLE STORAGE**
   - Material is stored “neatly”.
   - Material is NOT stored in boiler room, mechanical rooms, or electrical equipment rooms.
   - Waste and trash are removed regularly.
   - All storage items located at least 18” below all sprinkler heads.

3. **OXYGEN**
• Cylinders (both full and empty) are chained and not in direct sunlight when stored outside.
• When in use, cylinders are secure on a stable dolly.
• Caps are on cylinders when not in use.
• “No Smoking” signs are on all doors where oxygen is stored or in use.
• Medical gases shall be stored in areas dedicated to the storage of such gases without other storage or uses. When containers of medical gases in quantities greater than the permit amount are located inside buildings, they shall be in a one-hour exterior room, a one-hour interior room or a gas cabinet in accordance with Uniform Fire Code, Sections 7404.2.1.2, 7404.2.1.3 or 7404.2.1.4.

4. ELECTRICAL

• Extension cords are not used as “permanent” wiring for equipment and **ARE NOT USED IN ADA ROOMS**
• No spliced or frayed cords are used within the facility for any reason.
• “Ganged”, daisy chained, or multiple connections for cords are not in use.
• Proper sized bulbs are used.
• Circuits are not overloaded (panel/wiring excessively warm to touch).
• Emergency power source is operable.
• Adequate clearance (35” minimum) is maintained for access to electric panels.

5. SPRINKLER AND ALARM

• Alarm panel indicates “normal” or does not indicate systems is in “trouble”.
• Fire alarm system is regularly tested and maintained.
• Manual fire pull stations are available in the path of egress and are not hidden from view.
• Smoke detectors are regularly tested and maintained.
• Fire sprinkler inlet and control valves are visible and accessible (36” minimum), not obstructed by storage or other items.
• No storage located within 18” of sprinkler head on a plane across the entire room.
• Spare sprinkler heads and sprinkler head wrench are available.
• Portable fire extinguishers are fully charged and serviced annually.
• Sprinkler systems regularly tested and maintained.

6. CORRIDORS/COMPARTMENTATION

• Corridors/exit ways are free of obstructions.
• Exit doors are plainly marked, are not stuck, locked, or blocked to prevent egress.
• Smoke/fire doors operate properly and are not propped open.
• Hazardous area doors are kept closed and not wedged or prohibited from closing.
• All rooms opening into the corridors latch when closed.
• Evacuation routes are posted throughout the facility.

7. EQUIPMENT

• Range hood and filters are free of grease.
• Range hood suppression system is serviced every six months.
• Heating system filters are clean.
• Dryer lint screens are cleaned frequently, at least once each shift.
• Areas behind dryers (motors, belts, and pulleys) should be thoroughly cleaned as needed.
• Dryer lint screens are free of holes.

8. FLAMMABLE LIQUIDS

• Stored in proper containers and limited amounts.
• “NO SMOKING” signs posted.
• Proper ventilation is provided.
• Located proper distance from open flame.
• Acids and chemicals safely stored.