Fire Plan for Hawley-Buxton Hall  
Revised: September 16th, 2010

SECTION 1. RESPONSIBILITIES

Overview of Hall Staff

– Resident Director, Hawley-Buxton
  Phones:

  1. Dependents of Resident Director:
     None

– Faculty In Residence, Buxton Hall Apt.

  2. Dependants of the Faculty-in-Residence:

Other Hawley-Buxton Hall Resident Assistants

Hall Duty Phone: 541-230-4069

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

Ongoing Training

• Hall Staff members receive quarterly orientation/review of the operations and locations of the fire alarm system, as well as a review of this plan and their roles.

• Staff members conduct – at a minimum – a quarterly simulation exercise where we practice our individual roles.

• Residents receive a general orientation to the systems present in the building early each fall term.

• Staff members review evacuation and emergency procedures on a quarterly basis at section meetings. Residents also participate in two evacuation drills during fall term, one drill during winter term and one drill during spring term.

• A copy of this plan is on the shared computer drive of Residential Life for review.

• In an emergency, residents are asked to take safe and appropriate steps to contain the emergency if possible, but their primary responsibility is to exit the
building quickly and safely. Once they have exited, they should form up into assigned hall sections for an accounting by the staff or their designees.

SECTION 2. FIRE REPORTING

Systems

- Hawley Hall is equipped with an address-finder fire alarm system with an enunciator panel located in the vestibule of the building at the front entrance (facing Sackett Place).

- Buxton Hall is equipped with an address-finder fire alarm system with an enunciator panel located in the vestibule of the building at the front entrance (facing Weatherford Place).

- A main panel is located in the mechanical areas in the basements of Hawley and Buxton. These panels are located via the center stairwells of each individual building, and all staff members are to be oriented as to their location and purpose.

Monitoring/Responding

As a back up to this system, staff is to contact OSU Public Safety (737-7000) in the event of phone-line failure or any undue delay in response from the alarm company.

The primary responsibility for contacting OSU Public Safety Dispatch is in the hands of the duty staff person from 7:00 p.m. to 7:00 a.m. If the alarm sounds between 7:00 a.m. and 7:00 p.m., that responsibility falls on the first staff person to arrive at the enunciator panel. One option for contacting OSU Dispatch is to use the emergency call box located just outside the front entrances of Hawley and Buxton.

Staff will provide the following information to dispatch:

- Name of Hawley-Buxton and any determination as to the exact origin of the alarm.

- Information from the panel about floor, location, and type of alarm (smoke, water flowing, etc)

- Actions being taken to fight the fire and/or evacuate

SECTION 3. EVACUATION

- Each staff member shall be responsible to assist clearing his/her section. This entails knocking on resident doors and announcing loudly, "Fire alarm; everyone out of the building!" as they make their way to the fire escape nearest his/her wing.
Residents residing in Hawley will evacuate and meet on the Weatherford lawn. Buxton resident will evacuate and meet on the Sackett lawn.

If residents are not evacuating appropriately or outside when it is determined who is not present, notify the Fire Department Personnel. Do not reenter the building.

There is a fire escape at the end of each wing. Neither is likely to have any problem of being obstructed during an emergency.

Names and locations of any students with permanent or temporary physical limitations that prevent them from evacuating quickly:

- is blind. He will exit Buxton long wing fire escape. HE will be escorted by a staff member. In the event a staff member or resident is unavailable knows the rout to the fire escape. If he feels he cannot proceed down the stairs he will remain on fire exit platform if he cannot safely move down stairs due to congestion/risk of injury. He has been informed of this plan.

SECTION 4. FIRE CONTROL PROCEDURES

- The Resident Director (RA on Duty or Senior RA in lieu of the RD) will call Public Safety at 541-737-7000 as soon as possible after the alarm sounds. Public Safety will notify RMF if there is a need.

- The Resident Director (RA on Duty or Senior RA in lieu of the RD) will meet the firefighters as they arrive either from Sackett Place or Weatherford Place.

- The Resident Director (RA or Duty, Senior RA or RD on Duty) will shut down facilities if this is so requested by the firefighters.

- The entire staff will have closed doors as they exited the building. However, if some rooms don't get shut, but residents are not allowed back in a timely manner, staff will shut doors after the building is deemed safe.

- The residents are informed of the meeting places at the beginning of the year. Also, the fire evacuation maps located on doors inside each residential room tell where the residents need to go for safety.

- The entire staff will be leaving the building and instructing people where to go as they see lost/confused individuals.

SECTION 5. POST-FIRE OPERATIONS

Most everything in the event of an actual fire is situational. However, if securing locations or removing debris is a concern, the Resident Director and the RMF person
there will work on both long and short-term solutions that are agreeable to both parties.

SECTION 6. BUILDING EQUIPMENT TESTING
A. Listed below are various components of the fire/life safety protection systems in Hawley-Buxton in need of regular testing:

- Automatic sprinkler
- Standpipe systems
- Fire pumps
- Emergency generator
- Pressure regulating valves
- Air handling systems
- Elevator systems
- Fire alarm systems
- Voice alarm (in elevator)
- Smoke detectors
- Heat detectors
- Sprinkler water-flow switch
- Manual pull stations
- Central station-monitor connection
- Hearing impaired fire/life safety devices

B. It is the Hall staff’s responsibility to become familiar with all of the emergency systems in the building.