McNary Hall Emergency Evacuation Plan  
Written: September 17, 2009

SECTION 1. RESPONSIBILITIES

I. Overview of Hall Staff

A. , Resident Director

B. Residential Life Staff

C. Other Important Numbers
   Oregon State Police (emergency)  541-737-7000
   Public Safety (non-emergency)  541-737-3010
   RA On-Duty Cell      541-230-4062
   Front Desk         541-713-5106

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

III. Ongoing 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 McNary 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 is 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

I. Fire Reporting System

A. The fire prevention equipment in McNary notifies Public Safety of the alarm. There is a slight delay between the alarm in the building and the notification.

B. The RD or the staff member on duty should refer to the enunciator panel in the hall lobby for the location of the disturbance.

C. 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.

D. 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. McNary Hall, O.S.U., corner of 11th and Jefferson Streets.
   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. RAs make sure residents are leaving the building. (*Do not put your own personal safety at risk in doing this).
1. One staff member (if available) should meet residents near the corner of 11th and Adams.
2. Another staff member (if available) should meet residents in front of Callahan Hall (Jefferson Street entrance).
3. RD or staff member (if available) will be on first floor monitoring the fire enunciator panel and waiting for emergency personnel to arrive.

Students who may need assistance getting out of the building

4. A staff member will consult individuals with disabilities (ADA) and their evacuation needs will be met. A plan for their evacuation will also be determined for each individual in cooperation with the staff and assisting floor residents.

5. Resident Director, has a motorized scooter and lives on the first floor in RD apartment.

Evacuation Plan posted for students:

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 WEST fire escape stairwell, proceed straight ahead until you are in front of Callahan Hall. Remain there until a RA or RD instructs you to reenter the building. Do not reenter the building just because the alarm stops ringing.

If you exit through the EAST fire escape stairwell, turn right and walk on the sidewalk until you reach the bushes near the entrance to the McNary parking lot. Remain there until a RA or RD instructs you to reenter 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 join the people on the east or west side, but do join one of the groups.
**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 (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. RESETTIMG OFF 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 Fire Prevention Officer.
3. The key for the panel door is located in the McNary Staff Office (formerly the “Front Desk”) Evening Duty (ED) Box with the master keys UNLESS the RA on Duty is carrying the duty ring with him/her on his/her rounds for that evening.
5. Press and hold "Reset" until light flashes and holds.
6. Main screen message should return to "Fire Alarm System OSU McNary Hall."
7. Lock panel door and return key to the box.
8. Complete GRF to UHDS Administration.

**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 when local authorities allow reoccupation of building:

1. Assessment of damaged area.
2. Return of the building and fire protection systems to normal operation.
3. Debris removal.

SECTION 7. BUILDING EQUIPMENT TESTING

A. Manual Fire Alarm tested twice per 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.

A. McNary Hall barbeques are kept in the former trash chute room (127) on the north side of the building, near the door to the UHC classroom. This includes at least one tank of propane, and possibly several tanks, depending on the number of barbeques stored there.
   1) These barbeques and propane tanks are only to be used by UHDS staff, or by residents under constant staff supervision.
   2) Staff should be given training on safe operation of barbeques and propane tanks.
   3) Checkout procedure will be as follows:
      - Resident must provide valid OSU student ID to staff member on duty, to be returned upon safe return of equipment.
- Resident must also provide phone number and room number and sign a checkout sheet (to be kept in the ED box).
- At least one staff member must remain with the equipment at all times; the propane tank(s) should only be turned on and off by a staff member. If possible, resident should make prior arrangements with a staff member to ensure that he or she will be available to assist them.
- Resident is responsible for a reasonable degree of cleanliness (as determined by a staff member); staff member should monitor amount of gas remaining in tanks and notify appropriate authorities if level is low.

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.

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 in the gray box in the Staff office.
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 in the second drawer of the desk at the Hall Office, next to the ED box.

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 (911) 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 (911), 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:

Physical handicaps or fire conditions in the exit may prevent you from evacuating. In this instance, 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 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.

If you use a wheelchair for mobility, the best practice is to have two persons who can assist you. When an alarm sounds, and after the traffic in the stairway has cleared, the two assistants should wait with you in the stairwell, attempting not to block the exit way. If conditions in the stairwell become threatening, the assistants should carry you to a floor below the fire. If you do not have assistants to help you, your best practice may be to wait in your apartment or office to close yourself off from smoke. If the conditions in your apartment or office are threatening, you should attempt to get into the exit stairwell and wait for the Fire Department to assist you. Hall staff must attempt to account for everyone in the pre-arranged meeting areas. If those individuals requiring evacuation assistance were missed or were not found do not return to the building, inform the Fire Department.

For questions about fire evacuation or fire prevention, contact your Fire Department.

EXPLOSION

An explosion can occur from a leaking gas line, gas stove or 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 541-737-7000 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.

**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 connection 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 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.