Fire Plan for the Weatherford Residential College
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SECTION 1. RESPONSIBILITIES

Overview of Hall Staff

– Resident Director, Weatherford Hall

Other residents of apartment:
There are eight resident advisors in Weatherford Hall.

Weatherford Academic Partner in Residence (APR)

Other Weatherford: Hall Duty Phone 541-230-4066

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
- Weatherford Hall is equipped with an address-finder fire alarm system with an enunciator panel located in the vestibule of the building at the northeast entrance, across from Bing’s Café in the AB wing (facing the MU).

- A main panel is located in the mechanical areas in the basement. This panel is located via the center stairwell, and all staff members are to be oriented as to its location and purpose.

**Monitoring/Responding**

- As a back up to this system, staff is to contact OSU Public Safety (541-737-7000) 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 is in the hands of the duty staff person from 7:00 p.m. to 8:00 a.m. If the alarm sounds between 8:00 a.m. and 7:00 p.m., that responsibility falls on the first staff person to arrive at the enunciator panel. Usually the person working in the Service Center will be the first point of contact. One option for contacting OSP is to use the emergency call box located just outside the northeast entrance of the building.

**Staff will provide the following information to dispatch:**

- Name of Weatherford Hall 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. The RAs for the respective residents in the rooms listed below will help ensure that those residents are assisted in quickly evacuating the building. If those RAs are unavailable, the responding RAs will double check that these residents are present and accounted for at the pre-assigned meeting place (Dixon).

- If residents are not evacuating appropriately or outside when it is determined who is not present, then it will be the judgment of the Resident Director as to if and when a staff member is sent up to a floor or section that did not get properly cleared. This may only be appropriate if the fire issue is identified as not life-threatening (i.e. burnt popcorn, vandalism to fire system, etc.)

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

- List of residents who are on our ADA list and/or who may otherwise require assistance to evacuate in case of a fire:
SECTION 4. FIRE CONTROL PROCEDURES

- The Resident Director (RA on Duty in lieu of RD) will call Public Safety at 541-737-7000 or (9-1-1) as soon as possible after the alarm sounds. Public Safety will notify RMF if there is a need.

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

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

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

- The residents are informed of the meeting place at the beginning of the year (Right in front of Dixon Recreation). Employees of Bing’s Café will also be informed of where to go in case of an alarm (to the corner of the MU on Jefferson and 26th).

- 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 who responds will work on both long and short-term solutions that are agreeable to both parties.

SECTION 6. BUILDING EQUIPMENT TESTING

- Listed below are various components of the fire/life safety protection systems in Weatherford 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

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

- When a drill is performed the Resident Director will contact Public Safety at 541-737-3010 informing them that a drill is going to take place and a call will be place when the drill is complete. To activate the drill on the panel the Resident Director will pull the fire alarm near the SVC.