Azalea House Emergency Evacuation Plan

Section 1. Responsibilities

I. Cooperative Staff
   A. UHDS Fire Prevention Officer works together with Azalea House to establish an emergency operations plan for the house.
      1. Cooperative Director
      2. CD Cell
         CD phone:
      3. Assistant/Vice President:
      4. House phone:
      5. VP cell number:

      This plan will be kept up-to-date and by the current CD and VP of Azalea House. They will review this plan before the fire drills required per term. Also, they will review and clarify any unclear situations as soon as possible and revise it in the plan.

   B. Ongoing emergency training program
      1. During New Student Week, the Executive Council has a meeting with new and old members in the sleeping porch. Every resident lies on their bed and the VP goes through proper procedure of evacuation in case of an emergency. Then the VP conducts a practice fire drill without using the fire alarm.

II. Responsibilities of the residents in an emergency
   A. Discovery of a fire
      1. Pull the nearest fire alarm and evacuate the house.
   B. Once the fire alarm sounds
      1. Close all windows and doors of the room the resident is in. If the resident should pass an open window or door, close it.
      2. If the resident is not in their study room, s/he may NOT go back “to get something” or close the windows and/or the door.
      3. If the residents are in the sleeping porch, the first person to get to the exit door will hold the door open until all the others have exited. Once they all have evacuated, that person will then close the door and all windows.
      4. The first two persons down the escape shall stay and assist everyone else down the stairs.
      5. If a resident passes rooms 1, 2 or the CD’s apartment, knock on the door.

Section 2. Fire Reporting

I. Manual fire reporting system
   1. Contact 911 or 541-737-7000 once a fire is suspected
2. Share information with VP

A. Fire Alarm Locations
   1. First Floor-opposite the front stairs
   2. Second Floor-opposite the telephone booths by the bathroom, one by Room 17, and another by Room 3.

B. Notifying 9-1-1
   1. Address: 1050 SW Madison Ave. and the cross street is 11th.
   2. Which floor the fire is coming from
   3. Location (room number or quadrant) within building (if uncertain, do not take extra time to gather info; safety first.)
   4. Nature of fire or emergency
   5. Caller’s name and phone number
   6. What (if anything) is being done to fight the fire
   7. Stay on the line until told to hang up!

Section 3. Evacuation

I. Assignment within the house
   A. The VP and the CD
      1. The VP will check downstairs
      2. The CD will check upstairs
   B. If the VP and/or CD is not in the house
      1. The highest ranking Executive Member shall give house check orders
   C. Non-ambulatory evacuation
      1. During move-in, an emergency contact card is to be completed. One copy filed with the service center and the other with the CD.
      2. It is the responsibility for a girl with (a) medical problems to notify University Housing and/or the CD, so we are aware of providing extra assistance if so desired by the girl.
   D. Routes and direction to safe area(s) outside of building
      1. Line up by room number with Room 01 to the North on the grassy area between Madison and Monroe.
      2. Count off by saying your room number and girl or girls who is missing; if a girl is missing, state where she is (if known).
      3. Then crouch down so the VP knows who has been accounted for.

Section 4. Fire Control Procedures

I. Procedure after fire alarm sounds

   A. Depending on the severity of the fire
      1. The Azalea House Phone or Avery Lodge
      2. The VP will call 9-1-1 or 541-737-7000; if not present, the CD; if both seem to be gone, any executive member may call (in ranking order).
3. All girls close doors and windows if possible on their way out of the house; Safety first.
4. The VP and CD will meet arriving firefighters at door(s) outside.
5. The VP shall shut down utilities (if requested by firefighters).
6. The VP will announce meeting areas outside of the house.

**Section 5. Post Fire Operations**

I. Procedures

   A. Safety for reentering the building and operational condition
      1. Determined by Building Inspector and Fire Prevention Bureau
      2. The RMF supervisor establishes procedures for returning the building to operational condition and will coordinate actions.
      3. Debris removal

**Section 6. Building Equipment Testing**

I. Fire Alarm Systems
   A. Voice Alarm
      1. The VP will yell, “Exit, quickly and quietly, follow procedures.”
   B. Smoke Detectors
      1. First Floor:
         -Entry of CD apartment
         -CD bedroom
         -Living room
         -House entryway
         -Guest room
      2. Second Floor:
         -Two in the hallways
         -Sleeping porch
   C. Manual Pull Stations
      1. First Floor:
         -Entryway by the mailboxes
      2. Second Floor:
         -By the bathroom, across the telephone booths
         -By Room 17
         -By Room 3

II. Test Sequence provided by UHDS Fire Prevention Officer
   A. Required Measurements
   B. Record-keeping method for periodic testing of building’s SIC

III. Test Conductor
A. Fire Prevention Officer
   1. Devices required for test(s) will be requested by the Fire Prevention Officer, if not provided.

Section 7. Items of High Value

I. Areas in the Azalea House
   A. Mechanical room
   B. Fireplace in the Living Room
   C. The Kitchen

Section 8. Shut-off Valve Locations

I. Inside Azalea House
   A.

II. Outside Azalea House
   A.

Section 9. Important Phone Numbers

I. Building Owner (UHDS)
II. Facilities Supervisor (RMF Maintenance Supervisor)
III. UHDS Fire Prevention Officer