Callahan Hall
EMERGENCY EVACUATION PLAN
2010-2011

Resident Director:

Hall Staff:
Hall Front Desk  541.713.5102
Hall Duty Phone  541.230.4073

Resident Assistants

Get to know your Building

Callahan Hall has five floors of residential rooms. The floors are divided up into two wings (East and West Wings). In each wing, there are two (2) pull stations and one (1) fire extinguisher. Both pull stations are located on the same side of the hallway. The fire extinguisher is located at the end of each hallway near the fire escape doors.

Every residential room in Callahan is equipped with a battery powered smoke detector. These detectors will sound if smoke is present in the room. These detectors are not linked on a universal system. If one should sound, the standard pull station will need to be activated.

Pull stations will be reset once the fire department has extinguished the fire or have given permission for residents to re-enter. The pull station will be reset by the University Housing & Dining Services Fire Prevention Officer or the Residence Hall Director.

Consider the Occupants and the Building Use

Callahan Hall is home to approximately 350 residents. Floors 2-6 are residential floors. The main floor has the Resident Director apartment (which houses 3 persons, two adults and one child under two years of age). In the case of an emergency, his room is in the very back of the apartment.

Callahan is able to house hearing impaired individuals. These people will need to be given special attention by a staff member once a fire alarm is activated.

SECTION 1. RESPONSIBILITIES

1. Plan Update: The Callahan Hall Evacuation plan will be reviewed by the staff after each evacuation that occurs. This review will consist of things that went well and things that did not. After the review, changes will be made to the evacuation plan to ensure for a quick and safe evacuation.

2. Training Program:
   a. Resident Director: The Resident Director will be responsible for updating the fire safety plan annually with input from the UHDS Fire Prevention Officer. The Resident Director will be responsible for training all hall staff and reviewing the fire safety plan before fire drills and after unplanned alarms.
   b. Hall Staff: Callahan Hall Staff will review the evacuation plan at the beginning of every month. At that time, everyone will be given a specific duty to perform in the event of an evacuation. Staff will also be refreshed on how the fire system works and who to contact in the event of an alarm.
c. **Residents**: Residents will be given information on how to evacuate the building in the event of an alarm. Staff member will hold safety workshops to help residents understand more the seriousness of such evacuations. Residents will also be educated on where to find both the pull stations and the fire extinguishers.

d. **Custodial cleaning staff**: Custodial staff will be informed on how to evacuate the building as well as utilizing a pull station. Custodial staff will also assist the building staff by informing them if there are any potential hazards in the building.

e. **Security Staff**: Security Staff will be trained through the university's campus safety program. Callahan Hall will not assist in this training.

f. **Maintenance staff**: Maintenance staff has been educated on Callahan Hall Fire system. They are encouraged to communicate with the staff if there are any potential fire hazards in the building.

3. **Resident Responsibility**:

   Residents are required to evacuate the building through the use of the fire escapes. Residents are not to use the main stairwell due to poor ventilation systems. Students should only use the central stairwell if it is the closest safe exit to use.

   Residents are required to activate a pull station if a fire is evident. They will then need to inform a staff member once they have evacuated the building.

**SECTION 2. FIRE REPORTING**

1. **Callahan has is linked to an Automatic Alert System.**
   a. Callahan Hall has several pull stations located throughout the building. Should a fire occur, residents are taught to pull a station and evacuate.
   b. Staff members are to look for activated pull stations as they leave the building. They will then report that information to the fire department.
   c. The Callahan Resident Director will assist the fire department in assessing the situation. This person will have a good understanding of the hall and its fire system.
   d. The Callahan Resident Director will be the primary person to call for response. If the Resident Director is not available, the staff have ranked themselves and understand who is next in charge, that person will be responsible for calling the RD on duty.

2. **Information to provide to the Fire Department.**
   a. Correct building address and cross streets: Callahan Hall, 1420 SW Jefferson Avenue
   b. Floor number (Where the fire is located)
   c. Location (room number or quadrant) within the building (if known)*
   d. Nature of fire or emergency
   e. Name and phone number of person making call
   f. What (if anything) is being done to fight the fire

**Important**: Stay on the line until told to hang up!
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.

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.

Callahan Fire 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 EAST fire escape stairwell, proceed straight ahead until you are in front of McNary Hall. Come around to the south side of the building and find your RA. 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 WEST fire escape stairwell, turn right and walk on the sidewalk until you reach the bushes near the entrance to the staff parking lot. Come around to the south side of the building and find your RA. 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), exit to the south side of the building near the parking lot and find your RA or other members of your floor. You should be all the way along the sidewalk, standing clear of the fire hydrant and the roadway.

SECTION 4. FIRE CONTROL PROCEDURES

Describe who, when, where, and how assigned individuals will:

1. Call 9-1-1 (UHDS Fire Prevention Officer)
2. Notify the Public Safety, RMF (Facilities) supervisor and/or the Safety & Inspection Coordinator. (University Public Safety)
3. Close doors if possible on your way out of the building. (All Staff)
4. Meet arriving firefighters at door(s), outside. (Hall Director or Fire Prevention Officer)
5. Shut down utilities (if requested by firefighters). (RMF Staff or Fire Prevention Officer)
6. Secure resident room areas if possible… Safety First! (All Staff)
7. Inform residents of meeting areas outside of the building. (All Staff)

SECTION 5. 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 Office 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. Security of any damaged area.
3. Return of the building and fire protection systems to normal operation
4. Debris removal

SECTION 6. BUILDING EQUIPMENT TESTING

A. The following is a list of systems in a typical building. Please list all of the information referred to in this section for each system in your building.

1. Automatic sprinkler
2. Standpipe systems
3. Fire pumps
4. Emergency generator
5. Pressure regulating valves
6. Air handling systems
7. Elevator systems (Include procedures for fire service operations)
8. Fire alarm systems
   a. Voice alarm
   b. Smoke detector
   c. Heat detector
   d. Sprinkler water-flow switch
   e. Manual pull stations
   f. Central station monitor connection
   g. 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. A copy of FP&P systems’ manuals should be placed in an emergency box or location, which is accessible to Fire Department personnel.

C. This section should describe the test sequence, required measurements, and record-keeping method for the periodic testing of the building’s FP&P equipment. Information is available from the UHDS Fire Prevention & Protection specialist.

D. Keeping in mind the requirement to test fire systems quarterly, and establish the frequency of the tests. Describe procedures to shut down and start up the systems. Include any cautions or warnings vital to protecting the equipment from damage of disruption to itself or other interconnected systems. (This situation might occur, for example, if certain steps were taken out of order, etc.)

E. Identify who will conduct the tests, and list the devices required. Indicate who 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.

CALLAHAN HALL
- Fire Alarm Panel on 1st Floor Mechanical Room
- Fire Alarm Breaker Panel in Main Lobby
- Sprinkler Valve Shut Off in Trash Room
- Fire Alarm Panel Key CAT-45
- Fire Alarm Breaker Panel Key CAT-45
WATER MAIN SHUT-OFF
- Main mech. rm.

ELECTRICAL POWER SHUT-OFF
- Elect. rm. McNary Hall

SECTION 9. 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 (RMF Maintenance Supervisor)
C. UHDS Fire Prevention Officer
D. Service Companies:
   1. Elevator (OSU Facilities Services Elevator Mechanics)
   2. Alarm systems monitored by OSU Public Safety Dispatch (Where applicable)
   3. Sprinkler systems monitored by OSU Public Safety Dispatch (Where applicable)
   4. Air systems (RMF)
   5. Communications (RMF)
   6. Glass contractor (RMF)
   7. General contractor (RMF)

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 routes prior to an emergency.
- Take time to familiarize yourself with all fire exits prior to an emergency.

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 elevators.
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:**

**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 office 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 smoke, wait inside for Fire Department assistance. If the exit is not free of smoke, return to an enclosed area, such as your apartment; and use fire survival skills as described below.

If you are waiting in the stairwell, please keep against the 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 which may allow smoke to enter your unit. Use towels or clothing to block openings around doors for 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.

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.

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 inches 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.
   - Medial gases should 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 or any reason.
   - “Ganged”, daisy chained, or multiple connection 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 inches minimum) is maintained for access to electric panels.

5. SPRINKLER AND ALARM
   - Alarm panels indicate “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 inches minimum), not obstructed by storage or other items.
• No storage located within 18 inches 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.
• Sick rooms (COOPs) and all other 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.
• Air conditioning and 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/GASES

1) General use/storage
• 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.

2) Propane/Barbeque use/storage

1) The barbeque is to be stored in the old trash room, located in room 129. The door to this room is located next to the west entrance into Callahan on the exterior of the building. This room is equipped with fire sprinklers.
2) Make sure that the tank is in good order
   a. See that the hoses are clean
   b. Make sure that the grill is clean
3) Make sure that the tank valve is closed and explain to the student checking out the tank, how to use it.
4) When hooking the tank up to the barbeque, make sure that the bottom hose is attached to the tank.
5) Make sure that the tank valve is open
6) Turn on the burner while using the starter to get the barbeque to light
7) If the burner is not lighting and you can smell gas, immediately turn the gas off to the burner and let it air out for a while and try later to light it again
8) If the burner will not light, then get assistance

3) Barbeque/Propane Tank Check-in Procedures

1) Make sure that the valve on the tank is closed
2) Make sure that the hoses are in good order
3) Make sure that the grill and barbeque is cleaned