SECTION 1. RESPONSIBILITIES

I. Overview of Hall Staff
   
   A. Professional Staff

   B. Residential Life Staff

   C. Other Important Numbers

      O.S.P. 541-737-7000
      Public Safety 541-737-3010
      Hall Duty Phone# 541-230-4071
      RHD Cell #1 541-740-6841
      Front Desk # 541-713-5104

II. Individuals Needing Assistants and Updates

   A. THE FOLLOWING STUDENTS NEED ASSISTANCE IN EVACUATION
      i. No Students at this time require assistance in evacuation (September 16, 2010)

   B. When students disclose a temporary or permanent condition that limits their ability to evacuate the building quickly in an emergency, this section will identify them, their room number, and a plan for evacuation if need.

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

III. On going Training

   A. Hall Staff will receive 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 Finley 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 fall term and one every term thereafter (excluding summer).

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 and wing groups for an accounting by the staff or their designees.

Section 2. Fire Reporting

A. Auto-Dialing Fire Reporting System

I. Finley is a seven-story building with a fully addressable fire detection system. Each floor, including the basement, is equipped with multiple pull stations. In the event of a fire, a pull station should be activated. When the alarm sounds, emergency services will be automatically contacted. Other staff members are posted at building entrances to insure that no one re-enters the building, and to provide crowd control at the evacuation area. The primary evacuation area is the south side of Finley Hall.

II. Resetting the fire panel:
   a. To reset the alarm, press the ALARM, TROUBLE, or SUPERVISORY button (whichever is flashing) until the LED light stops flashing and remains solid.
   b. Next, press the ALARM SILENCE button. It may take up to 60 seconds to silence all the alarms.
   c. Once the alarms are silenced, press the RESET button. Wait for the screen to clear all alarm information and return to the main screen.
   d. It is now safe to allow residents back into the building, pending Fire Department and/or Operations & Facilities staff approval.

III. In the event of an emergency, it is the primary responsibility of the on duty staff member from 1900 – 0700 (7:00 pm to 7:00 am) to contact OSU Public Safety (541-737-7000 or 911). This staff member will use either call boxes located on the South side of the building facing Arnold Dining Center or the Duty Cell Phone.

IV. 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. Finley Hall, Oregon State University: Washington Street – off of 15th. Physical Address is : 2100 SW May Way
2. Location (nearest room number) 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 Fire Department all the information they may need. *Note: Do not take extra time to gather this information... Safety First!

SECTION 3. EVACUATION

A. Each member of the residential life staff will evacuate to their nearest exit. Staff will knock on doors and announce instructions to evacuate. It is the responsibility of residents to evacuate immediately when alarm sounds (*Staff and residents should not put their own safety at risk to attempt to notify others of the need to evacuate).

B. Once the floor wings have been cleared the staff or assistants gather their groups in the area to the south of Finley Hall and to the east of the Arnold Dining Center. NOTE: During construction of the new Living-Learning Community on the Southside, there is less room for quick evacuation to the southeast, therefore staff should inform students to gather on the South end of the 1st floor parking garage. Once there, assessments are made as to the injuries and whether or not there are still people in the building. This information is reported via runner to the Resident Director who will be in the backside of Finley Hall. Once the runner reports, they will return to their group to communicate any directions that they may have been given.

C. Staff members (when present) should attend each of the East and West exits, assisting residents in where they should gather (south side of Finley Hall, moving towards Arnold Dining Center).

D. Staff members should communicate to students congregating in the Parking Structure and alternative locations.

E. Professional staff responding will meet with Staff on the south side of Finley Hall to communicate with fire personnel and with staff and students. In the event that no staff member is present, the student staff member present with the most terms served on staff will take on the role as person in charge of communicating with fire and public safety personnel.

F. A staff members will consult regarding the welfare of individuals who may need assistance of evacuation and will communicate this to emergency personnel. A plan for their evacuation will also be determined for each individual in cooperation with the staff and assisting floor residents. A up-to-date list of residents with these evacuation needs can be found in this Fire Evacuation Plan document in Section 1, Subsection II.

G. Staff and Residents should only exit the building using the East and West exits. Please see attached floor plans.

*Note: Do not take extra time for this activity... Safety First!
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 (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.

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. 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. Assess damaged area.
3. Return of the building and fire protection systems to normal operation.
4. Debris removal.

SECTION 6. BUILDING EQUIPMENT TESTING

A. Manual Fire Alarm tested twice a term.
B. 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 7. 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.

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 8. 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. All emergency shut off valves are in the basement.

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 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.

➤ Finley Staff Plan 2010-2011

➤ 2nd Floor RA(s): If safe (1) makes way to RA office to retrieve rosters. The other exits the building removing residents, hold the East Fire Escape door, and gives directions to exiting residents.

➤ 3rd Floor RA(s): If safe the RA in room 315 moves to the west exit on the ground floor to direct residents. The others clear the floors.

➤ 4th Floor RA(s): Assist RD and/or other RA’s as directed by RD.

➤ 5th Floor RA(s): Assist RD and/or other RA’s as directed by RD.

➤ 6th Floor RA(s): Assist RD and/or other RA’s as directed by RD.

➤ 7th Floor RA(s): Make sure residents are moving down fire escapes

➤ SRA: Act in place of RD in case of RD’s absence

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:

IF THE DOOR IS WARM:
1. Do NOT open it.
2. Call the Fire Department (9-1-1) or 541-737-7000, 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.

**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 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 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 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 9-1-1 or 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, leaking 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 the 9-1-1 or 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.

<table>
<thead>
<tr>
<th>Telephone Number</th>
<th>Location of Master Controls</th>
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<tbody>
<tr>
<td><strong>ELECTRIC COMPANY</strong></td>
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<tr>
<td><strong>GAS COMPANY</strong></td>
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<tr>
<td><strong>WATER COMPANY</strong></td>
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<tr>
<td><strong>SPRINKLER SYSTEM</strong></td>
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</tbody>
</table>
**ALARM SYSTEM**

**NOTE:** It may be helpful to include photographs as well as written descriptions of the master control locations in this manual.

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**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 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” minimum) is maintained for access to electric panels.
5. SPRINKLER AND ALARM

- Alarm panel indicates “normal” or does not indicate systems are 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.
- 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

- 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.