Poling Hall Fire Evacuation and Safety Plan

Author: Graduate Resident Director
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Section 1. Responsibilities

A. Overview of Hall Staff

Graduate Resident Director

Residential Life Staff Located in Rooms

***Hall Duty Phone (541) 230-4064 (7pm-8am)

Other Important Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety Emergency line</td>
<td>541-737-7000</td>
</tr>
<tr>
<td>Public Safety non-emergency</td>
<td>541-737-3010</td>
</tr>
<tr>
<td>Hall Duty Cell#</td>
<td>541-230-4064</td>
</tr>
<tr>
<td>RD on-call Cell #</td>
<td>541-740-6841</td>
</tr>
<tr>
<td>RLT person:</td>
<td>Contact RD on duty cell to reach.</td>
</tr>
<tr>
<td>Poling Front Desk #</td>
<td>541-713-5107</td>
</tr>
</tbody>
</table>

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

3. Ongoing 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 the building at the building’s initial opening for the year each fall term. Staff will review evacuation and emergency procedures on a quarterly basis at floor meetings. Residents also participate in two evacuation drills each term.
   c. Custodial Staff 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 for review.
   e. Maintenance staff is provided a copy of the plan for their review.

A. 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 exited, they need to form up into floor and wing groups for an accounting by the staff or their designees.

**Section 2. Fire Reporting**

A. Fire reporting systems

1. Poling is a five 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 evacuation area is the intramural fields.

2. **Resetting the fire panel:**

   Once direction to reset the fire detection system has been received from Fire Department or Operations and Facilities personnel, the building RD may reset alarm.

   To reset the alarm, press the ALARM, TROUBLE, or SUPERVISORY button (whichever is flashing) until the LED light stops flashing and remains solid.

   Next, press the ALARM SILENCE button. It may take up to 60 seconds to silence all the alarms.

   Once the alarms are silenced, press the RESET button. Wait for the screen to clear all alarm information and return to the main screen.

   It is now safe to allow residents back into the building, pending Fire Department and/or Operations & Facilities staff approval.

3. The system is monitored by:

   In the event of an alarm, staff is instructed to contact OSU Public Safety (541-737-7000) In the event of an alarm, the first staff member to reach the rendezvous point at the East entrance of the building is instructed to contact OSU Public Safety.

   Staff will provide the following information to dispatch:

   - Poling Hall: cross streets are Intramural Way and Weatherford Place (360 SW Weatherford Place)
   - Information about the location and type of thermal emergency
- Call back number: Poling Hall Duty Phone 230-4064.
- What is being done to fight the fire.

Section 3. Evacuation

A. Each staff member shall be responsible to assist clearing his/her section. Staff member will walk knock on doors as they safely exit the building. While doing this the staff member will be knocking on resident doors and announcing loudly, "Fire alarm; everyone out of the building!"

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.

B. The Resident Director will coordinate with staff members that are not in their usual places once the building has been cleared. Those staff members will assist with accountability for their areas, and then will take position for their building access control responsibilities.

RD: If safe, get the Hall Roster, ensure residents from room (no current accommodations) can evacuate safely and meet at the Weatherford back hill (Kearney Amphitheatre).

2nd Floor RA(s):
- : Go out to the Quad and direct students to the intramural field, basketball court. Assist in containing residents on IM Field

3rd Floor RA(s):
- : Go out to the Quad and direct students to the intramural field, basketball court. Assist in containing residents on IM Field.

4th Floor RA(s):
- : Contain residents on the intramural field.

5th Floor RA(s):
- : Do a quick walk around the outside of the building and make sure no resident needs help.
  - If there are residents who need assistance please inform the RD and the fire department as soon as they arrive.

C. If you are unable to exit your room do the following:
   a. Seal around the door with towels and blankets.
   b. Contact the fire department via phone at 911 or 541-737-7000. Be able to give a location of your room as it appears from the outside. "4th floor SE side, 4 windows from the East end."
   c. Hang a blanket or towel out the window as a distress signal.
Section 4. Fire Control Procedures

A. The building staff will contact OSU Public Safety Dispatch. Staff members arriving at the call box outside of the building will contact OSU Public Safety. This is done immediately upon their arrival at the call box.

B. OSU Public Safety contacts all other required departmental and university personnel, and a few that are not required but who like to just know about such things as fire alarms.

C. Utility shut down will need to be accomplished by the fire department however any staff member will be able to guide them to the location of the utilities. The main electrical is located in the basement, which can be accessed by either the center stair in Poling Hall or from the North fire escape stairs.

D. Staff will directly distribute information and requests as well as directions to residents.

Section 5. Post Fire Operations

A. Staff will help the residents form lines by floors on the IM field basketball court. At that point UHDS staff or Fire Department personnel will be able to inform residents of any conditions of re-occupation of the building.

B. Hall staff and designees will perform a security patrol of the affected area to prevent re-occupation of any spaces that are still unsafe.

Section 6. High Value Items

There is a flat screen television set in the main lounge on the 1st floor of the North (short) wing.

Section 7. Propane tank and BBQ

Poling currently does not have a BBQ or Propane tank. If one is purchased, this will be updated.