Sackett Hall Fire Plan  
Revised: September 21, 2010

I. Section 1 – Responsibilities

A. Overview of Hall Staff

   Resident Director:

   Resident Assistant Staff:
   Hall Desk       7pm-10pm       713-5108
   Duty Phone      7pm-8am        230-4076

B. Occupants

Sackett Hall is home to approximately 300 residents.

Specific Residents to note:

The first floor E wing has the Resident Director apartment, E103, which houses two adults and .

The first floor of D Wing [D101] houses two students and . The student uses the guide dog due to diabetes.

The first floor of C Wing [C105] houses two students.

While all of these individuals should be able to make it out of the building on their own, in the event of a fire, it is important to pay close attention to these rooms because of the pets and/or the unique location of the rooms.

Sackett 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.

C. Review and Revision

The following plan will be updated yearly and as needed. Hall staff and RMF will review the plan annually. Hall staff will review it quarterly.

D. Training

Resident Assistants

The RA’s role is to assist in the evacuation of occupants from the building in the event of a fire alarm or emergency. They must be familiar with the building evacuation plan, and should receive training at least annually. They should keep
a floor roster with them for role call during alarms. Staff will practice this plan twice a quarter.

Residents
Residents will have two drills during Fall Term and one drill during winter and spring terms, to practice the plan with the aid of hall staff. They also receive instruction on the fire plan at the beginning of the year at their first wing meeting.
Special needs: none at this time

Custodial cleaning staff
GCA will receive a copy of the plan for their review. Contractually, they have no role in the plan except to evacuate during alarms.

Security staff
Security will receive a copy of the plan.

Maintenance staff
RMF will receive a copy of the plan for their review. They will provide necessary information for the plan.

E. Residents’ responsibility in an emergency.
When the fire alarm in Sackett Hall sounds, all residents should do the following:

Immediately put shoes and coat on, if weather dictates. Feel their room door to determine if the door is hot. If it is, they need to keep the door closed and place a wet towel at the bottom of the door and place a bright colored cloth out the window or in some other manner draw attention to themselves. If the door is not hot, they should open it with caution, watching for smoke. They should exit toward the closest and safest exit and travel down the stairwell to the outside.

Each wing has an emergency exit. Residents should go to the closest and safest exit and travel down the stairwell to the outside.

- **B & C Wings**- will evacuate and assemble west of the building in grassy median between 30th Street.
- **F&G Wings**- will stand on the sidewalk on the Nash Hall side of Sackett Place.
- **A, D, E, & H Wings**- will evacuate and assemble on the south side of Jefferson Street in front of Reed and Heckart Halls. E&H Wings will meet in front of Heckart Lodge, and A&D Wings will meet in front of Reed Lodge.

A resident from each wing will take the building evacuation flag for their area outside as a reference point for assembly and roll call.
II. Section 2

A. Fire Reporting

- Sackett is equipped with addressable smoke detectors in each room and in all public areas.
- At the Sackett E-Wing (front desk area) entrance south wall, there is a fire alarm panel that indicates the location of the pull station or detector that is activated.
- There is also an indicator panel at Public Safety.
- Hall staff knows the building well and where emergency equipment is located.
- Hall staff knows to contact OSP/ Public Safety at 541-737-7000 or dial 911.

B. Hall Staff Response

Hall Staff/ Resident Response – Calls should be made from outside of the building when possible.

- When staff and students contact 541-737-7000 they should state the following:
  - Sackett Hall, 2901 SW Jefferson Way
  - Which floor the fire is located on or has activated the fire equipment
  - Which room or wing
  - Nature of emergency
  - Their name and number
  - What action (if any) is being taken
  - Stay on the line until asked by dispatch to hang up

III. Section 3

A. Staff Duties

Each staff member is responsible for getting out of the building in the event of an emergency. As they walk to the end of the closest (or safest) exit at the end of the hall, they should knock on residents’ doors to help wake them up and get them out as well. They should not go back down the hall to check on people. If staff are not on their floors at the time of the alarm, another resident can be appointed to help. The staff member on duty, if present, should take the lead to make contact with fire personnel. Otherwise, the most senior RA present or available should make contact.

B. Resident Director response

The Resident Director should make sure that all staff knows what is expected of them. He/ she should get him/ her and any dependents out of the building and meet with fire personnel to offer any assistance.

IV. Section 4

A. Staff member on duty will:

- Call 541-737-7000 from outside of Sackett—Dispatch should contact Corvallis Fire and an RMF representative.
- Communicate with Public Safety as outlined above with residents.
- Staff should close doors as appropriate.
- Regardless of which exit they come out of, they should walk around Sackett to Jefferson Street and meet fire personnel and State Police to identify himself/ herself as the staff member on duty.
- Staff members will not shut down facilities.
- Staff members will not walk through the building to close doors or secure areas if it is outside of the direct path of their escape route.
- Staff will help residents who are outside of the building to identify needs, take roll, and update residents on the emergency as information becomes available.
V. Section 5
A. Post Fire Operations
Once the building can be reoccupied, fire officials can notify hall staff and residents.

VI. Section 6
A. Building Equipment Testing
Testing of the equipment is done by facilities services during the time in which residents are not residing in the building. Also testing is done during fire drills.

VII. Section 7
A. Items of high value:
- Big Screen TV – E/H Lounge and B/C Lounge
- One baby grand piano in both B/C and E/H lounges
- One pool table in B/C lounge

VIII. Section 8
A. Utility shut off valve locations

IX. Section 9
A. Names and numbers of responders

B. FIRE DRILL AND EMERGENCY EVACUATION PROCEDURES
   OSU Residential Halls

PURPOSE:
To establish procedures which approximate as closely as possible, which would be used during actual fire or emergency.

C. PROCEDURES

AT ALL TIMES:
Evacuation routes must be posted on each floor by OSU regulation.
Notices stating that elevators should not be used during drills or evacuations should be posted near every elevator door.
Monthly inspections of fire equipment (fire extinguishers, smoke detectors, etc.) and emergency lighting should be established. This is an essential step to help insure that equipment will be in working order when needed. A very basic fire safety survey to be taken once a term is highly recommended.
Take disciplinary action against anyone found tampering with safety equipment or posted evacuation route signs in accordance with OSU regulations, city ordinances, and state law.
LIVES ARE AT STAKE.

PRIOR TO DRILLS:
- Disseminate information that center stairwells should not be used during drills.
- Fire escape stairwells at each end of the building were built specifically for fire evacuation. The center stairwells are not built for fire retardation or ventilation within the stairwell itself.
- Disseminate information concerning the appropriate condition in which to leave rooms and the meaning of fire alarms. Leave doors and windows closed, curtains drawn,
lights on. Leaving the lights on allows for rapid check of rooms after evacuation without harm to those attempting to clear the building.

- Encourage residents to lock their doors when leaving. Residents have the right to protect their own personal belongings.
- Encourage residents who are known to be heavy sleepers to contact their RD’s if they may sleep through an alarm. RA’s and their Assistants will make special efforts to alert these people.
- RD’s are to be responsible in assuring all International Students with language barriers comprehend all Fire Drill and Emergency Evacuation Procedures for residents in OSU Residence Halls.
- RD’s and their Assistants will insure that all hearing impaired hall residents’ rooms will be checked and those residents were informed that a fire drill was in progress. Plans should be made to have a specific person on each floor notify the hearing impaired resident and to assist any other resident with a disability in exiting the building.

**DURING DRILLS:**
- Check all areas of common or public use – bathrooms, lounges, hallways, etc. Be sure to check thoroughly areas where the alarm may be difficult to hear.
- Spot-check rooms. Check rooms requested by residents. Each individual room need not be checked. Random spot checks will be made to insure evacuation and room condition.
- All persons are required to leave the building during fire drills by OSU regulation; take names of those who do not. Those who purposely refuse to leave the building should be subject to disciplinary action.
- Once outside the building, RD’s and Assistants should direct student residents to designated assembly points. Each hall should choose a method of determining who might still be in the building after evacuation. All halls should be evacuated within 2 to 3 minutes.
- No unauthorized persons should be allowed to enter the building until the staff member in charge signals clearance.
- Disciplinary action is to be taken in cases involving false alarms. In addition to UHDS conduct sanctions; the Corvallis Fire Department may administer a fine of $500.
- Two fire drills are to be conducted fall term and one in winter and spring terms.

**FIRE DRILL PROCEDURES:**
Due to the sometimes-frequent occurrences of “false” alarms and the negative condition this can cause, all alarms will be treated as “the real thing” regardless of the time of day. This means procedures will be followed and the building evacuated until a staff member sounds the “all clear”. Four drills per year (two in fall term, one in winter and spring terms) will be held in each residence hall. They should follow this format:
An “announced” fire drill should be conducted shortly after floor orientation meetings are held during Fall Term. Date and time of said fire drills should be coordinated with Fire Safety Specialist for UHDS 72 hours in advance of drill. Fire drills are to be conducted between the hours of 8 a.m. and 7 p.m.
Should additional fire drills be deemed warranted by the RD or the UHDS Fire Protection Spec. they will be unannounced walk-throughs with the assistance of Corvallis Fire Department personnel. No drills are to be held between the hours of 8:00 p.m. and 8:00 a.m. and
students should know this so that their response is maximal to alarms sounded during these hours.

Fire drill rules to stress during orientation sessions:
- Students should use fire escape stairwells at the ends of each hallway
- Elevators are not to be used.
- Room doors and windows should be closed, but no student should return to a room in order to close a door or window
- Smoke detectors in rooms are not to be tampered with.
- Strict enforcement of fines by Corvallis Fire Department for anyone found tampering with safety equipment.

RD’s are encouraged to form a fire safety committee for their building. Monthly meetings should be held to discuss various safety concerns that may arise in the hall. Also, this is a good time for fire safety handouts or flyers to be developed and distributed to each resident. Corvallis Fire Department has videos they are more than willing to lend out on fire safety and the devastating effects of blinding and debilitating noxious smoke in a high rise.

RD’s will report the results of the drill to UHDS. One copy of the report is to be submitted to UHDS Administration, who will forward the results to RMF.

AT THE ACTUAL TIME OF THE FIRE DRILL:
Contact Campus Security at 541-737-3010 to notify them of the fire drill.
If you are in a building that has a hard-wired alarm system, please meet with RMF safety personnel for special alarm instructions before planning your fire drill.
Pull the alarm at a pull station.
Evacuate the building.
Have the staff meet at a predetermined central place outside of the building.
The RD or staff member in charge will need to assign a couple staff members to spot check activity inside the building and assign the other staff members to specific spots around the outside of the building to monitor the students waiting to reenter the building.
After the staff believes that all students have evacuated the building, turn off the alarm, reset it and replace the glass rod/panel. (Maintenance staff should train you how to do this before the drill).

PLEASE NOTE: In the case of an ACTUAL (non-drill) fire alarm going off, the staff would wait for word from the Corvallis Fire Department personnel before allowing students to reenter the building. Even if the alarm turns off, students should not be allowed to enter the building until told to do so.
Send a staff member around the outside of the building to tell people that they can now reenter the building. You may want to have a staff member monitor the elevator, if you have one, and limit how many people ride it at a time. Too many people in the elevator may cause it to break down.

EMERGENCY PROCEDURES FOR HALL/COOP 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.

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) 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.

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 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 which 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 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, two assistants should wait with you in the stairwell and should attempt to not 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.