West International House Fire Plan
Updated: September 14, 2010
By: Resident Manager

Section 1
A. West International House
   1. Staff –

   Resident Director:
   INTO Student Services Manager: in building from 8 am – 5 pm.

   West Duty Phone #: 5pm-8am 541-230-4647

   2. 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.

   3. Training
      a. The staff’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 roll call during alarms. Staff will practice this plan twice during the fall term and once during the winter and spring terms.

B. Residents
   Residents will have two drills during the fall and one drill during winter and spring terms. These drills are to practice the plan with the aid of hall staff. The hall staff will also receive a fire plan at the beginning of the year.

   1. Dependents of Resident Director:
   2. Dependents of the RLT-in-Residence:
   3. Residents with Special needs:
      a. Many students have language limitations. These will need to be addressed on a person-by-person basis.

C. Custodial cleaning staff

   1. GAC will receive a copy of the plan for their review. Contractually, they have no role in the plan except to evacuate during alarms.

D. Security staff

   1. Security will receive a copy of the plan.
E. Maintenance staff

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

F. Residents’ responsibility in an emergency.

When the fire alarm in West International House 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 end stairwell as smoke may “chimney” in the center stairwell, knocking on other residents’ doors as they go, to help insure that people hear the alarm.
- Residents should congregate at the designated locations.
- Those who exit out of the North Exit meet in front of Market Place West. Those who exit out of the East Exit meet near the bike racks on the side of Market Place West.

Section 2
A. Fire Reporting

a. West is equipped with smoke detectors in each room and in all public areas. Sprinklers are in each room and in all public areas. Each room door in West is a fire door. There are pull stations on each wing and in the lobby.

b. At the West entrance is a control panel that indicates the location of the pull station or detector that is activated.

c. There is also an indicator panel in the Department of Public Safety Dispatch.

d. All of hall staff knows the building well and where emergency equipment is located.

e. All hall staff knows to contact OSP/ Public Safety at 541-737-7000.

C. Hall Staff Response

1. 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:

a. West International Hall
b. Which floor the fire is located on or has activated the fire equipment
c. Which room or wing
d. Nature of emergency
e. Their name and number
f. What action (if any) is being taken
g. Stay on the line until asked by dispatch to hang up
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 is not on their floors at the time of the alarm, another resident can be appointed to help. The staff member on duty should take the lead to make contact with fire personnel, and the residents listed above (Section 1.B.3.) with special needs.

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.

C. Each hall staff member will receive two copies of this plan. One for them to follow and one as information for any designated helpers.

D. Staff member on duty will make a list of any missing individuals to the fire personnel.

E. Each wing has an emergency exit. Residents should go to the closest and safest exit and travel down the stairwell to the outside. Those who exit out of the East exit meet near the bike racks on the side of Market Place West.

Section 4
Staff member on duty will:
1. Call 541-737-7000 from outside of West—Dispatch should contact Corvallis Fire and an RMF representative.
2. Communicate with Public Safety as outlined above with residents.
3. Staff should close doors as appropriate.
4. Regardless of which exit they come out of, they should walk around West to 30th street and meet fire personnel and State Police to identify himself/ herself as the staff member on duty.
5. Staff members will not shut down facilities.
6. 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.
7. 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.

Section 5
Post Fire Operations
Once the building can be reoccupied, fire officials can notify hall staff and residents.

Section 6
Building Equipment Testing: None at this time.
Section 7
Items of high value:
   Big Screen TV with Surround Sound System – Main Lounge
   1 Pool Tables, Foosball Table, Ping Pong Table – Basement Lounge
   - Warrant Information and Serial Numbers are located in the Resident Director’s Files

Section 8
Utility shut off valve locations: Located on 30\textsuperscript{th} street.

Section 9
Names and numbers of responders: Emergency Dispatch – 911, Campus Safety 541-737-7000

Section 10
Misc. Special Instructions: There is a propane tank for the hall BBQ located in the West Staff Office. This tank will \underline{only} be stored in this location when not in use.
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.

PROCEDURES

AT ALL TIMES:
1. Evacuation routes must be posted on each floor by OSU regulation.

2. Notices stating that elevators should not be used during drills or evacuations should be posted near every elevator door.

3. 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.

4. 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:
1. Disseminate information that center stairwells should not be used during drills.

2. 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.

3. 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.

4. Encourage residents to lock their doors when leaving. Residents have the right to protect their own personal belongings.

5. 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 peoples.

6. 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.

7. 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:**

1. 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.

2. 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.

3. 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.

4. 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.

5. No unauthorized persons should be allowed to enter the building until the staff member in charge signals clearance.

6. 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.

7. Two fire drills are to be conducted in each residence hall during fall term, and one per term during 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.” Six fire drills (two per term) will be held in each residence hall. They should follow this format:

1. An “announced” fire drill should be conducted shortly after floor orientation meetings are held. 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 5 p.m.

2. Should additional fire drills be deemed warranted by the RD or the UHDS Fire Prevention Officer they will be unannounced walkthroughs with the assistance of Corvallis Fire Department personnel. No drills are to be held between the hours of 9:00 p.m. and 8:00 a.m. and students should know this so that their response is maximal to alarms sounded during these hours.

3. Fire drill rules to stress during orientation sessions:
   a. Students should use fire escape stairwells at the ends of each hallway
   b. Elevators are not to be used.
   c. Room doors and windows should be closed, but no student should return to a room in order to close a door or window
4. 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.

5. RD’s will report the results of the drill to the Department of Student Housing on the form provided. One copy is to be submitted to, and a second copy will be retained in the hall files.

**AT THE ACTUAL TIME OF THE FIRE DRILL:**

1. Contact Public Safety at 541-737-3010 to notify them of the fire drill.

2. If you are in a building that has a hard-wired alarm system (West, McNary & Sackett), please meet with your Maintenance Staff Person for special alarm instructions before planning your fire drill.

3. Pull the alarm at a pull station.

4. Evacuate the building.

5. Have the staff meet at a predetermined central place outside of the building.

6. 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.

7. 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.

8. 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 and limit how many people ride it at a time. Too many people in the elevator may cause it to break down.