

SAFETY PLAN FOR FIRE AND EMERGENCY

The Safety of college personnel, students, and visitors is of utmost importance. Every effort is made to minimize hazards that could result in an emergency situation. Procedures and guidelines as outlined in these instructions have been developed in order that all college staff may be aware of the proper actions they should take in the event of a fire or some other emergency situation. This outline gives college departments the basic Fire and Emergency Safety Plan procedures which provide instructions on emergency notification, evacuation, and prevention.

COLLEGE RESPONSIBILITIES:

- o To establish a method of safe and orderly evacuation of a building's occupants, in case of a fire or other emergency, to a safe area. Safe removal of people from hazardous areas to the outside or into adjacent safe building areas has the highest priority in an emergency.
- o To assure the use of available alarm and communication systems for the safeguarding of life and property.
- o To provide for the education of employees as to proper safety procedures through a written program of instruction.
- o To assure the prompt reporting of a fire or other emergency situation and the immediate initiation of emergency safety procedures to safeguard life and property.
- o To post evacuation information in each room. Postings should include:
 - a) Diagrams indicating primary and secondary evacuation routes,
 - b) General instructions.

DEPARTMENT HEAD/CLASSROOM INSTRUCTOR RESPONSIBILITIES:

- o Have staff/students look for potential safety hazards in the facility and report them to Plant Operations.
- o Keep on file a current Fire and Emergency Safety Plan document.
- o Ensure that each department employee becomes familiar with the information and procedures outlined in the Fire and Emergency Safety Plan.
- o Each department head must work with his/her staff to plan in advance what tasks need to be done, who is responsible for each task, and what evacuation routes are to be used in the event of an emergency.
- o Each instructor must plan in advance what tasks need to be done, and what evacuation routes are to be used by classroom occupants in the event of an emergency.

- o Department heads/Instructors must plan in advance for the needs of disabled students, employees, and visitors, who would need assistance during an emergency evacuation. Attention needs to be given to the possibility of temporary disabilities (e.g., pregnancy, broken bones) which would require special assistance during an emergency evacuation.
- o In an emergency the department head and/or their designee(s) are in charge. Each department head needs to designate individuals to act in his/her place and/or to help with an evacuation if an emergency situation happens. Instructors are to direct classroom occupants.
- o A designated safe area or areas should be identified for occupants to go to upon evacuation.
- o In the event of an emergency direct all individuals to a safe area. Ensure that assistance is provided to those individuals who need help.
- o Ensure that Plant Operations and the Fire Department have been notified of any fire, other emergency situation, or fire alarm.
- o In the event of an emergency provide staff, students, and visitors with guidance in carrying out evacuation procedures as determined specifically by you for your department or classroom and the procedures provided in the Fire and Emergency Safety Plan.
- o After evacuation each department head and instructor should take a headcount to assure that all regular occupants known to have occupied the department or classroom at the time of the evacuation have been evacuated and are accounted for.
- o Give any vital information to the Fire Department upon their arrival. This would include the names and possible locations of any occupant(s) that can not be accounted for after the evacuation.

EMPLOYEE RESPONSIBILITIES:

- o Each employee shall be familiar with the Fire and Emergency Safety Plan, the location of all primary and secondary exits from the buildings, and the location and operation of any available fire alarm systems.
- o In the event of a fire, fire alarm, or other emergency situation ensure that all individuals in the immediate area are notified and made aware of any fire/emergency situation that exists. Evacuate the building in accordance with directions given by your department head or his/her designee(s) and the guidelines provided in the Fire and Emergency Safety Plan. Evacuation is to be done in an orderly fashion, which assures the safe evacuation of all occupants to a safe area.
- o Follow the instructions given by your department head or his/her designee(s).

FIRE EMERGENCY PROCEDURES:

- o Assure that all persons in the area are aware of the emergency.
- o Department heads shall assign individuals to search lavatories and other isolated areas or rooms to ensure that all occupants are notified of the emergency and are evacuated to a designated safe area. Once the areas are checked individuals are to leave the area as soon as possible and rejoin their department's group in the designated safe area. Any problem should be immediately reported to the department head and the fire department.
- o Occupants that are in the immediate fire area must be given priority in evacuating to a safe area.
- o Extinguish all burning objects and turn off all heating or cooking appliances.
- o Shut down all computers and operating equipment.
- o Close all doors and windows.
- o End all meetings and telephone calls.
- o Remain quiet and orderly.
- o Move to the nearest clear exit.
- o Upon the instruction of your department head evacuate to your department's designated safe area. Stay with your group as you proceed and after you arrive at your department's designated safe area. Your department head will be responsible for accounting for individuals.
- o Walk, and use stairway handrails. Don't run, push, or crowd.
- o Don't stop to get coats, handbags, etc.
- o **DO NOT USE ELEVATORS** unless instructed to by a Fire Department Officer. Consideration could be given to using the elevators only in the event that stairways serving the fire floor are unusable and the Fire Department has instructed you to use them. Consideration may be given to using elevators in accordance with the following:
 - a) The elevators do not service the fire floor,
 - b) Elevator shafts have NO openings on fire floor, or
 - c) For the evacuation of disabled individuals.
- o Return to your normal working area only after instructed to do so by the Fire Department or your department head.

EARTHQUAKE EMERGENCY PROCEDURES:

- o If you are indoors, stay indoors.
- o Take shelter under your desk, a table, elevator doorway, or stairwell.
- o Stay away from windows, glass, walls, bookshelves, or anything that can fall or topple.
- o Remain in your sheltered area. After the initial earthquake shock, you should be prepared for additional after-shocks. These may be less intense, but can cause significant damage.

TORNADO EMERGENCY PROCEDURES:

- o If you are indoors, stay indoors.
- o Take shelter under your desk, a table, or stairwell.
- o Stay away from windows.
- o Where feasible secure property in a safe area.

REVIEW AND UPDATE OF PLAN:

This plan is to be reviewed and updated by the college every few years. Department heads need to communicate the contents of this plan to new staff and periodically have all staff familiarize themselves with the current plan.