

## **Dixon Lodge Fire Evacuation and Safety Plan**

265 SW 11<sup>th</sup> Street, Corvallis, OR 97333

Author of Fire Plan: Jess Tallant

Latest Revision: 24 September 2020

### **PART I: ROSTERS**

#### **Professional Staff Member(s)**

| <b>Last</b> | <b>First</b> | <b>Email</b>                   | <b>Position</b> |
|-------------|--------------|--------------------------------|-----------------|
| North       | Nicholas     | Nicholas.north@oregonstate.edu | Area Director   |

#### **Other Important Numbers**

| <b>Type of Number</b>            | <b>Phone Number</b> |
|----------------------------------|---------------------|
| Public Safety Emergency Line     | 541-737-7000 or 911 |
| Public Safety Non-Emergency Line | 541-737-3010        |
| McNary/Dixon RA on Call          | 541-230-4062        |
| McNary Front Desk                | 541-713-5106        |

### **PART II: BUILDING LOGISTICS**

#### **Section A: Evacuation Location/Backup**

1. The primary evacuation area is the large grassy area west of Dixon Lodge across 11<sup>th</sup> street.
2. In the event of an extended evacuation or inclement weather, the backup indoor location is McNary Hall.

#### **Section B: Brief Description of Hall**

[Insert Number of residents, Number of floors, Elevator, Number of exits, etc.]

1. 2 residents
2. 2 floors
3. No elevator
4. Four exits on the first floor – two on the east side of building, one on north, and one on west.

### **PART III: PRE-EVENT TRAINING AND RESPONSIBILITIES**

#### **Section A: Professional Staff Members**

1. This plan will be reviewed on an annual basis and any necessary revisions will be made as required.
2. This plan will be updated with the most current information of individuals requiring assistance on a quarterly basis (or more frequently, in the case of a change mid-term).

#### **Section B: Student Staff Members**

1. 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.
2. Staff will participate in required fire drills as available.

## Section C: Residents

1. Residents will receive a general orientation to the systems present in the building at the building's initial All-Hall Opening meeting which takes place in Fall Term and staff will review evacuation and emergency procedures on a quarterly basis at floor meetings. Topics that will be reviewed include:
  - a. When you hear the fire alarm sound, please leave the building immediately. If it is safe, proceed to the closest fire escape stairwell. **DO NOT USE THE ELEVATOR.**
  - b. Before evacuating: first feel the door with the back of your hand
    - i. If the door is warm:
      1. **Do not** open it!
      2. Call the Fire Department (911), 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. Hang a brightly colored towel, sheet, or blanket 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!
    - ii. If the door is cool, open it cautiously, and be prepared to close it if there is excessive smoke
    - iii. Proceed to the exit. The only time you should exit when there is visible smoke is if you can see the exit visibly under the smoke. If the hall is full of heat, fire, or smoke that obstructs vision of the exit, stay put in your room.
  - c. Once you have evacuated, proceed to the grassy area across 11<sup>th</sup> street, find your floor placard and group by floor wing, and remain there until a staff member instructs you to re-enter the building. **DO NOT** reenter the building just because the alarm stops ringing.
  - d. Should there not be a staff member in the building, please use caution and use the closest available "Yellow Call Box" phone to alert Public Safety to the alarm. Please dial 7-7000. These boxes can be found at the entrances to all UHDS buildings. Alternatively, you can use a telephone at the McNary Service Center. If you are unsure if someone has contacted public dispatch, please make the telephone call yourself. It is always better for dispatch to have many phone calls, than none.
2. Residents also participate in two evacuation drills in the fall (one announced/one unannounced) and one unannounced drill in winter and spring.

## PART IV: EVACUATION PROCEDURES AND RESPONSIBILITIES

### Section A: Professional Staff Members

1. In the event of an alarm, the person in charge is instructed to contact OSU Public Safety at 541-737-7000. The Building Manager of the hall is the person in charge (PIC), if present.
  - a. If the building manager is not present, the first staff member to arrive is the PIC until the Building Manager or Professional Staff Member on Call arrives.
2. Staff will provide the following information to dispatch:
  - a. Building location
  - b. Information about the location and nature of emergency, if known, or known information about the location.
  - c. Anyone at immediate risk.
  - d. Call back number/name. Example: McNary Hall Duty Phone (541) 230-4062.
  - e. Action(s) taken (if any) to fight the fire.

- f. Stay on the line until instructed to get off of the line.
3. Additional Notes: In order to find the source of the emergency, you may look at the screen located on the fire annunciator panel in the 1<sup>st</sup> floor lobby. If the alarm is a supervisory or trouble alarm the RD/AD will investigate the situation and notify OSP of the alarm's cause.
4. The PIC, or designee, will immediately contact the Professional Staff Member on Call and notify them of the evacuation.
5. The PIC, or designee, will get the emergency evacuation kit and assure that fire department personnel are aware of all individuals who have indicated a need for assistance.

### **Section B: Student Staff Members**

1. If the building manager is not present, the first staff member to arrive is the PIC until the Building Manager or Professional Staff Member on Call arrives. This individual must follow the steps in Part IV/Section A/Points 1-5.
2. If staff is present at the time/place of a fire, they should immediately pull the fire alarm then call DPS Emergency (541-737-7000) or 9-1-1.
3. If staff is present at the time/place of a fire, the fire is small and contained, and they are trained and confident to use a fire extinguisher, they should attempt to extinguish the fire. Otherwise, they should close the door to contain the fire and then begin evacuation procedures. Staff SHOULD NOT put themselves at risk to extinguish a fire.
4. Each staff member shall be responsible to assist clearing their section. Staff members will walk, knocking on doors and announcing loudly, "Fire alarm; everyone out of the building and go to the big field across 11<sup>th</sup> street!"
5. Staff members will be posted at building entrances to make sure that no one re-enters the building and to provide crowd control at the evacuation area, at the direction of the PIC after gathering at the grassy field.
6. Staff will help the residents form groups by floors in the grassy field. At that point UHDS staff or Fire Department personnel will be able to inform residents of any conditions for re-occupation of the building.
  - a. Groups shall be formed by floor/wing; a staff member or resident will hold up a floor placard around which students should gather.
  - b. Once residents are in their floor/wing it is important that they remain in place as it allows for a quicker counting/reentry process into the building
  - c. Residents will be accounted for by the hall staff; once they have checked in they are free to leave if they need to, but they SHOULD NOT re-enter the building until given permission to do so by CFD.
7. If residents are not evacuating appropriately or they are not outside when it is determined who is/is not present, then the student staff member will notify the PIC, who will notify emergency personnel.

### **Section C: Residents**

1. 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.
2. If a resident(s) is present at the time/place of a fire, they should immediately pull the fire alarm then call DPS Emergency (541-737-7000) or 9-1-1.
3. If a resident(s) is present at the time/place of a fire, the fire is small and contained, and they are trained and confident to use a fire extinguisher, they should attempt to extinguish the fire.

Otherwise, they should close the door to contain the fire and then begin evacuation procedures. Residents SHOULD NOT put themselves at risk to extinguish a fire.

4. Once they have exited, residents should organize by floor and wing groups by looking for their wing/floor placard so that staff or their designees may account for their presence.

#### **PART V: POST-EVENT PROCEDURES**

1. Person in charge, or designee, will submit an Incident Report with detailed information regarding the location, cause, and any individuals responsible for the alarm activation.
2. Debrief residents about nature of incident and reminder of fire evacuation procedures, if appropriate.

#### **PART VI: OTHER**

1. Potential hazards: None
2. Priority for Property Preservation: None