

Physics Department

Emergency Evacuation Plan

The Office of Environmental Health and Safety (OEHS), in conjunction with members from your department, have developed an evacuation plan for employees to use during alarm/emergency situations. Each employee is requested to maintain an updated copy of the plan and be prepared to properly respond in the event of an emergency situation.

An alert and educated staff is the University's most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices. Every employee has a responsibility and vested interest in making a concerted effort to correct and improve their work conditions and practices. Fire hazards include, but are not limited to:

SMOKING: Smoking is not permitted within the buildings.

STAIRWAYS: Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, bicycles, compressed gas cylinders, etc.) which might present a fire hazard and impede escape routes.

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

LOADING DOCKS: In many facilities, exits are located near loading dock areas. These areas must be kept clear of all obstructions (e.g., pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

ALARMS

The Physics building is equipped with automated alarm devices. The New Addition is also equipped with sprinkler systems. While extremely efficient, these systems do not ensure all emergency/fire situations will be suppressed. To ensure the safety of employees, Environmental Health & Safety (OEHS) encourages the complete evacuation of a facility during an alarm situation.

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of:

Fire
Natural Disasters
Threats of Violence

Gas leaks
Hazardous Materials Incidents
Etc.

In the event of an alarm/fire employees should practice the procedures associated with the acronym “**RACE**”.

- R** **Remain calm**, do not panic. Rescue persons in immediate danger.
- A** **Alarm...** Activate the nearest MANUAL PULL STATION *and* notify the fire department by dialing 9-911 (“I want to report a fire at...”); Inform other occupants.
- C** **Contain** fire at point of origin by closing all doors and windows.
- E** **Evacuate** the facility using established procedures. **Extinguish** fire by using a portable fire extinguisher. (**Unless you have been properly trained, never attempt to use a fire extinguisher**) Report fire/pull alarm first; extinguish after. Never attempt to extinguish a fire unless you can do so safely

EVACUATION GUIDELINES

Employees

1. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. **Do not use elevators.**
2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth or if necessary clothing over you mouth to serve as a filter
 - d. Signal for help from a window. Use a towel, clothing, sign etc.
5. Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Fire Monitor/Evacuation Plan.

6. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until your appointed fire monitor has advised you to re-enter the building/area.

7. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

Fire Monitors

1. Collects information or verbal reports for occupants as to the cause of the emergency.
2. Meets the Fire Department personnel. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.
3. Informs Assistant Fire Monitors if further measures are needed and/or other pertinent facts.

Assistant Fire Monitors

1. Ensures the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
2. As you are evacuating, note any individuals who do not evacuate and report them to the Fire Monitors. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out the facility until a representative from the Fire Department/OEHS has given the all clear to reenter the building. Assistant Fire Monitors are assigned to specific exit areas to ensure individuals do not reenter the facility until the appropriate officials have given the all clear to reenter the facility. Individuals assigned to monitor the exit areas should remain at a safe distance from the facility.

Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Fire monitors and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Pull the nearest fire alarm immediately
2. Move to a phone away from any fire, smoke or emergency.

3. Call 9-911 or 4-2012 (University Operator) - advise the operator that there is a fire/emergency (of approximate) size and location; building, floor, room number, etc.
4. Exercise the appropriate evacuation plan

Fire Extinguishers

Employees may use fire extinguishers **if and only if** these three conditions exist.

- Your facility is equipped with extinguishers. Fire extinguishers have been removed from many buildings that have the appropriate alarm and/or sprinkler systems.
- **You have been properly trained in the use of a fire extinguisher**
- The fire is trash can size or smaller, contained (not spreading) and you have placed a call to 911 to make sure the appropriate authorities have been notified.

If these conditions exist, then:

1. Call to the nearest office neighbor to retrieve the nearest charged fire extinguisher. Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.

2. Upon receiving the fire extinguisher, use the procedures associated with acronym **“PASS”**.

PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire

AIM the nozzle at the base of the fire

SQUEEZE the trigger

SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (extinguisher lasts approx. 8 seconds)

- 3a. If the fire fails to extinguish, exercise the appropriate evacuation plan

- 3b. If the fire is extinguished, notify a Fire Monitor to request Fire Department and the Office of Environmental Health and Safety to investigate the cause/extent of the situation. Remember you must report all fires!

Fire Monitors - Additional Responsibilities

- Makes decision to call for an evacuation of the building by activating a manual pull station alarm when an emergency occurs and no other alarm is sounded. Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation. Reports all incidents to the Office of Environmental Health and Safety. (OEHS) **Develops and implements a plan to effectively communicate the need to evacuate the facility during times the alarm systems are not in working order.**
- Coordinates appropriate education and training programs for all employees.
- Orients temporary staff to evacuation procedures.
- Ensures employees have a fire and emergency evacuation plan accessible to them and/or a plan is posted in an established and readily accessible area.
- Establishes and notifies all employees of assembly areas to be used during evacuations.
- Maintains a current listing of the names and contact numbers for all Fire Monitors, Assistant Fire Monitors, etc.
- Maintains updated copies of the evacuation plan. Contacts OEHS if there are needed changes to the evacuation plan: building modifications, staff, etc.
- Assists OEHS with yearly review of evacuation plan and safety inspections.
- Ensures the evacuation plan is easily accessible to all employees, reviewed annually with all employees, reviewed annually and amended as needed, and the plan provides for evacuation of handicapped occupants.
- Informs and ensures each instructor, for both day and evening classes, will review the exit plan at the first meeting of every class each quarter, semester or session.

NOTE: The State Fire Marshal recommends that each facility appoints a safety director and/or establishes a safety committee. The Director of Laboratories serves as the safety director and the Physics Department has a safety committee.

SUMMARY

In the event of an emergency situation:

1. Remain calm. Rescue persons in immediate danger.
2. Alarm: Activate manual pull station *and* call 9-911 (“I want to report a fire at ...”)
3. Contain the fire at point of origin. Close all doors and windows.
4. Evacuate the building using the established guidelines. Report to your designated assembly area.

Pertinent Information

Fire Monitors

<u>Name</u>	<u>Phone</u>	<u>Facsimile</u>	<u>E-Mail Address</u>
Rick Marshall	924-3080	924-7109	Rick@Virginia.EDU
Bryan Wright	924-7222	924-4576	Bryan@Virginia.EDU

Assistant Fire Monitors

<u>Name</u>	<u>Phone</u>	<u>Facsimile</u>	<u>E-Mail Address</u>
Mike Timmins	924-6800	924-4576	mat3q@Virginia.EDU
Larry Suddarth	924-6843	924-4576	lts7x@Virginia.EDU
Roger Staton	924-6800	924-4576	rws5f@Virginia.EDU
Shawn Gimbert	924-0851	924-4576	rsg2q@Virginia.EDU
Chris Floyd	924-6593	924-7109	jcf4v@Virginia.EDU
Nikolay Sandev	924-6800	924-4576	ns9b@Virginia.EDU
B.H. Kent	924-6567	924-4576	bhk2u@Virginia.EDU
Frankie Henderson	924-6567	924-4576	jfh5j@Virginia.EDU
David Wimer	924-6567	924-4576	dfw5a@Virginia.EDU

Exits (Evacuation Routes)

It is the responsibility of each employee to be familiar with the location of each exit from the facility. See attached floor maps.

Assembly Area(s) in the Event of an evacuation:

- Assembly area for all personnel *except for those who work in the basement level or the New Addition*: The plaza in front of Wilsdorf Hall.
- Assembly area for those who work in the basement level or the New Addition: Covered walkway on the West side of Ruffner Hall building.

Manual (Pull) Alarm Stations:

Manual pull stations are normally located near each exit. It is the responsibility of each employee to know the locations of each pull station.

Fire Extinguisher Locations:

It is the responsibility of each employee to know the locations of each fire extinguisher.

Approximate Number of Employees: 237

- 36 Faculty
- 23 Research Associates and Sr. Research Staff
- 72 Graduate Students
- 82 Undergraduate Majors
- 24 Staff

Special Need (Handicapped) Individual(s):

None, at present

Manual Evacuation Plan (Applicable when alarm system(s) inactive)

Occupants are requested to verbally notify their neighbors during such instances. Fire Monitors have air horns to notify occupants of their assigned corridors to evacuate.

Corridor and area/exit assignments

<u>Name(s)</u>	<u>Corridor(s)</u>	<u>Area/Exit</u>
Mike Timmins	C338 (3rd floor)	Wilsdorf Assembly Area
Larry Suddarth	C226 (East end 2nd floor)	Ruffner Assembly Area
Roger Staton	C226 (West end 2nd floor)	C131 (East end main exit)
Shawn Gimbert		C128 (West front exit)
Nikolay Sandev	C130 (West end) & C140	C129 (West end main exit)
Chris Floyd	C140, C169 & C261	C043, C044 West & C069 West
B.H. Kent	C130 (East end)	C127 (East front exit)
Frankie Henderson	C029, C044 & C069	C044 East & C069 East
David Wimer		040, C031 & C032

OEHS Contact Information

Employees are encouraged to address any fire safety concerns/requests with members of the Fire Safety Team:

<u>Name</u>	<u>Phone</u>	<u>Facsimile</u>	<u>E-Mail Address</u>
Gerald Drumheller	982-5479	243-1735	gerald@virginia.edu

Using Fire-safety@virginia.edu will ensure each member of this group receives messages sent via E-mail.

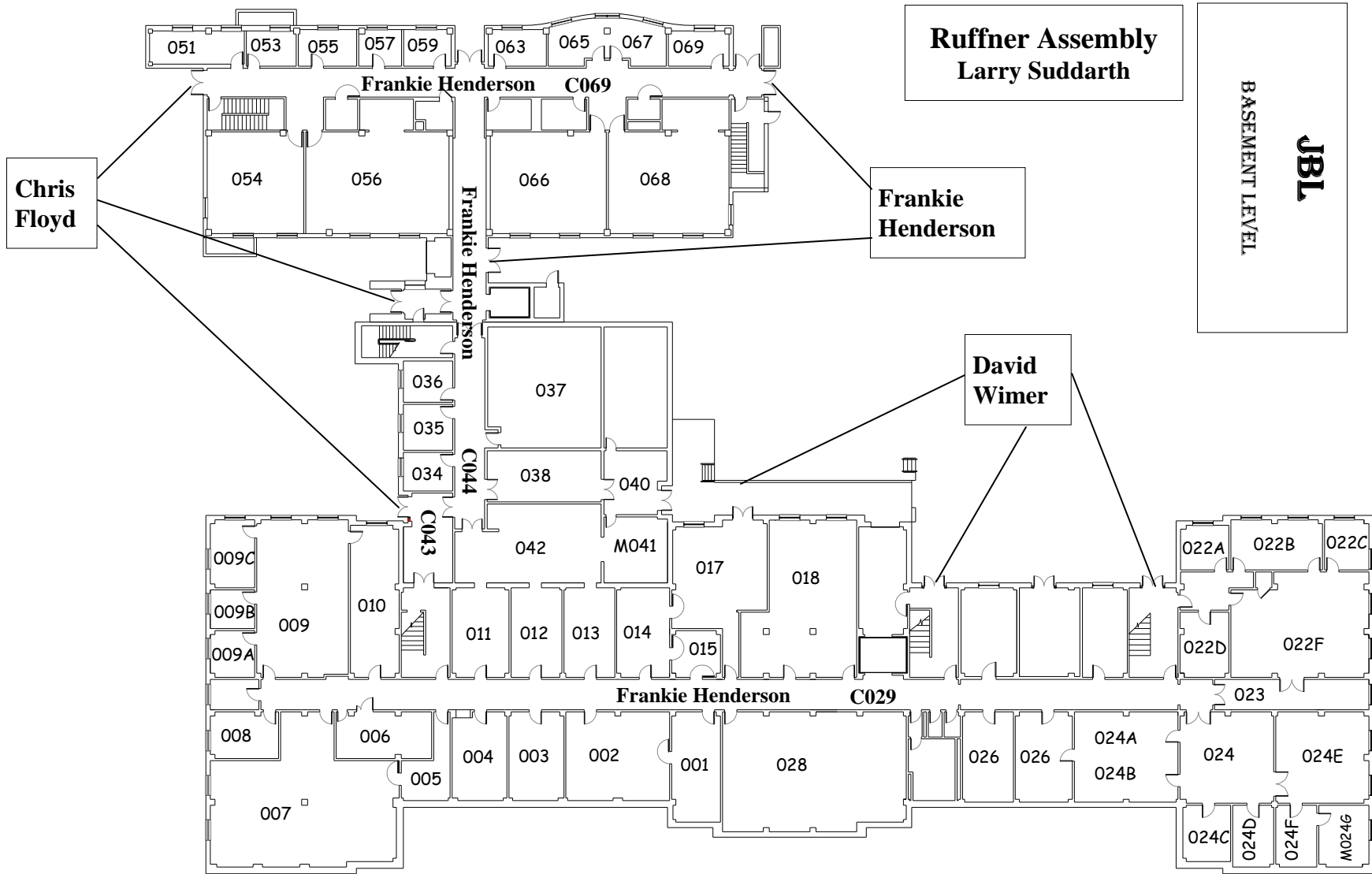
Learn more about the services provided by the Office of Environmental Health & Safety by visiting our WebSite at <http://keats.admin.virginia.edu/>.

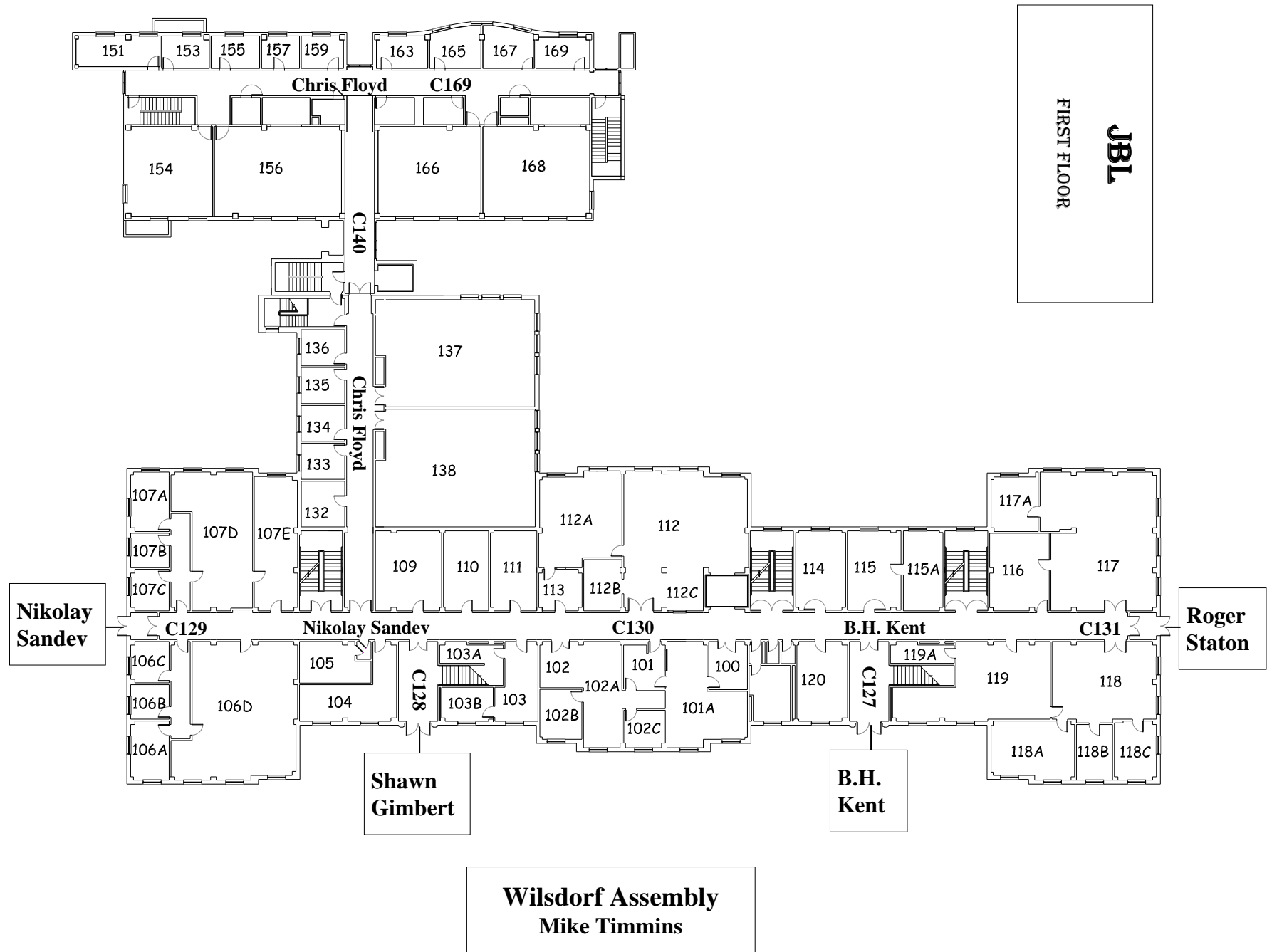
Review Dates

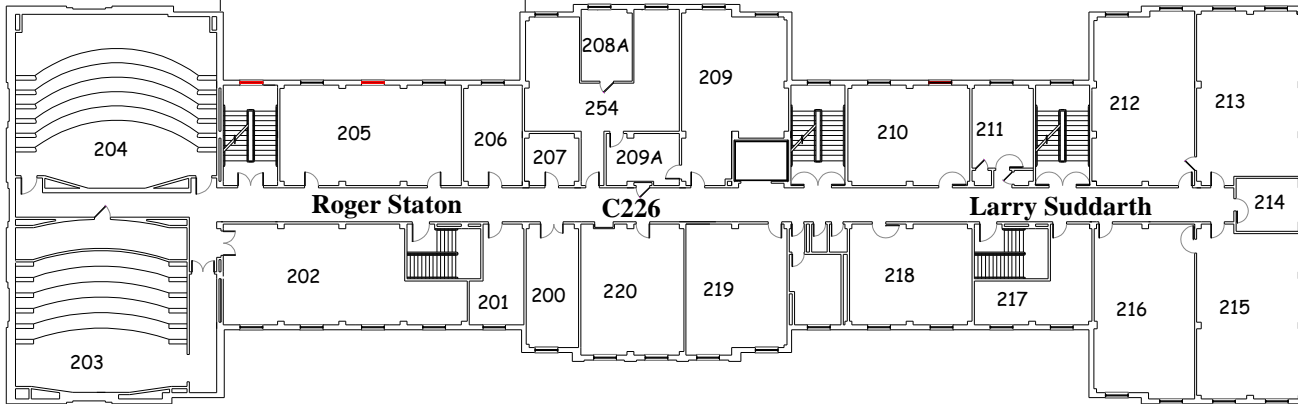
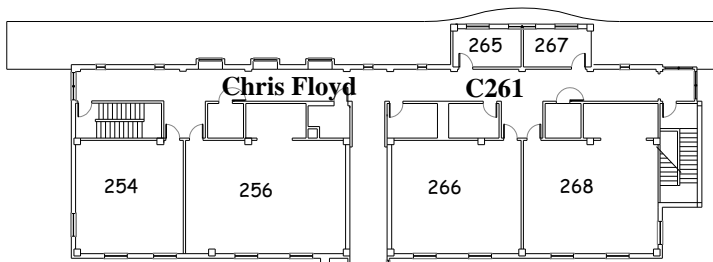
Date Revised: 4/23/07

Department Chair

Fire Monitor







JBL
SECOND FLOOR



JBL
THIRD FLOOR