



**Emergency Evacuation Plan**

**Kettering Labs**

**School of Engineering**

**September 2013**

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# **University of Dayton's Emergency Evacuation Plan**

## **Kettering Labs/ School of Engineering**

300 College Park, Dayton, Ohio 45469

Emergency Coordinator:

Dr. Tony Saliba, Dean

School of Engineering

Contact Number: 937-229-2739

Alternate Emergency Coordinator:

Stephanie McChesney, Safety Coordinator

School of Engineering

Contact Number: 937-229-5033

Designated Meeting Site(s) for Building are:

1. Humanities Plaza
2. Grass area near the loading dock

Plan Prepared By: Stephanie McChesney

Date: 09/05/2013

## **EMERGENCY NUMBERS**

**Please keep Posted**

**University of Dayton Police Department**

**937-229-2121**

**Fire 911**

**Medical 911**

**Public Safety-911 on Campus phone or 937-229-2121  
(x92121)**

**University of Dayton**

**Environmental Health & Safety/Risk Management**

**300 College Park**

**Dayton, Ohio 45469-2905**

**(937) 229-4503**

**(937) 603-6554**

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## **Section I: Purpose and Objectives**

An Emergency Evacuation Plan (EEP) and adequate occupant familiarity with the building minimize threats to life and property. Since the potential of emergencies in Kettering Labs, such as fire, explosion, chemical releases and all other emergencies that would require employees to evacuate the building exist, it is essential that a plan be in place and practiced. In addition, the Occupational Safety and Health Administration (OSHA) Emergency Action Plan standard 29 CFR 1910.38(a) requires that Kettering Labs have a written Emergency Evacuation Plan (EEP). This plan applies to all emergencies where employees may need to evacuate for personal safety.

This EEP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan should be made available, upon request, to employees and their designated representatives by the Emergency Coordinator for the building.

Under this plan, employees will be informed of:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and route assignments,
- Procedures to be followed by employees who remain to control critical plant operations before they evacuate,
- Procedures to account for all employees after emergency evacuation has been completed,
- Rescue and medical duties for those employees who perform them,
- The alarm system.

**Dr. Tony Saliba, Dean of the School of Engineering** is the Emergency Coordinator for this facility and has overall responsibility for the preparation and implementation of this plan.

**Stephanie McChesney, Safety Coordinator for the School of Engineering** is the Alternate Emergency Coordinator.

The Emergency Coordinator will review and update the plan as necessary. Copies of this plan will be maintained in the School of Engineering Safety Manual on the Engineering website and on the Engineering Safety Porches Group.

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## **Section II: General Guidelines**

The following guidelines apply to this EEP:

1. All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.
2. The training may include use of floor plans and workplace maps, which clearly show the emergency escape routes included in the EEP. Color-coding aids employees in determining their route assignments. Floor plans and maps should be posted at all times in main areas (i.e., lobbies, elevator lobbies, etc.) of Kettering Labs to provide guidance in an emergency.
3. Stairwells are the primary means for evacuation. Elevators are to be used only when authorized by a fire or police officer.
4. No employee is permitted to re-enter the building until advised by the Fire Department.

This EEP will be coordinated with efforts in connected buildings. Mutually beneficial agreements can be reached regarding Designated Meeting Sites and shelter in the event of inclement weather. Environmental Health & Safety/Risk Management is available for consultation to assist with the implementation of joint EEPs.

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## **Section III: Responsibilities of Emergency Coordinator and Safety Monitors**

The Emergency Coordinator is responsible for:

- Overseeing the development, communication, implementation and maintenance of the overall EEP.
- Ensuring the training of building occupants and Safety Monitors and notifying all personnel of changes to the plan.

- Maintaining up to date lists of personnel with assigned duties under this plan. Lists are included in Appendix I.
- In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants and Safety Monitors.
- Establishing Designated Meeting Sites for evacuees.

The Safety Monitors are responsible for:

- Familiarizing personnel with emergency procedures.
- Acting as liaison between management and their work area.
- Ensuring that occupants have vacated the premise in the event of an evacuation and checking assigned areas.
- Knowing where their Designated Meeting Site is and for communicating this information to occupants.
- Ensuring that disabled persons and visitors are assisted in evacuating the building or sheltering in place and communicating their whereabouts to Emergency Responders.
- Evaluating and reporting problems to the Emergency Coordinator after an emergency event.

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#### **Section IV: Alerting or Signaling Building Occupants in Case of Fire or Other Emergency**

- In case of a fire, employees should sound the alarm by locating the nearest fire alarm pull station and/or calling Public Safety at 911 on a Campus phone or 229-2121 on a cell phone. The locations of the fire alarm pull stations are noted on the evacuation floor plans in Appendix II. The fire alarm alerts building occupants of the need for evacuation and sends a signal to Public Safety that there is an alarm condition in the building.
- It may be necessary to activate additional fire alarm pull stations (generally located near stairwell exits), or shout the alarm, if people are still in the building and the alarm has stopped sounding, or if the alarm does not sound. This can be done while exiting.

- Persons discovering a **fire, smoky condition, or explosion** should pull the fire alarm pull station. Any pertinent fire or rescue information should be conveyed to Public Safety. All emergency telephone numbers are listed at the beginning of this EEP.
  - To report all other emergencies, employees should call Public Safety. State your name, your location, and the nature of the call. Speak slowly and clearly. Wait for the dispatcher to hang up first. On occasion the dispatcher may need additional information or may provide you with additional instructions.
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## **Section V: Evacuation Procedures for Building Occupants**

- When the fire alarm sounds, all personnel should ensure that nearby personnel are aware of the emergency, and close doors and exit the building using stairwells.
- All occupants should proceed to their Designated Meeting Site and await further instructions from their Safety Monitor.
- All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix II and are posted in the building.
- ***Building occupants must NOT use elevators as an escape route in the event of a fire.***

### **Notes and Precautions:**

Small fires can be extinguished **only if you are trained to use a fire extinguisher**. However, an immediate readiness to evacuate is essential. **All fires, even those that have been extinguished, must be reported to Public Safety at 92121 or 911 on a campus phone immediately.** Never enter a room that is smoke filled. Never enter a room if the door is warm to touch.

## **Fire**

- **R - Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.
  - **A - Alarm:** Sound the alarm by pulling a fire box and call 92121 or 911, from a safe distance, to notify Public Safety of precise location of fire.
  - **C - Confine:** Close all doors, windows and other openings.
  - **E - Evacuate:** Evacuate the building.
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## **Section VI: Disabled Occupants**

- If a disabled occupant is unable to exit the building unassisted, the Safety Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.
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## **Section VII: Critical Operations Shutdown**

Critical Operation Shutdown: Critical operations, including equipment that must be shut off and persons designated to complete these actions are identified in Appendix I of this EEP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner.

Persons involved in the Critical Operations Shutdown listed above shall be notified by management of this responsibility in advance, identified in the EEP, and will be appropriately trained for the particular situation. Personnel assigned to critical operations responsibilities are listed in Appendix I.

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## **Section VIII: Accountability Procedures for Emergency Evacuation**

**Designated Meeting Sites:** Groups working together on or in the same area should meet outside the building in the prearranged Designated Meeting Site. A list of the primary and alternate Designated Meeting Sites are listed on the floor plans in Appendix II.

Once each evacuated group of employees have reached their Designated Meeting Site, each Safety Monitor:

- Assembles his/her group in the Designated Meeting Site.
- Assumes role of department contact to answer questions.
- Reports status to Emergency Coordinator or Incident Commander.
- Instructs personnel to remain at Designated Meeting Site until further notice.

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## **Section IX: Rescue and Medical Duties**

Public Safety, the Dayton Fire Department, and Emergency Medical Technicians (EMT) will conduct all rescue and medical duties.

Do not move injured personnel. Keep the person lying down, covered and warm.

**First Aid:** Contact Public Safety at 229-2121 or 911

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## **Section X: Resource and Responsibilities Lists**

EEP Organization: The lists in Appendix I include the names of employees, managers, staff or other personnel and their job titles, job positions and relative EEP collateral duties. The purposes served by the lists are:

- To tell employees who to see for additional information on the EEP.
- To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information

about the fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.

The lists should be updated by the Emergency Coordinator on an as-needed basis.

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## **Section XI: Training and Communications**

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the EEPs content is also required by OSHA 29 CFR 1910.38(a).

A method of training building occupants in the requirements of the emergency evacuation plan is to give all employees a thorough briefing and demonstration. The department will have all managers and supervisors present this plan to their staffs in staff meetings. An Annual review of this plan and documented by the Emergency Coordinator. Environmental Health & Safety/Risk Management can assist with training, drills and demonstrations.

A Training Attendance Record Sheet is included in Appendix I. This record should be maintained by the Emergency Coordinator for a period of five (5) years.

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## Appendix I

### Emergency Evacuation Plan Responsibilities List

UNIVERSITY of DAYTON

Department name:

School of Engineering

Building name

Kettering Labs

<b>Title</b>	<b>Name</b>	<b>Location</b>	<b>Telephone</b>
<i>Emergency Coordinator</i>	Dr. Tony Saliba	KL565	937-229-2739
<i>Alternate Emergency Coordinator</i>	Stephanie McChesney	KL261D	937-229-5033
<i>Safety Monitors</i>	Jill Morgan	KL565	937-229-2306
<i>Alternate Safety Monitors</i>	Mary Ann Dodaro	KL564	937-229-2736

## Emergency Evacuation by Floor

Date of Evacuation:

Form Completed by:

Ground Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Tim Montavon		
Nick Gagliardi, Mary Galasca, Kathy Schenck (Annex)		
First Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Libby Lopresti and other IC staff		
Second Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Jeanne Issenmann, Julie Brill, Stephanie McChesney		
Third Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Ginger Stuck, Kelly Kissock		
Guru Subramanyam, Nancy Striebich		
Fourth Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Scott Schneider		
Don Chase, Ben Glascoe		
Vision Lab - ECE rep.		
Fifth Floor		
<i>Safety Evacuation Monitors (Sweepers)</i>	Checked	
	Yes	No
Tony Saliba, Jill Morgan, Mary Ann Dodaro		
Charlie Browning, Dana Tobias		

**NOTES:**

## **Appendix II**

### **Building Floor Plan**

- **Primary and Secondary Emergency Evacuation Routes**
- **Exits**
- **Fire Alarm Pull Station Locations**

# EVACUATION PLAN

**KEY**

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

**EMERGENCY INFORMATION:**

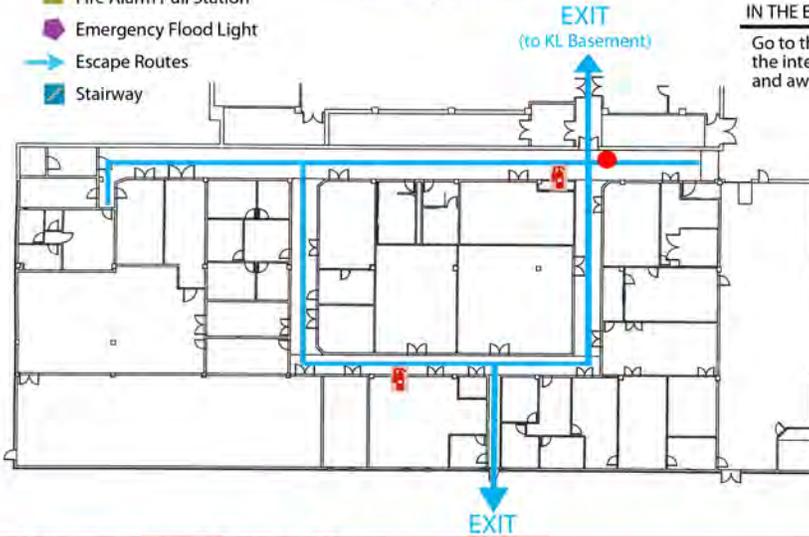
For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

**IN THE EVENT OF A FIRE:**

Follow arrows to the nearest exit, **DO NOT USE ELEVATORS**, Do not re-enter until authorized to do so.

**IN THE EVENT OF A TORNADO:**

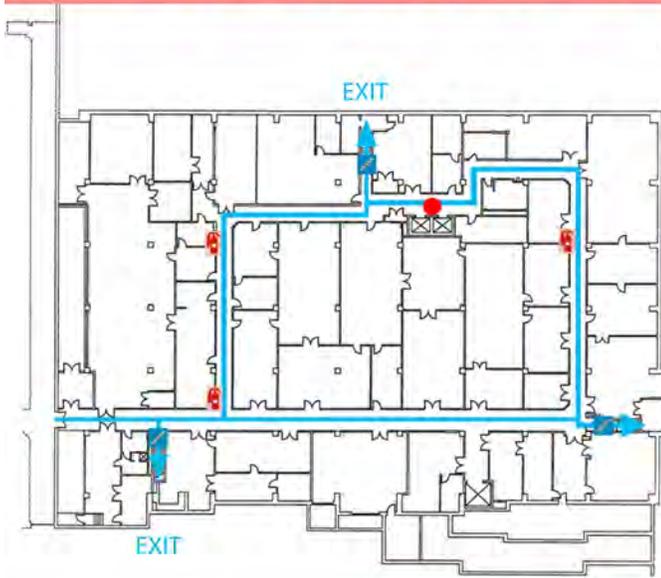
Go to the lowest level or to the interior of the building and away from windows



KETTERING LABS

ANNEX

# EVACUATION PLAN



**IN THE EVENT OF A FIRE:**

Follow arrows to the nearest exit, **DO NOT USE ELEVATORS**, Do not re-enter until authorized to do so.

**IN THE EVENT OF A TORNADO:**

Go to the lowest level or to the interior of the building and away from windows

**EMERGENCY INFORMATION:**

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

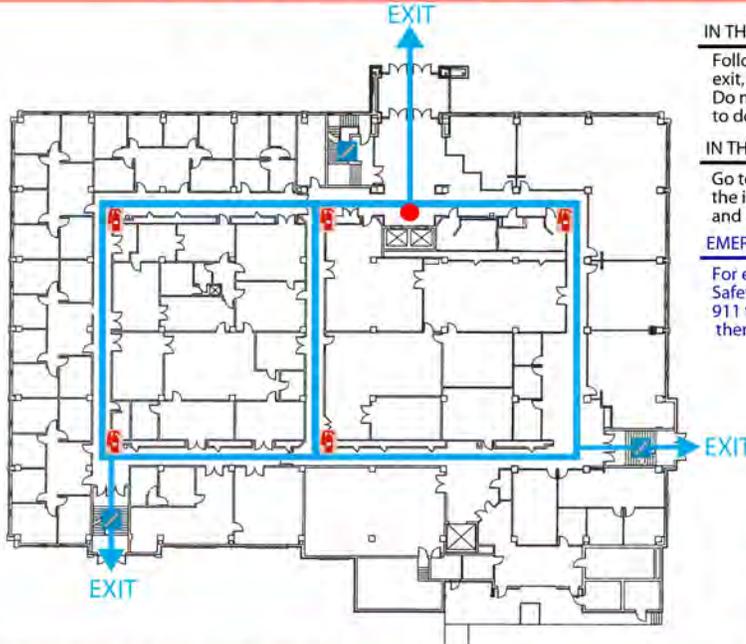
**KEY**

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

KETTERING LABS

BASEMENT

# EVACUATION PLAN



## IN THE EVENT OF A FIRE:

Follow arrows to the nearest exit, DO NOT USE ELEVATORS, Do not re-enter until authorized to do so.

## IN THE EVENT OF A TORNADO:

Go to the lowest level or to the interior of the building and away from windows

## EMERGENCY INFORMATION:

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

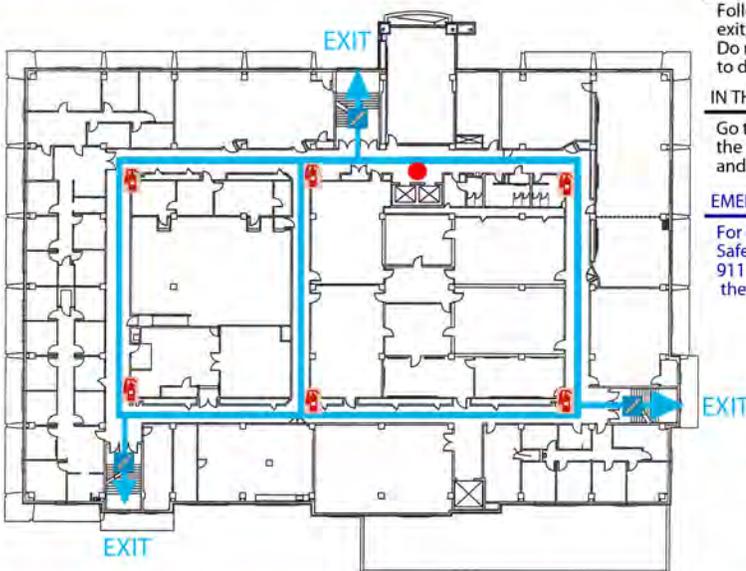
### KEY

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

KETTERING LABS

FIRST FLOOR

# EVACUATION PLAN



## IN THE EVENT OF A FIRE:

Follow arrows to the nearest exit, DO NOT USE ELEVATORS, Do not re-enter until authorized to do so.

## IN THE EVENT OF A TORNADO:

Go to the lowest level or to the interior of the building and away from windows

## EMERGENCY INFORMATION:

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

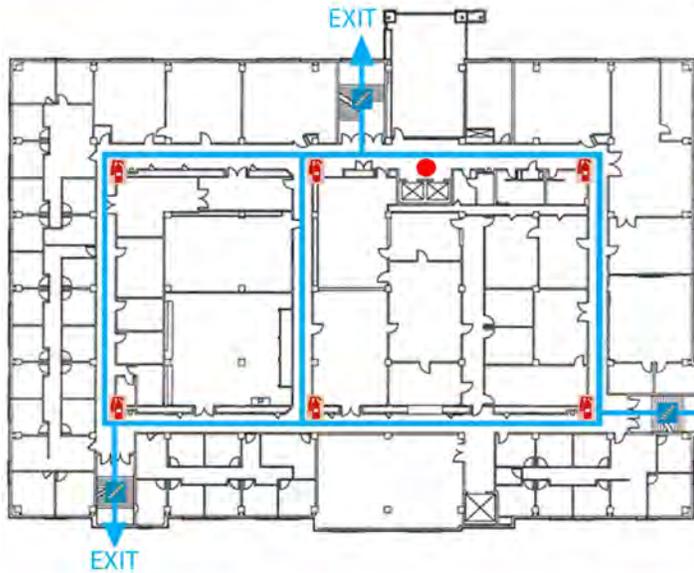
### KEY

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

KETTERING LABS

SECOND FLOOR

# EVACUATION PLAN



**IN THE EVENT OF A FIRE:**

Follow arrows to the nearest exit, DO NOT USE ELEVATORS, Do not re-enter until authorized to do so.

**IN THE EVENT OF A TORNADO:**

Go to the lowest level or to the interior of the building and away from windows

**EMERGENCY INFORMATION:**

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

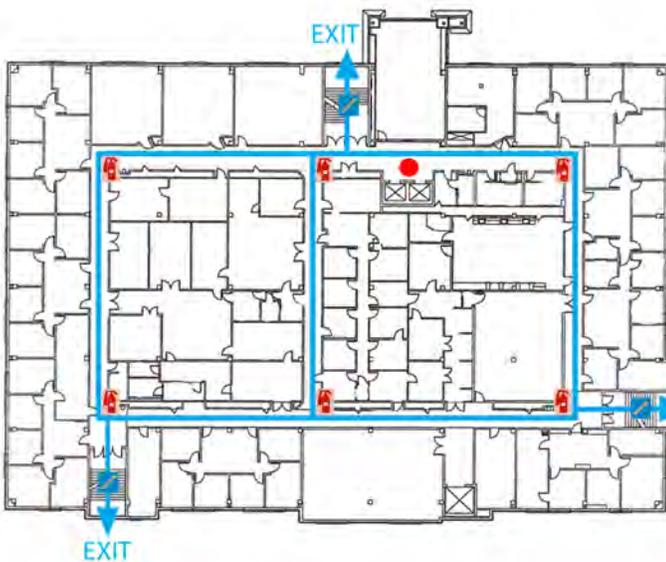
**KEY**

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

KETTERING LABS

THIRD FLOOR

# EVACUATION PLAN



**IN THE EVENT OF A FIRE:**

Follow arrows to the nearest exit, DO NOT USE ELEVATORS, Do not re-enter until authorized to do so.

**IN THE EVENT OF A TORNADO:**

Go to the lowest level or to the interior of the building and away from windows

**EMERGENCY INFORMATION:**

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

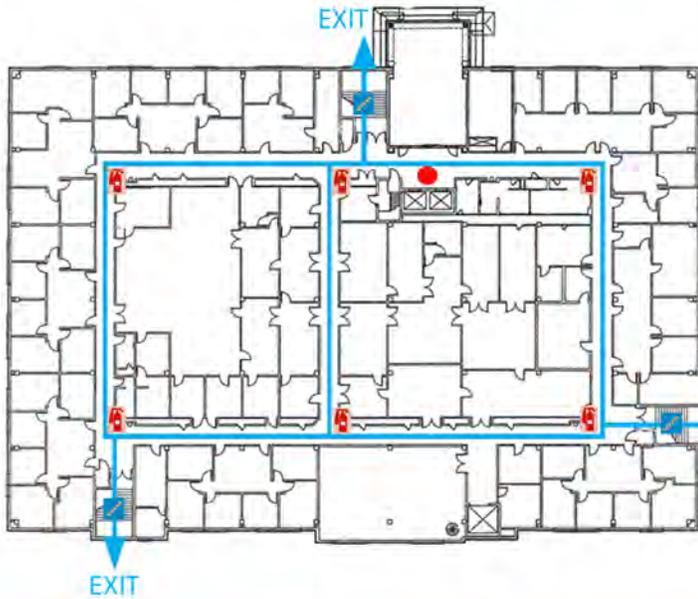
**KEY**

- You Are Here
- Fire Extinguisher
- Fire Alarm Pull Station
- Emergency Flood Light
- Escape Routes
- Stairway

KETTERING LABS

FOURTH FLOOR

# EVACUATION PLAN



## IN THE EVENT OF A FIRE:

Follow arrows to the nearest exit, DO NOT USE ELEVATORS, Do not re-enter until authorized to do so.

## IN THE EVENT OF A TORNADO:

Go to the lowest level or to the interior of the building and away from windows

## EMERGENCY INFORMATION:

For evacuation assistance, call UD Public Safety Dispatch at 229-2121 (x92121 or 911 from a campus phone) and notify them of your location

## KEY

-  You Are Here
-  Fire Extinguisher
-  Fire Alarm Pull Station
-  Emergency Flood Light
-  Escape Routes
-  Stairway

KETTERING LABS

FIFTH FLOOR

## **Appendix III**

Establish an outdoor meeting place where evacuees, out of harm's way, can account for all staff and visitors. A short distance from the building, on the same block, should suffice.

### **Designated Meeting Site:**

Humanities Plaza  
Grass area near loading dock

**Designate a position/alternate who will take charge in the event of fire or another emergency.**

### **Safety Monitors:**

Dr. Tony Saliba, Jill Morgan or Mary Ann Dodaro

### **Emergency Coordinator for the building:**

Dr. Tony Saliba  
Stephanie McChesney, Alternate

## Appendix IV

### OSHA REGULATIONS

#### **OSHA 29 CFR 1910.38 - Employee emergency plans and fire prevention plans**

(a) Emergency action plan-- (1) Scope and application. This paragraph (a) applies to all emergency action plans required by a particular OSHA standard. The emergency action plan shall be in writing (except as provided in the last sentence of paragraph (a)(5)(iii) of this section) and shall cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies.

(a)(2) Elements. The following elements, at a minimum, shall be included in the plan:

(a)(2)(i) Emergency escape procedures and emergency escape route assignments;

(a)(2)(ii) Procedures to be followed by employees who remain to operate critical plant operations before they evacuate;

(a)(2)(iii) Procedures to account for all employees after emergency evacuation has been completed;

(a)(2)(iv) Rescue and medical duties for those employees who are to perform them;

(a)(2)(v) The preferred means of reporting fires and other emergencies;  
and

(a)(2)(vi) Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

(a)(3) Alarm system. (i) The employer shall establish an employee alarm system which complies with 1910.165.

(a)(3)(ii) If the employee alarm system is used for alerting fire brigade members, or for other purposes, a distinctive signal for each purpose shall be used.

(a)(4) Evacuation. The employer shall establish in the emergency action plan the types of evacuation to be used in emergency circumstances.

(a)(5) Training. (i) Before implementing the emergency action plan, the employer shall designate and train a sufficient number of persons to assist in the safe and orderly

emergency evacuation of employees.

(a)(5)(ii) The employer shall review the plan with each employee covered by the plan at the following times:

(a)(5)(ii)(A) Initially when the plan is developed,

(a)(5)(ii)(B) Whenever the employee's responsibilities or designated actions under the plan change, and

(a)(5)(ii)(C) Whenever the plan is changed.

(a)(5)(iii) The employer shall review with each employee upon initial assignment those parts of the plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept at the workplace and made available for employee review. For those employers with 10 or fewer employees the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b) Fire prevention plan--(1) Scope and application. This paragraph (b) applies to all fire prevention plans required by a particular OSHA standard. The fire prevention plan shall be in writing, except as provided in the last sentence of paragraph (b)(4)(ii) of this section.

(b)(2) Elements. The following elements, at a minimum, shall be included in the fire prevention plan:

(b)(2)(i) A list of the major workplace fire hazards and their proper handling and storage procedures, potential ignition sources (such as welding, smoking and others) and their control procedures, and the type of fire protection equipment or systems which can control a fire involving them;

(b)(2)(ii) Names or regular job titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignitions or fires; and

(b)(2)(iii) Names or regular job titles of those personnel responsible for control of fuel source hazards.

(b)(3) Housekeeping. The employer shall control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. The housekeeping procedures shall be included in the written fire prevention plan.

(b)(4) Training. (i) The employer shall apprise employees of the fire hazards of the materials and processes to which they are exposed.

(b)(4)(ii) The employer shall review with each employee upon initial assignment those parts of the fire prevention plan which the employee must know to protect the employee in the event of an emergency. The written plan shall be kept in the workplace and made available for employee review. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan.

(b)(5) Maintenance. The employer shall regularly and properly maintain, according to established procedures, equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. The maintenance procedures shall be included in the written fire prevention plan.