Emergency Evacuation Plan

1700 South Patterson Building (SPB)

2014
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Building Name: 1700 SPB

Building Address: 1700 South Patterson Blvd., Dayton, Ohio 45469

Emergency Coordinator: Mike Pelsor

- Point of Contact in the event of an evacuation

Emergency Coordinator Phone Number: 937-603-2341

Alternate Emergency Coordinator: Dennis Gault

- Point of Contact for inquiries pertaining to the emergency evacuation plan

Alternate Emergency Coordinator Phone Number: 937-750-2670

Designated Meeting Site(s) for Building are:

Smoking Shack (South Parking Lot)

Smoking Shack (North Parking Lot)

Flag Circle (Outside Front Entrance)

Plan Prepared By: Dennis Gault

Date: 7/15/2014
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 45469-2959
(937) 229-4503
(937) 603-6554
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 at 1700 SPB, such as fire, explosion, chemical releases and all other emergencies that would require building occupants 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 1700 SPB have a written Emergency Evacuation Plan (EEP). This plan applies to all emergencies where building occupants may need to evacuate for personal safety.

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

Under this plan, building occupants will be informed of:

- The plan's purpose,
- Preferred means of reporting fires and other emergencies,
- Emergency escape procedures and potential evacuation routes,
- Procedures to be followed by building occupants who remain to control critical plant operations before they evacuate,
- Procedures to ensure that all building occupants have vacated the premises during an emergency evacuation,
- Rescue and medical duties for those building occupants, who perform them,
- The alarm system.

Mike Pelsor is the Emergency Coordinator for this facility and is the primary point of contact for the Safety Monitors in the event of a building evacuation.

Dennis Gault is the Alternate Emergency Coordinator and has overall responsibility for the preparation and implementation of this plan.

The Alternate Emergency Coordinator will review and update the plan as necessary. This plan will be maintained on the UD Environmental Health and Safety/Risk Management website: http://www.udayton.edu/facilities/ehsrn/
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 building occupants in determining potential evacuation routes. Floor plans and maps should be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, and exit corridors) of 1700 SPB to provide guidance in an emergency.

3. Stairwells are the primary means for evacuation.

4. No employee is permitted to re-enter the building until advised by the Fire Department.

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, Safety Monitors, and notifying all personnel of changes to the plan.

- Maintaining up to date lists of personnel with assigned duties under this plan. List 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 (assigned by local area managers) are responsible for:

- Familiarizing personnel with emergency procedures.
- Acting as liaison between management and their work area.
- Ensuring that occupants have vacated the premises in the event of an evacuation and checking assigned areas as the Safety Monitor is exiting the facility.
- 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.

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

- In case of a fire, building occupants 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/Emergency Responders. All emergency telephone numbers are listed at the beginning of this EEP.

- To report all other emergencies, building occupants 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.

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 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.
Section VI: Disabled Occupants

- If a disabled occupant is unable to exit the building unassisted, a Safety Monitor or building occupant must notify the emergency response personnel of the person's location and if possible the affected individual should notify Public Safety/emergency response personnel of their location and status via either a cell phone or other means. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Asking untrained individuals to assist in evacuation could lead to injury to the affected individual or persons assisting them. 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 or in the stairwell as long as the stairwell egress is not blocked.

Section VII: Critical Operations Shutdown

Critical operations, including equipment that must be shut off and persons designated to complete these actions. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as ensuring complete evacuations in a timely manner. This includes shutting off piped gases and compressed gas cylinders at the valve, which may feed a fire.

Persons involved in the Critical Operations Shutdown shall be notified by management of this responsibility in advance and will be appropriately trained for the particular situation.

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 is listed on the floor plans in Appendix II.

Once each evacuated group of building occupants 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.

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

Section X: Resource and Responsibilities Lists

EEP Organization: The lists in Appendix I include the names of building occupants, 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 building occupants 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.

Section XI: Training and Communications

Each occupant should know that evacuation is necessary and what his/her role is in carrying out the plan. Building occupants 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 building occupants a thorough briefing and demonstration. The department will have all managers and supervisors present this plan to their staffs in staff
meetings. Annual practice drills are to be implemented and documented by the
Emergency Coordinator. The Environmental Safety Office 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.
## Appendix I

### Emergency Evacuation Plan Responsibilities List

<table>
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<th>Title</th>
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1700 SPB Emergency Evacuation Plan

Training Attendance Record

Instructor(s): ________________________________

Date: ____/____/____ Location: ________________________________

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<th>Name (Printed)</th>
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Appendix II
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 (937) 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.

1700 SPB
Ground Floor
EVACUATION PLAN

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 (937) 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.

1700 SPB 1st Floor
EVACUATION PLAN

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 (937) 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.

1700 SPB 2nd Floor
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 (937) 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.

1700 SPB  3rd Floor
EVACUATION PLAN

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 (937) 229-2121 (92121 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.

1700 SPB 4th Floor
EVACUATION PLAN

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 (937) 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.

1700 SPB 5th Floor
Appendix III

Sample: Area Evacuation Plan (post, and update annually)

Department/Area: ____________________________________________

Date: ________________________________

Completed By: ________________________________

Each work area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, earthquake, etc. Do not use elevators to evacuate. Do not block open stairwell doors.

Primary Evacuation Route:

_____________________________________________________________________

_____________________________________________________________________

Secondary Evacuation Route:

_____________________________________________________________________

_____________________________________________________________________

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:

_____________________________________________________________________

_____________________________________________________________________

Designate a position/alternate who will take charge in the event of fire or another emergency.
Safety Monitor:
_______________________________________________________________

Alternate Safety Monitor:
_______________________________________________________________

Emergency Coordinator for the building:
__________________________________________

Check list of Responsibilities for the Safety Monitor:

• Ensure that R.A.C.E. is followed if smoke or flames are discovered in your work area: rescue, alarm, close all doors, evacuate. (If time and distance permit, call 92121 or 911.)

• Ensure that people follow the appropriate evacuation route, and that they are directed to a safe, post-evacuation meeting place.

• Account for staff and visitors at the Designated Meeting Site.

• Identify yourself as the Safety Monitor for your work area to the Emergency Coordinator and emergency responders.

• Notify Emergency Coordinator and emergency responders of any personnel who remain trapped in the building, are performing critical operations shutdown, or are unaccounted for.

Special Needs
Be aware of impaired staff and visitors who may need to be alerted or assisted.

Maintenance Areas
Prepare to shut off piped gases and compressed gas cylinders at the valve, which may feed a fire.
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 building occupants 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 building occupants who remain to operate critical plant operations before they evacuate;

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

(a)(2)(iv) Rescue and medical duties for those building occupants 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 building occupants.

(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 building occupants the plan may be communicated orally to building occupants 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 building occupants 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 building occupants, the plan may be communicated orally to building occupants 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.