Emergency Action & Fire Prevention Plan


- The Occupational Safety and Health Administration [OSHA] requires a written emergency action plan and a fire prevention plan to ensure the safety of employees from fire and other emergencies such as severe weather, hazardous materials spills and bomb threats.
- The fire extinguisher plan explains in detail the locations, inspection procedures, and safe fire fighting techniques using portable fire extinguishers.
- The main focus is to be prepared prior to an actual emergency event. Faculty, staff and students should become familiar with knowing what to do in the event of a true emergency.
- Emergency responders should know how to respond and what procedures to follow.
- Valuable hands-on emergency drills will be conducted on an annual basis to prepare all of us, everyone on campus at the time of a drill and/or emergency is expected to fully participate.

We will work jointly with the Georgetown Fire and Police Departments to define our roles and responses in order to become better prepared in the event of a true emergency.

Sample Emergency Evacuation Floor Plan

designated safe location

exits

safe shelter areas

stairs
Fire/Emergency Evacuation Procedures:

- Employees should become familiar with and review our emergency plan and evacuation procedures. [www.southwestern.edu/safety](http://www.southwestern.edu/safety)
- All employees are to immediately evacuate the building upon the sounding of the fire alarm system. If there is smoke, keep low or crawl as quickly as possible.
- Doors should be pulled closed [but not locked] by the last person leaving the room.
- If you are inside a room – feel the door first – if it’s hot stay inside, cover the gap under the door, place a white/bright piece of clothing out the window to aid emergency response personnel in locating and assisting you. Call 911 to inform them of your location and situation.
- Use the evacuation routes established by the emergency evacuation floor plans for your building. Know two different routes of escape from your building. Exits are marked in red on the floor plans.
- Disabled individuals should request assistance to the nearest stairwell out of imminent danger and then provide information on how to safely assist you down the stairwell if possible. Special needs may require waiting for the assistance of emergency response personnel – notify someone to inform emergency response personnel of your location and needs as they arrive on site. *Do not use elevators.* Students with disabilities should register their dormatory room number and special needs with Residence Life.
- Quickly exit the building to a safe designated location at least 100 feet from exits – *do not congregate on sidewalks or streets.* Meet and stay with your unit/class to account for each other. Notify emergency response personnel of anyone who may be missing or is physically impaired and still inside the building.

Employee Fire Extinguisher Use:

- Hands on training will be conducted for a select group of individuals on the proper techniques of fighting a small fire with our portable fire extinguishers. These individuals should only attempt to fight a fire if they can do so safely and according to our training procedures. *Know the locations of fire extinguishers in your area.*
- All other employees are expected to immediately evacuate the building.
Severe Weather Emergency Shelter Procedures:

- Employees should be familiar with the designated safe shelter areas within their building. ◼️ colored in yellow
- Notification may be provided to you by the following means: phone system, verbal communication by building staff designated as emergency action representatives (EAR), exterior city alarm siren and/or campus siren system.
- Employees/students shall proceed to the designated “safe shelter area” ◼️ within their building. Refer to the emergency evacuation floor plans for your building. For very severe weather emergencies, you may be directed to the nearest “safe shelter building” (Olin, Library)
- Do not leave the building and/or campus once the emergency weather system and evacuation procedures have been put into effect. Your safety could be at much greater risk out in the open or while traveling home.
- For large scale emergencies our “Emergency Operations Center” will be set up at:
  - Primary: Physical Plant
  - Backup: Field House [police department]

Gas Leak/Odor Procedures:

- Immediately report gas odor to Physical Plant: 863-1914
- Physical Plant will respond on site with a gas meter to investigate.
- If indicated, evacuation of the building will be ordered and Georgetown Fire Department will be called (911).
- Evacuation procedure: verbal communication (door to door).
- Do not turn off lights or other electrical equipment (no sparks)
- Note: If odor is very strong (obvious) do not wait for standard procedure: leave the building, notify occupants room by room, do not turn off lights or electrical equipment/computers, etc.
A. Emergency Action Plan

1. Emergency escape procedures and emergency escape route assignments

*Fire/emergency/hazardous materials spill evacuation:*
   Immediately evacuate the building following the escape route posted on the emergency action floor plan. Color coded floor plans will be posted in every building near entrance/exits or main lobby areas.

*Severe weather evacuation:*
   Immediately proceed to designated “safe shelter areas” posted on the emergency action floor plan.

*Bomb threat evacuation:*
   Follow the directions of the emergency response team when notified verbally. Immediately evacuate the building to the safe designated area and await further instructions. All employees and students should gather and take with them their personal belongings if readily accessible ([purses, bookbags, briefcases]). All radio traffic should be shut down.

*Act of war/terrorism/chemical/biological agent evacuation:*
   When directed, immediately proceed to the nearest designated safe shelter building for shelter against airborne agents. Buildings that will act as shelter for airborne agent emergencies: ([Alma ThomasTheater, Library]). The ventilation system will be shut down to help limit potential exposure to outside air.

2. Procedures to be followed by employees who remain to operate critical plant operations before they evacuate

If an employee is needed to provide a critical service in a building with an active emergency, the “incident commander” will account for this employee’s duties and location in the building. The employee will immediately report back to the “command center” upon completion of the critical service. Procedures could include: shut down air handling systems from the boiler plant, shut down utility service, assist fire department to critical system locations. Personnel should carry and use a two way radio and stay in contact with the emergency incident commander.

3. Procedures to account for all employees after emergency evacuation has been completed

The “incident commander” will attempt to secure information from building occupants and Campus Police to help ensure that all employees have evacuated the building and are accounted for. All employees should follow the evacuation procedures and gather and account for each other at the designated safe area.

4. Rescue and medical duties for those employees who perform them

Campus Police/Nurse may provide rescue and/or standard medical assistance [first aid, CPR] until emergency medical professionals arrive on the scene.
5. The preferred means of reporting fires and other emergencies

See emergency procedures chart.

6. Names or job titles of persons or departments who can be contacted for further information or explanation of duties under the plan

Chief of Police
Assistant Chief of Police
Director of Physical Plant
A.V.P. for Facilities
Safety Officer

7. An alarm system that complies with 29CFR 1910.165

Our fire alarm systems meet local NFPA codes and the OSHA standard.

8. Establish the types of evacuation to be used in emergency circumstances

Fire/Emergency/Hazardous Materials Spill      Building Evacuation
Bomb Threat                                   Building Evacuation
Severe Weather                                 Stay in building – go to safe shelter designated area
War/terrorism- chemical/biological            Go to safe building for air contaminants

9. Prior to implementing the emergency action plan, designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees

The following individuals/job titles will be involved in training and preparing to provide services in the event of emergency evacuations/situations:

- Campus Police
- Fire Alarm Technician
- Campus Safety Officer
- Campus Safety Committee
- Physical Plant Director and Personnel
- A.V.P. for Facilities
- Campus Dispatchers
- Campus Nurse

10. Provide emergency action plan training with each employee

Initially when the plan is developed
When the employee’s responsibilities change
When the plan changes

A general training session will be scheduled for each department.
New employee orientation will include instruction on the components of the emergency action plan by their supervisor or human resources department.

Fire drills/emergency evacuation drills will be scheduled and conducted annually for most buildings. Residence Halls may be scheduled more frequently. Campus Police/Safety Officer will jointly coordinate this program.

11. The written plan must be kept at the workplace and made available for employee review

The emergency action plan will be available to all employees at the following locations: Human Resources Office, Safety Office, Physical Plant Front Desk, Police Department, Safety Office web site.
B. Fire Prevention Plan

1. Major workplace fire hazards at Southwestern University:

   Electrical equipment rooms

   Areas using/storing flammable chemicals/gases
   - Laboratories
   - Fine Arts
   - Stockrooms
   - Studio Arts - heat producing equipment – kilns
   - Physical Plant Shops – welding/cutting/soldering torches
   - Fuel Refill Station
   - Boiler Plant
   - Boiler Rooms
   - Robertson Center
   - Kitchens
     - McCombs Dining
     - Snack Bar
     - Residential Facilities
   - Laundry Facilities

2. Flammable chemicals/materials should be stored whenever they are not in actual use in a closed flammable storage cabinet.

   Ventilation should be reviewed and considered – ventilated flammable storage cabinets are recommended when feasible, open areas should be selected over enclosed spaces for storage/use of flammable materials. Chemicals should be properly segregated to avoid incompatible chemicals from reacting and causing a fire or explosion.

3. Ignition Sources:

   Electrical panels/equipment
   - Laboratories – open flames {burners}, sparks, chemical reactions
   - Stockrooms – open flames, sparks {welding/cutting/grinding}
   - Art Studios – open flames, sparks, kilns
   - Physical Plant Shops – open flames - welding/cutting torches, sparks - grinding
   - Boiler Plant – open flames – welding/cutting torches, sparks – grinding
   - Kitchens – open flames/electric burners
   - Laundry facilities

   **Control Measures:**

   Keep all areas clear of combustible materials/chemicals whenever open flames or spark generating equipment/processes are used.

   In laboratories – use safe, prudent lab practice under supervision of experienced instructor. Experiments which could overheat/react and potentially cause a fire should be conducted within a fume hood or conducted only while direct observation is used.

Kitchens – never leave burners or cooking procedures unattended.

Laundry Facilities – periodic inspection and cleaning of lint in duct and dryer.

4. **Fire Protection Equipment:**

   Our facilities have Class ABC or Class B/C [in Fondren-Jones Science Building] portable fire extinguishers mounted and available for use only by trained employees if the fire is small and there is a safe means for the employee to escape.

   **Electrical equipment** – Class ABC portable fire extinguisher
   Class B/C – CO2 portable fire extinguisher
   **Laboratories**
   Class B/C - CO2 portable fire extinguisher preferred
   **Stockrooms**
   Class B/C – CO2 portable fire extinguisher - science building
   **Art Studio’s**
   Class B/C or Class ABC
   **Physical Plant Shops**
   Class ABC
   **Boiler Plant**
   Class ABC
   **Kitchens**
   Class ABC, Commercial fire suppression system at Kappa Sigma

   In residence halls, only Herman Brown and Moody Shearn do not have automated fire suppression systems.

   Other buildings that do not have automated fire suppression systems include: RAC, McCook Crain, Howry Center, Boiler Plant, Field House, Physical Plant, Studio Arts, Chapel, Chapel lounge, Warehouse.

5. **The following individuals/job titles are responsible for working together as a team to help ensure the proper maintenance of fire safety equipment and systems:**

   **Portable Fire Extinguishers** – Safety Officer/Resident Assistants/Custodial Staff provide routine general safety inspections of fire extinguishers and exit lights. Outside Vendor – Georgetown Fire & Safety - provides required annual inspection/testing services.

   **Fire Suppression/Alarm Systems** – Physical Plant Fire Security Alarm Technician provides full time services to maintenance and testing of fire alarm systems. Outside Vendors – Simplex-Grinnell – alarms and sprinklers, R&R Enterprises – silent night fire alarm panels & Napeo Security Alarms

6. **The following individuals/job titles are responsible for the control of fuel source hazards:**

   Laboratories – faculty instructor
   Stockroom – stockroom managers
   Studio Arts/Fine Arts – faculty instructor
   Boiler Plant – supervisor
   Physical Plant/Electrical – supervisors
   Kitchens – students in residence halls and fraternities, Dining Manager in Food Service Kitchens
   Laundry Facilities – physical plant personnel
   Robertson Center – facility maintenance manager
7. All areas where flammable/combustible materials can accumulate or aid in the risk of a fire shall be kept clean (excellent housekeeping methods) and clear of potential fire sources.

   Proper storage procedures shall be used for flammable chemicals/materials and gasses. Gas cylinders shall be kept secured by approved strap/chain system and inspected regularly for leaks/open valves. The personnel responsible for control of accumulation is the same as those listed above for control of fuel source hazards.

8. Training – employees who may be exposed to materials/processes will be informed/trained of the fire hazards associated with these materials:

   Training will be conducted by the unit supervisor/instructor.
   • Boiler plant
   • Pool chemical room
   • Laboratories
   • Physical Plant Trades

9. Training – upon initial assignment, the employee will be trained/informed of our fire prevention plan.

   Training will be conducted by the hiring department supervisor/human resources

10. The written fire prevention plan will be kept at the following locations for employee access and review:

    Human Resources Office, Safety Office, Safety Office Web Site, Physical Plant Front Desk, Police Department

11. Maintenance procedures for heat producing equipment:

    Kilns – regular inspection and review of safe kiln operation is the responsibility of the faculty instructor.

    Boilers/Furnaces – regular inspection and maintenance is the responsibility of the Mechanical Section of the Physical Plant department.
Emergency Procedures Chart

**Fire**
- Pull fire alarm box
- Call 911 – describe emergency
- Evacuate the building quickly using closest exit - do not use elevators
- Go to designated safe area - gather with your unit at least 100 feet from exit [stay off sidewalks/streets] – check for missing persons – notify emergency responders of someone who may still be inside the building
- Do not return until an official representative clears the building

**Bomb Threat**
- Immediate notification to Campus Police
- Follow instructions from Campus Police
- Gather personal belongings [ purses, bookbags, briefcases ]
- Evacuate the building to the safe designated area
- Await further instructions

**Severe Weather/ Tornado’s**
- Emergency Notification: phone, Campus Police, Emergency Action Representative, Georgetown and/or Campus Siren
- Gather personal belongings, proceed to the designated safe shelter area in your building or the main campus shelter area as instructed
- Wait for additional information/instruction for safe outdoor access

**Terrorism - Chemical-Biological Releases**
- Emergency Notification: Fire Alarm Signal or Campus Notification
- Gather personal belongings, quickly proceed to designated safe shelter buildings: Olin, Library (the building ventilation system will be shut down to minimize potential exposure)
- Wait for additional information/instruction from Campus Police

In all cases of evacuation, please offer assistance to disabled personnel/students. Ask the disabled person to describe the best way for you to help them down the stairs and to a safe location. If this cannot be done safely, the disabled person should wait near the stairwell (area of refuge), while the assistant notifies emergency responders of the location and disabled person situation.

Learn evacuation routes, know of two exits, use stairs, help disabled, go to safe area, if trapped use flag

Rev. 1/02
Emergency Communications Procedures

Fire

- Call 911 – pull fire alarm box
- Campus Operator – is notified by building specific automated fire detection system
- Campus Operator calls Georgetown Fire Department then contacts Campus Police by radio
- Fire Alarm Technician/back-up – notified by operator via radio/phone
- Campus Police use 800 or two way radios (all other radio transmissions should cease)

Bomb Threat

- Notify Campus Police via phone
- Police notifies building occupants verbally floor by floor (if appropriate)

Severe Weather/Tornado

- Campus Police/Operator notifies building occupants, Resident Assistants (RA), Emergency Action Representatives (EAR) in three (3) stages of alert (early warning, severe weather approaching, emergency status)
- RA’s and EAR’s shall communicate back to Campus Police to verify they have received the stage 2 severe weather approaching message. Campus Police will respond in person to any building whose EAR did not confirm a response by e-mail or phone.
- Emergency stage may include city and/or campus siren

Chemical – Biological Release/Act of War

- Campus Police/Operator notifies campus via phone, e-mail, emergency action representatives

Gas Leak/Odor

- Notify Physical Plant
- If an emergency, Physical Plant notifies Georgetown Fire Department
- Evacuation procedures initiated
# Quick Reference Contact List

<table>
<thead>
<tr>
<th>Emergency Type</th>
<th>Contact</th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Severe weather</td>
<td>Campus Police</td>
<td>863-1944</td>
<td>818-7066 – Deborah Brown 966-2625 – Mike Mitchell</td>
</tr>
<tr>
<td>Campus closing</td>
<td>Richard Anderson</td>
<td>863-1475</td>
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<tr>
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<td>Jim Hunt</td>
<td>863-1567</td>
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<td>(Refer to Inclement Weather Policy)</td>
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<td>Fire</td>
<td>Georgetown Fire Department (911)</td>
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<td>GFD/Bomb Squad</td>
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<td></td>
<td>Campus Police</td>
<td>863-1944</td>
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Rev. 1/02
Emergency Responder Procedures

Fire

- The campus operator is notified of a fire emergency situation via the alarm system. The operator notifies the campus police.
- The campus police will respond to the alarm panel to determine the zone involved. Police will proceed to investigate and determine the nature of the alarm or emergency.
- The campus police will be in charge of the emergency site until the arrival and transfer to the City of Georgetown Fire Department.
- The fire alarm technician or designated back-up [off-hours] may be contacted by the campus dispatcher to provide technical assistance at the scene. When necessary, other personnel may be asked to provide assistance at the emergency site.
- If needed, a “site command center” will be designated in a safe zone near the site and will serve as the main operational and decision making center.

Site Command Center / Personnel Accountability:

- Personnel entering a building during an emergency which has established a “site command center” should be accounted for by the “incident commander”. Their role and location in the building should be identified during the emergency incident.
- All employees providing emergency response services shall first check in at the “site command center”.
- All information should be directed to and from the “site command center”.

Response Procedure Summary

1. Campus Operator notified of emergency – notifies Georgetown Fire Dept./Campus Police
2. Campus Police responds to building/incident
3. Georgetown Fire Department arrives on site – takes control of site
4. Emergency incident is identified – appropriate response – incident controlled
5. Campus Police / Physical Plant verifies all building systems operational
6. Campus Police coordinates/communicates occupant return to the building
7. Campus Police/Physical Plant personnel complete incident form

Emergency Operations Center: Physical Plant, back-up: Field House
Emergency Safe Shelter Buildings: Robertson, McCombs, Library

Rev. 1/02