

## **BUILDING OCCUPANT ACTIONS IN THE EVENT OF A FIRE OR FIRE ALARM**

**University Policy (UP) will serve as the initial point of contact and incident command lead during all fire and alarm events at LSUSHC.**

### **RESPONSE TO THE DETECTION OF SMOKE OR FIRE**

1. If a fire or smoke is detected (beyond an extent that can be safely managed, i.e., fire is larger than typical trash can, must fight the fire while facing the escape exit, fire can block your only escape) immediately PULL the closest fire alarm pull station. Fire alarm pull stations are located by each stairwell and/or exit
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building.
3. Exit the building per the Emergency Evacuation Procedures as written below.
4. Once to a safe location, CALL the University Police at 568-8999 or 911 and provide the following information:
  - Your name and the telephone number
  - The exact location of fire or smoke (building, floor, and/or room number)
  - The type of fire (electrical, flammable liquid, trash, etc)
  - The extent of the fire (severity of the fire and/or amount of smoke)

### **BUILDING OCCUPANT EVACUATION PROCEDURES**

1. Evacuate your office or visiting area. Close the door(s) to your office or classroom to confine the fire. Close public-space doors that may help prevent the spread of smoke and fire to other non- impacted areas.
2. Walk to the nearest stairwell exit. Emergency exits are marked by the red-lit "Exit" signs. Do not use the elevators.
3. Carefully walk down the stairs, remaining in the stairwell until exiting the building. Stay to the right side and allow for traffic from lower floors to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned Emergency Evacuation Area (EEA) and report to your Floor Leader. See table at end of appendix for EEA listings.
6. Remain at the EEA until an "all clear" is given by UP or an appropriate Incident Command.

### **PRIMARY AND BACKUP FLOOR LEADER RESPONSIBILITIES DURING ALARM ACTIVATION**

1. Upon alarm activation, alert others to immediately evacuate the building.
2. Direct all personnel, students, and visitors to the nearest and/or safest stairwell exit, not the elevators.

3. Rapidly verify that all office, meeting and storage room doors are closed to prevent the potential spread of fire and smoke.
4. Ensure all mobility impaired personnel are moved to the nearest stairwell.
  - a. The primary Floor Leader will immediately report the location of mobility impaired personnel to UP or the appropriate authority at the EEA.
  - b. The responding fire department is the only authorized agent who will physically remove a mobility impaired person from the stairwell.
5. Note any areas of smoke and fire and relay to UP upon arrival at the EEA.
6. Upon the completion of the floor evacuation, the backup floor leader will immediately go to their department's meeting area within the assigned EEA and account for their department's personnel.
7. Provide an accountability report to UP or other acting Incident Command authority.
  - a. Report any missing personnel to UP or appropriate Incident Command.
  - b. Give their last known location or office room.
  - c. No LSUHSC employee, student or visitor will conduct a missing person search or go into a building that is in alarm status. All searches must be conducted by UP or the responding Fire Department
8. Once an all clear has been given by the UP or appropriate Incident Command, the Floor Leaders may begin escorting their department personnel back to their floors via elevator or stairwell in a calm and orderly fashion.

#### **PRIVATE CONTRACTOR RESPONSIBILITIES DURING AN ALARM ACTIVATION**

1. Prior to starting the project, the contractor will be advised by the Construction Coordinator or Contracting Officer of the designated EEA for the particular building.
2. Contractors will have planned an escape route in the event of a fire.
3. If an alarm sounds, the contractor will secure their equipment, evacuate to the area of refuge, and notify their construction coordinator or appropriate authority.

#### **MOBILITY IMPAIRED PERSONNEL EVACUATION PROCEDURES**

1. Evacuate your office while leaving the door open.
2. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire-resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators.
3. Escorts should assist visiting mobility impaired personnel's movement to the stairwells. If the visitor has no escort, a Floor Leader or other building occupant shall assist. The escort (upon arrival at the EEA) shall report the location of the mobility impaired person to the Floor Leader.
4. Remain in the stairwell and your location will be provided to the emergency responders for rescue by the Fire Department.

#### **ELEVATORS IN THE EVENT OF ALARM ACTIVATION**

In the event of an alarm, do not use the elevators.

If you are on an elevator during an alarm, when the doors open, immediately exit and report to the designated EEA using the closest exit door. The speakers in the elevators will sound when a building alarm is activated. Depending on the building, the elevators will be recalled to the first or second floor. Once recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and speakers announcing activation of alarms. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset.

## **RESPONSE TO BEING TRAPPED IN A BUILDING FIRE**

1. To determine your escape status, find the door leading to the nearest building exit.
  - a. Feel the door handle and then the entire door.
  - b. If the door handle or the door is hot, **DO NOT OPEN THE DOOR.**
  - c. If there is pressure on the door and “puffs” of smoke coming around the door, **DO NOT OPEN THE DOOR.**
2. If escape is precluded, stay at your location and do not panic.
3. Close all doors, windows, and any other openings that lead to the impacted area.
4. As a last resort, if there is a window(s) that can supply fresh air open or break it. Use extreme caution while breaking the window. Protect yourself from broken glass. Note that the large increase of air from the broken window may cause the fire to intensify.
5. If possible, use a wet towel or blanket to cover yourself.
6. Call the UP at 568-8999 or 911 and give specific information, including:
  - a. Your name.
  - b. Your exact location (building, floor, and/or room number).
  - c. Your pending circumstance and your condition.

## **ALARM SYSTEM FUNCTION WITHIN EACH BUILDING**

Each building is equipped with fire system that detects smoke or fire and activates alarms in less than three seconds. The following are the two types of alarm systems at LSUHSC facilities:

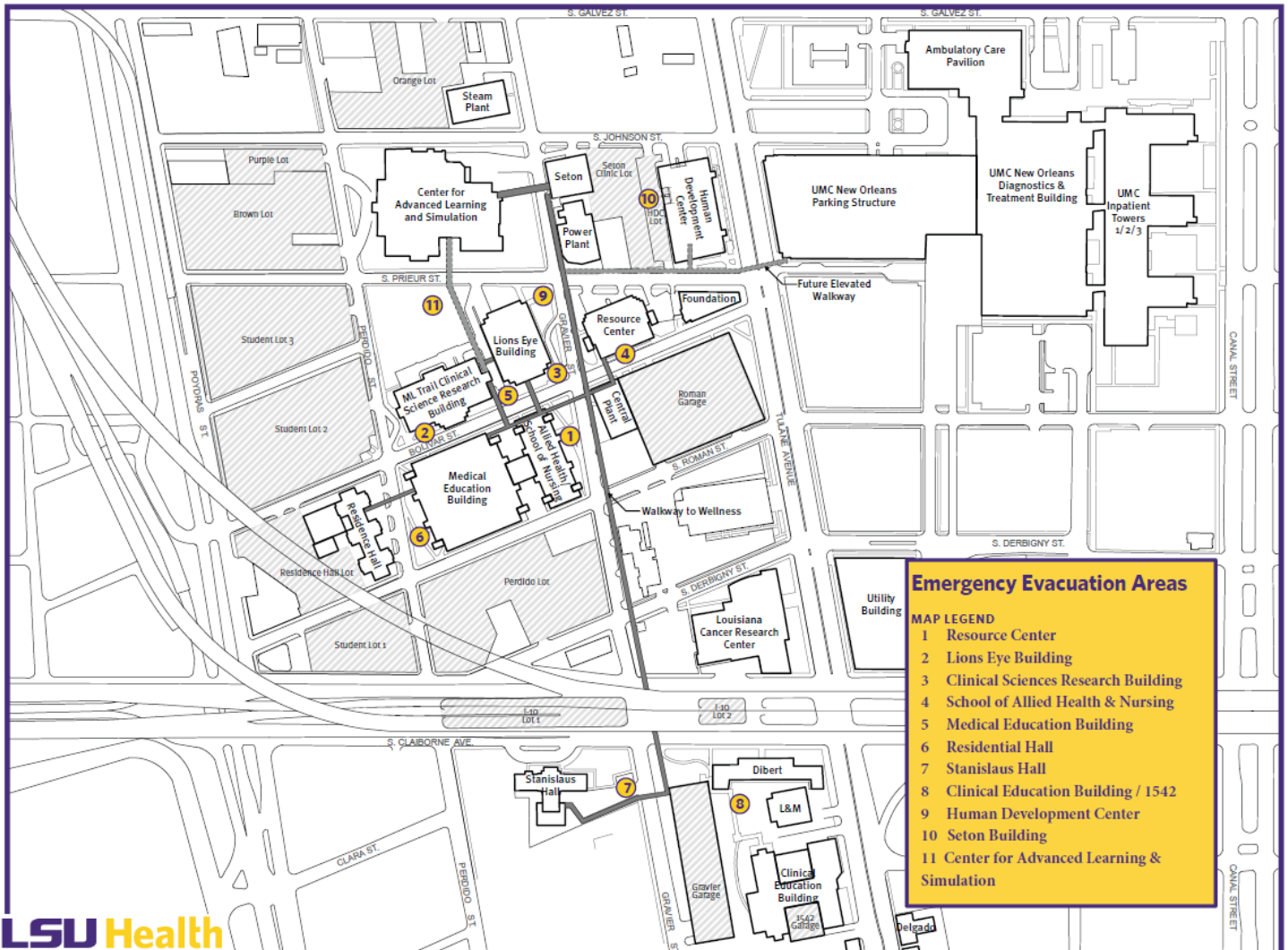
1. The Resource Center, Lion’s Eye, CALS, CSRB and School of Allied Health and Nursing are designed to high rise code and will **ONLY** sound on the impacted floor and on the floor above and below. For example, if a pull station is activated or a smoke detector goes off on the fourth floor, the alarm will only sound on the third, fourth and fifth floors. Once the Fire Department arrives, they will decide whether or not to sound the alarm on additional floors. If the alarm is not going off on your floor, you should not evacuate.
2. The MEB, Residence Hall, Stanislaus Hall, Clinical Education Building (1542), Human Development Center, all School of Dentistry facilities (Clinic, Administration, Advanced Clinical Care & Clinical Research Building, and the Powerhouse), Roman Street Garage, and Seton Building are general alarms. This means that if the life safety system detects a problem, then the entire building will enter alarm and all building occupants will evacuate immediately.

## EMERGENCY EVACUATION AREAS

Each building has a respective “Emergency Evacuation Area” (EEA). Using the map location references below, these locations are displayed on the next pages. Also, these maps may be found [here for the Downtown Campus](#) and [here for the Dental School Campus](#).

<b>Building</b>	<b>Emergency Evacuation Area</b>	<b>Map Location</b>
Library, Administration and Resource Center	School of Allied Health and Nursing Building on Gravier Street.	1
Lions Eye	CSRB at corner of Bolivar and Perdido Streets.	2
Clinical Science Research Building	Lions Eye at corner of Gravier and Bolivar Streets.	3
School of Allied Health and Nursing	Library, Administration and Resource Center on Bolivar Street.	4
South Roman Street Garage	Library, Administration and Resource Center on Bolivar Street.	4
Medical Education Building	Between CSRB and Lions Eye on Bolivar Street.	5
Residence Hall	MEB on the corner of Perdido and S. Roman.	6
Stanislaus Hall	Stanislaus Parking lot along Gravier Street	7
Gravier Street Garage - Entwae Office	Stanislaus Parking lot along Gravier Street	7
Clinical Education Building (1542)	End of rear walkway near west end of Gravier Garage.	8
Human Development Center Building	Northwest side of Lions Eye Building	9
Seton Building	South side of Human Development Center	10
Center for Advanced Learning and Simulation	Grassy area behind CSRB	11
Dental School Admin, Clinic, Advanced Clinical Care & Clinical Research Building and Powerhouse	Green space west side of Admin Building	12

## EMERGENCY EVACUATION AREAS - DOWNTOWN CAMPUS





**EMERGENCY EVACUATION AREAS - DENTAL SCHOOL CAMPUS**

Click on Area number to see "Aerial View"

**Emergency Evacuation Area - Dentistry**

