

Campus Name

Building Name, [Department] Emergency Plan

SECTION 3 -- PROTOCOLS & PROCEDURES**a. EMERGENCY EVACUATION STEPS**

- Step 1: If a fire or any type of emergency exists, evacuation must occur.**

Individual who discovers fire must ensure Steps 2 and 3 occur before attempting to fight an incipient fire using the PASS method.

- Step 2: Activate the fire alarm by pulling the red pull station.**

Designated Areas of Rescue Assistance

If an occupant is unable to evacuate from the 2nd floor, they must proceed to the closest and safest rescue assistance area. Inform ASU Police Dispatch Center by calling 9-1-1 of their location and that they are unable to leave the facility.

Designated Areas of Rescue Assistance are to be established on each floor in the Building, [Department].

- Step 3: Call 9-1-1 from a campus telephone.**

When a confirmed fire exists, it is critical to inform ASU Police Dispatch Center of the following information:

Step 3A: Provide building address and fire location: ASU Tempe Campus, Building, [Department]

- Step 4: Evacuate the building whenever the fire alarm sounds.**

Close any doors, leave the building and relocate to a safe, designated area for accountability.

- Step 5: Reassemble at safe location and verify accountability.**

Establish a Primary designated staging area [Primary Assembly]

Establish a Secondary designated staging area (use only if Primary Area cannot be accessed) [Secondary Assembly]

All occupants must reassemble at the designated staging area away from the building. Directors proceed with taking attendance of department employees to ensure everyone is accounted for. If it is known that someone is still in the building, notify the emergency response personnel (either ASU Police or the Fire Battalion Chief) with the information and their location within the facility.

- Step 6: Do not re-enter until authorized by emergency personnel.**

- Other emergency issues – Refer to ASU [Emergency Response Guide](#)**

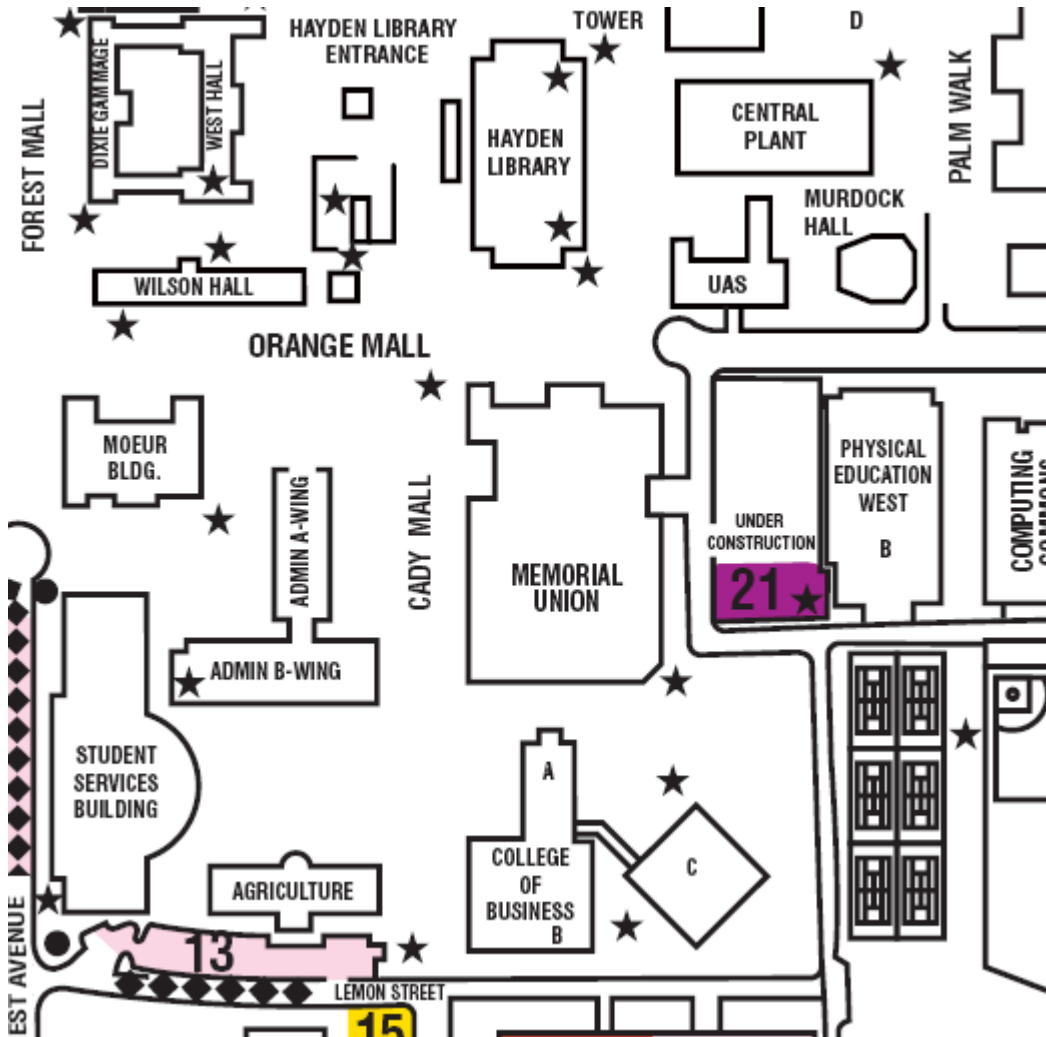
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b. PRIMARY ASSEMBLY AREA MAP

Buildings, [Department] are responsible for establishing primary and secondary assembly areas for individuals to gather in an emergency evacuation. The primary assembly area for **Building, [Department]** is [Primary Assembly].
 [Example of map]



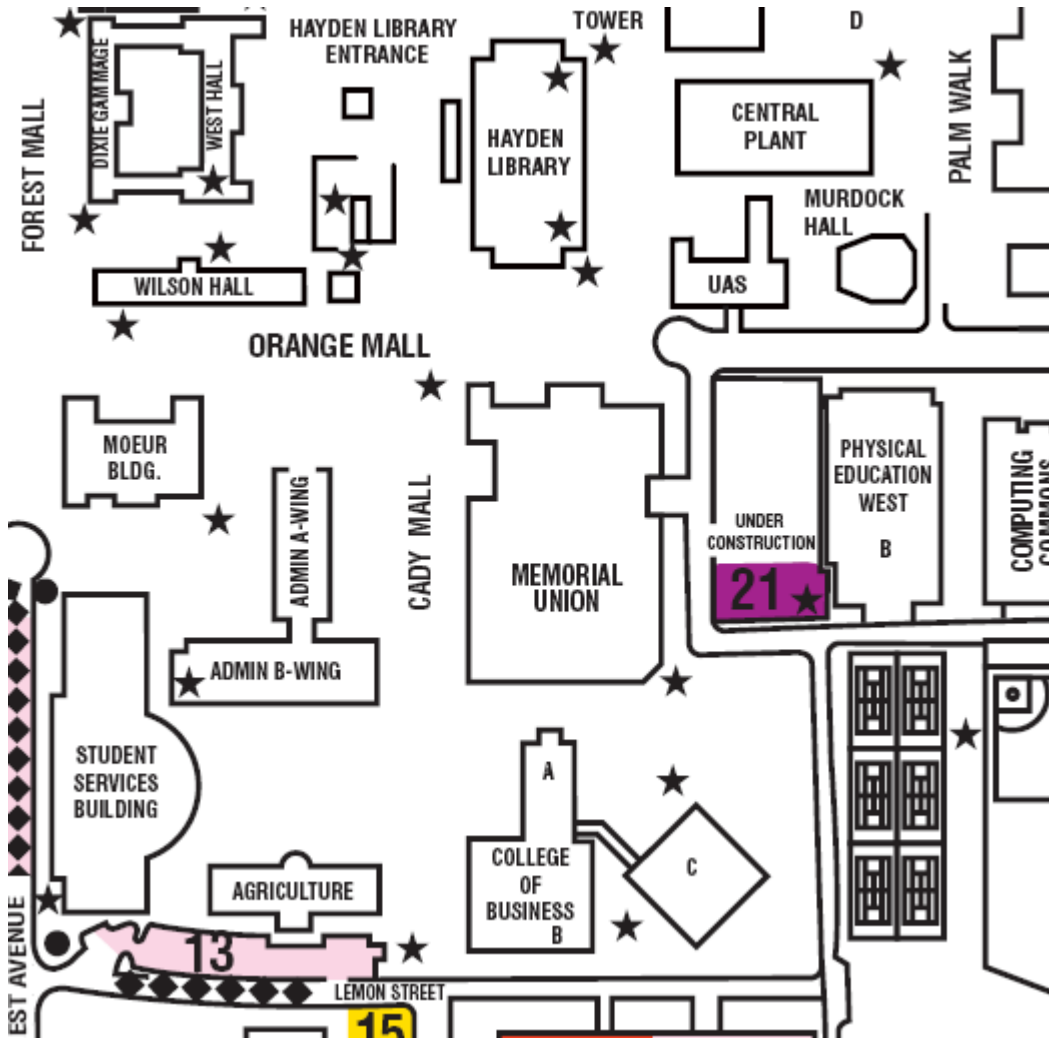
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c. SECONDARY ASSEMBLY AREA MAP

The Secondary area for **Building, [Department]** is [Secondary].



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SECTION 3 -- PROTOCOLS & PROCEDURES**d. STAGING AREAS**

In the event of an emergency the areas immediately adjacent to the **Building, [Department]** will be utilized as staging areas for emergency services (police and fire) equipment and personnel.

These areas must be kept clear at all times once individuals have evacuated from the **Building, [Department]**. Staging areas provided for police and fire services can become dangerous to building occupants during emergency situations.

Therefore, once building occupants have evacuated to safe areas they are not to re-enter the staging areas until an all-clear message has been communicated to them by emergency personnel incident commanders.

e. SPECIAL CONSIDERATIONS

In addition to the normal emergency department personnel duties and responsibilities, the following must also be considered and understood:

Personal limitations

As adults, each individual is solely responsible for themselves. Any individual with physical limitations should advise others of any conditions or limitations they may have and any arrangements or agreements for assistance with other staff members must be preplanned and clearly understood. An "area of rescue assistance" (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion (**see Section 3 i**).

Guests (Unfamiliar with the facility)

The visited must be prudent in assuring the security and safety of their guests/visitors. Although as adults, we are responsible for our own welfare—familiarizing ourselves with any facilities we visit (life safety systems, exit locations, fire extinguishers, etc...), visitors/guests will rely on the visited to provide direction and assistance with evacuating the facility in an emergency. In the case of large numbers of visitors related to utilizing training rooms for classes, the instructor should always identify the exits prior to starting instruction as well as assist in an actual emergency.

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Duties and responsibilities are determined and established by department heads. To ensure all duties and responsibilities are achieved efficiently and effectively, the staff or positions within the department must have appropriate delegation of specific tasks e.g. monitor duties.

Each department will utilize an organizational chain-of-command flow chart to assign tasks related to duties and responsibilities (see attached organizational chain-of-command flow chart tasks sheet).

In general, the goal is to maintain proficiency and certification of certain staff members in CPR, First-Aid, and AED as well as assuring some individuals maintain the necessary training/certification related to incident & unified command responsibilities/capabilities.

Special Duties

Designated individuals (monitors) from each department shall be established to ensure safe exiting outside of the facility, directing occupants to the designated assembly point, and preventing re-entry to the facility (prevention of re-entry to any one except emergency personnel ensures the protection of life and property—university and personal property).

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1. On hearing the fire alarm, monitors should immediately render the room/cubicles they are in as safe according to fire evacuation procedures.
2. After allowing time for the main body of people to evaluate, and only if safe to do so, monitors should then check the rooms/cubicles in the immediate area listed on the closest evacuation diagram. Working through the rooms/cubicles systematically and closing doors if needed as each area is cleared.
3. One monitor should be assigned to each individual within a department with disabilities (buddy system) to assist that individual to a designated rescue area, stair landing, or with evacuation procedures.
4. Monitors should take the First Aid Kit and the AED closest to the department.
5. When all rooms listed on the fire evacuation plan have been checked clear, monitors must leave the building via the nearest available exit.
6. At either meeting place (Primary or Secondary assembly areas) monitors should assist supervisors with a head count of the people that should be at the meeting site.
7. Communicate whether all staff has exited the building to senior management person and to emergency personnel.

General Duties (Prior to an emergency, during normal business)

Monitors have an important role to play by observing the fire safety guidelines provided in training and should be continually on the lookout for such things as possible malfunctioning fire extinguishers, fire exits that are blocked, missing keys for exits, and the fire evacuation diagrams. If any other possible hazards are identified, they should be reported without delay to the Fire Safety/Prevention division of the Department of Environmental Health & Safety.

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h. AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

Automated External Defibrillators (AED'S) may be installed within the building (see floor plans section for location). It is recommended that selected staff attend training certifying them in CPR, First-Aid, and AED. One individual from each floor of the Building and/or Department shall be designated and responsible for removing the AED on their respective floor and carrying it to the safe areas for possible emergency use.

Designated monitor on the lower level responsible for the AED is: _____

Designated monitor on the first floor responsible for the AED is: _____

Designated monitor on the second floor responsible for the AED is: _____

Designated monitor on the third floor responsible for the AED is: _____

Designated monitor on the fourth floor responsible for the AED is: _____

Designated monitor on the fifth floor responsible for the AED is: _____

Designated monitor on the sixth floor responsible for the AED is: _____

Designated monitor on the seventh floor responsible for the AED is: _____

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SECTION 3 -- PROTOCOLS & PROCEDURES**i. DESIGNATED RESCUE AREAS****THIRD FLOOR**

A “designated rescue area” (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion. For the primary area of rescue assistance, third floor of the **Building, [Department]** use the **Describe Area** as the secondary area of rescue assistance, third floor use the **Describe Area**, (see building floor plan pages in section 2 for visual locations established as an “area of rescue assistance”) and/or if unable to exit floors higher than floor one, individuals with physical limitations should be assisted to one of the “areas of rescue assistance” or remaining on a stairwell landing in one of the facilities exit stairs of their floor would be the safest place. Staff members assisting individuals with limitations must inform emergency services personnel responding to the **Building, [Department]** immediately of the need for rescue assistance for disabled individuals and their location (**see Appendix 8 b**).

If unable to exit the **Building, [Department]** third floor, individuals should move to and remain on the facility’s the nearest stair landing until emergency rescue personnel arrive.

Information on assisting individuals with disabilities is provided in Appendix B.

SECOND FLOOR

A “designated rescue area” (near a phone, furthest away from hazard areas within the facility, and close to or near a window accessible by the fire department) must be preplanned within the facility for those unable to exit the facility in normal fashion. For the primary area of rescue assistance, second floor of the **Building, [Department]** use the **Describe Area**, as the secondary area of rescue assistance, second floor use the **Describe Area**, (see building floor plan pages in section 2 for visual locations established as an “area of rescue assistance”) and/or if unable to exit floors higher than floor one, individuals with physical limitations should be assisted to one of the “areas of rescue assistance” or remaining on a stairwell landing in one of the facilities exit stairs of their floor would be the safest place. Staff members assisting individuals with limitations must inform emergency services personnel responding to the **Building, [Department]** immediately of the need for rescue assistance for disabled individuals and their location (**see Appendix 8 b**).

If unable to exit the **Building, [Department]** second floor, individuals should move to and remain on the facility’s the nearest stair landing until emergency rescue personnel arrive.

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Information on assisting individuals with disabilities is provided in Appendix B.

SECTION 3 -- PROTOCOLS & PROCEDURES**j. TRAINING AND FIRE DRILLS****Training**

Training is an integral part of the safety program for **Building, [Department]** and it is the responsibility of each department to ensure all their employees are trained on the Building Emergency Plan. Department heads are responsible for providing emergency evacuation information to employees and for making certain each one reads and understands the plan. It is the responsibility of the occupant to become familiar with the Emergency Evacuation Plan, to know evacuation routes and assembly areas, and to attend training.

Initial fire safety & evacuation classroom training, specific to the emergency evacuation plan will be created and provided to all building occupants (employees) within 60 days of plan acceptance. All department employees will receive plan specific fire refresher training annually there after, which will incorporate a review of the emergency evacuation plan and it's components to ensure everyone understands it in its entirety. A schedule of fire safety and fire refresher classes will be posted on the EH&S training web page.

All new employees must attend initial fire training within 90 days of their last hire date. Plan components must be updated within 30 days of personnel changes occurring in order to ensure plan integrity. Also, the plan must be reviewed within 30 days, by the ASU Fire Marshall, of any strategic or facility (building) changes as deemed necessary.

Fire Drills

Fire drills affecting all building occupants (employees) must be conducted annually so emergency procedure components can be tested and to determine if changes are needed to improve the emergency evacuation plan. Such drills will involve department employees following evacuation procedures and physically moving to the designated safe areas. In addition, fire drills will be conducted anytime there is a building change that involves actual plan modification.

Department fire drills should occur:

- Annually without setting off the actual fire alarm
- When there are any changes in plan
 - Personnel changes (table top)
 - Building changes
- Table top (monthly meeting)

At the time of each fire drill department phone tree procedures will be implemented, tested and evaluated for effectiveness.