**Building Emergency Evacuation Plans**

Revised: November 29, 2001

Environmental Health and Safety (EHS)

This plan can be used by Building Coordinators to develop their emergency plans for their Buildings.

Each building Coordinator should review their emergency plan on an annual basis to ensure:

1. The plan is accurate,
2. Emergency Equipment (fire extinguishers, Alarm panels, etc.) function properly and
3. Evacuation Monitors and building occupants are trained in the plan and proper emergency response.

**Purpose**

The Internal emergency response plan is designed to facilitate the safe evacuation of all occupants from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(location) in the event of fire or other internal emergency.

System Components: includes alarm pull stations, alarms, alarm doors and fire extinguishers as described below: (describe and list components of emergency system including alarm pull stations, alarm locations, alarming exit doors, fire extinguishers, emergency exits)

1. Alarm Pull stations (directly connected to the alarm control panel which sounds the building’s alarms and also activates the alarm panel at the LSU police department) (starting with bottom floor and working up, describe locations)
	1. Activate by \_\_\_\_\_\_\_\_\_\_\_\_ (describe activation ex: “lift cover, pull down handle”
	2. Basement location
		1. “near door to stairway (outside room 152)”
		2. “east exit door (outside room 125)”
	3. First Floor Locations
	4. Second Floor Locations
	5. Third Floor Locations
2. Alarms (Describe alarm sound and location of alarms)
	1. Basement locations
	2. First Floor Locations
	3. Second Floor Locations
	4. Third Floor Locations
3. Alarm Doors (these are exit doors that you typically see in Major Merchandizing stores that sound an alarm when someone exits. Only make note of doors it if you have in your building.
4. Fire Extinguishers (starting with bottom floor and working up, describe locations and describe type of extinguishers)
	1. Activate by pulling the pin, aiming the nozzle, squeezing the handle to discharge the extinguishing agent. Aim at the base of the fire and sweep from side to side.
	2. Basement Locations: Description
		1. Outside of room 152 Dry Chemical
		2. Inside of room 152 Dry Chemical
	3. First floor Location
	4. Second Floor Locations
	5. Third Floor Locations
5. Exits:(starting with the bottom floor and working up, describe exit doorways from the building) Below, are the exit doorways from the building to the outside. These exit doorways must be kept clear at all times and unobstructed. Never use an elevator if the alarm sounds.
	1. Basement Floor
		1. Door near East Stairway
	2. Door near West Stairway
	3. First Floor
	4. Second Floor
	5. Third Floor
6. Evacuation Floor Plan- (an example is attached. This is an essential part of the plan, and is the basic means to communicate to the public safe routes of exit) A Schematic drawing posted in each corridor/hallway, which illustrates the floor plan and locations of evacuation paths and exits.
7. Other special Safety or emergency equipment: (Such as first Aid kits, stretchers, respirators etc.)
8. “Building Name” Staff Responsibilities: It is the responsibility of each staff member to know the location of alarm pull stations and fire extinguishers, especially those in his or her immediate vicinity. It is also the responsibility of all staff to know their appropriate evacuation route and assembly location. Area Stewards will review and discuss this plan with staff associated with his or her assigned area periodically.
9. Internal Emergency Drills: Evacuation drills are conducted under the supervision of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Building coordinator normally), or his or her designee. Drills are necessary to train and prepare building occupants for safe evacuation should an internal emergency occur. All fire alarms should be treated as “real” and proper evacuation conducted.

**Evacuation Procedures**

1. Supervision during the Emergency:
	1. The Building Coordinator or his designee, assisted by the Area Stewards, will supervise the evacuation of the building.
	2. The Area Stewards will assist in ensuring evacuation and report to the Building Coordinator any persons missing or unaccounted for.
	3. Re-entry into the building after a fire shall only be upon authorization by the LSU Police or Campus Safety Department.

(NOTE: The number of Area Stewards is determined by the Building coordinator and is dependent upon the number of floors, corridors, or departments within a building.)

1. Person discovering a fire:
	1. Recruit assistance from persons in vicinity if possible to:
		1. Pull Fire alarms at nearest box. These alarms will automatically sound alarms throughout the building.
		2. Call 911 (LSU Police) report name, location, description of emergency,
		3. If trained, use fire extinguishers to aid in evacuation and to confine the area of the fire
		4. Remove victims in the immediate area of the fire
		5. Confine fire by closing doors and windows in vicinity of fire
2. All Personnel:
	1. All building occupants will exit the building upon announcement by the Area Stewards or sounding of the fire alarm.
	2. NEVER USE ELEVATOR DURING A FIRE OR OTHER EMERGENCY.
	3. Close doors, corridor smoke barrier doors, and windows in the vicinity. Shut off potentially dangerous equipment, reactions or experiments in the work area.
	4. Assist all injured or disabled persons from the building.
	5. Report to the appropriate assembly area. If designated assembly area is involved with smoke, report to one of the other designated assembly areas. Remain with and listen to instructions from the Area Steward.
3. Assembly areas are determined by the exit location of the building:
	1. EXIT ASSEMBLY AREA
	2. West exit West bicycle rack
	3. East Exit East quad sidewalk by Hill library
	4. LIST ALL EXITS AND THEIR DESIGNATED ASSEMBLY AREAS
4. Area Stewards responsibilities:
	1. Identify Alternates to aid in clearing rooms, including restrooms, of assigned area. If possible, shut off air handling units in assigned area.
	2. Close smoke bearing doors in assigned area.
	3. Direct persons to assigned exits and assembly areas.
	4. Verify assigned area is evacuated.
	5. Check all persons in assembly area and identify missing persons.
	6. Report missing person(s) presumed to be in the building to LSU Police, Campus safety, or Fire Department.
	7. Remain in assembly area until receiving instructions from Building coordinator or LSU Police or Campus Safety to re-enter building.
	8. If Assembly area becomes unsafe, relocate as a group to another assembly area.
	9. Select a staff member in same location to serve as back up should Area Steward be absent.
	10. Train personnel and staff within assigned area in this procedure.
5. Evacuation:

DEVELOP EVACUATION AND AREA STEWARD ASSIGNMENT CHART AS NOTED BELOW: (EXAMPLE)





