# APPENDIX I

# WASHINGTON STATE UNIVERSITY VANCOUVER

# Building Evacuation Plan

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| --- | --- | --- |
| Section | Title | Page |
| 1.0 | Purpose | 1 |
| 2.0 | Definitions | 1 |
| 3.0 | Scope and Training | 2 |
| 4.0 | Roles and Responsibilities | 2 |
| 5.0 | Incident Command Locations | 5 |
| 6.0 | Building Evacuation Locations | 5 |
| 7.0 | Assisting the Disabled to Safety | 5 |
|  | Guide Sheet for Reporting Incidents | 7 |

1. **PURPOSE (WAC 296-24-567)**

To be used during any event that requires the evacuation of a building for a planned event or an actual incident. An example of a planned event would be a fire or a bomb threat drill. Actual incidents that may require a building evacuation include, but are not limited to: fires, hazardous materials spill, a bomb threat or discovery of a suspicious item believed to be an explosive device, or in a situation where a natural disaster exists (i.e., earthquake, etc.).
2. **DEFINITIONS**

	* Safety Zone Supervisors (SZS): Pre-designated WSU Vancouver employees that are assigned and trained to assist with the safe and orderly evacuation of an area/floor within a specified building.
	* Incident Commander (IC): The individual person designated to direct incident activities and response:
		+ The WSU Vancouver Chancellor, or the Vice Chancellor of Finance and Operations, the Facilities Operations Director and/or the Public Safety Lieutenant will detail the development and implementation of strategic plans and approve the ordering and release of response resources.;
		+ In the absence of the IC (or until the IC arrives on site), the on-duty University Police Officer will assume temporary command of the situation until the IC arrives on scene;
		+ The IC will function as the liaison to and coordinate with responding fire (Clark County Fire District #6), EMS, police, and other outside agency personnel as necessary;
		+ Incident Command Post (ICP): The location where the IC will receive reports from the safety zone supervisors, typically this will be located in the WSU Vancouver Classroom Building (Room 120). The IC will receive and disseminate information concerning the event received from this location.
		+ The Incident Commander (IC) will receive information concerning a building evacuation at the evacuation rally point for the affected building. For larger scale emergencies, the Incident Command Post may be located at **the WSU Vancouver Public Safety Office located within Classroom building (VCLS Rm. 120), Phone # 360-546-9001 (pager# 360-690-1527).** Safety Zone Supervisors are responsible to know the location of this room is as well as contact information for WSU Vancouver Public Safety (360-546-9001 or 6-9002).
		+ Additionally, the IC will coordinate with responding emergency agencies such as Clark County Fire District #6 (360-576-1195), etc.;
		+ Staging Area – the location where additional responding personnel and equipment will be designated and assigned.
3. **SCOPE AND TRAINING**

Each floor of every building should have a primary as well as alternate Safety Zone Supervisor (SZS). It is the responsibility of these individuals to be knowledgeable of this emergency plan. A copy of this emergency plan will be provided to each person upon assignment to their position. SZS individuals will attend an initial training session, as well as be provided with annual refresher training, sponsored by the Department of Public Safety with the support of the WSU Vancouver Safety Committee and the WSU Vancouver EH&S Coordinator. Initial and refresher trainings will be conducted yearly—or as needed (i.e., new hires, etc.) by a representative of the WSU Vancouver Department of Public Safety with the support of the WSU Vancouver EH&S Coordinator.

The Facilities Services Manager and Public Safety Director/Incident Commander will have thorough knowledge of the emergency response plan. In addition, the on-duty Public Safety Officer will have thorough knowledge of the plan and will notify the Incident Commander immediately should the plan need to be implemented. These individuals have the primary responsibility to oversee the implementation of this plan in the event of an actual emergency. In addition, SZS assigned individuals will coordinate and oversee at least one evacuation drill conducted on an annual basis per facility and/or campus wide.

Whenever feasible, all training and drills should be planned with, and coordinated to include the participation of Clark County Fire District #6 personnel to provide subject expert oversight. Whenever revised, a copy of the WSU Vancouver Emergency Response plan will be provided to Clark County Fire District #6 for further input and/or review and approval.

1. **ROLES AND RESPONSIBLITIES**

	* Employees and Students will:
		+ Evacuate when instructed to do so by university officials, Fire Department or Law Enforcement personnel, or upon the activation of the fire alarm system;
		+ Proceed in an orderly fashion out of the building and proceed to designated assembly areas as directed by previous training provided by the facility director and identified on the posted evacuation/staging area map located within each functional area;
		+ Keep clear of all emergency access routes and not interfere with, or delay responding emergency personnel or vehicles;
		+ Remain clear of the incident area/building until directed by WSU Vancouver Public Safety IC that the area is safe to re-enter**; DO NOT LEAVE THE STAGING AREA UNTIL YOU HAVE CHECKED IN WITH THE SAFETY ZONE SUPERVISOR OR YOUR AREA/ LAB / OR DEPARTMENT AS IT MAY BE CONSIDERED THAT YOU ARE MISSING AS A RESULT OF THE INCIDENT;**
		+ Individuals in charge of various areas within WSU Vancouver buildings may have offices located away the potential incident area. **As such, it is the responsibility of all supervisors, lab assistants, etc. to be knowledgeable of the emergency response procedures and ensure that their area is safely evacuated, and personnel accounted for should an emergency occur;**
		+ It should be made clear that failure to leave the building during an evacuation is not only a violation of law, but also a violation of Washington State University and Clark College rules. For employee’s, failure to evacuate may result in disciplinary action that may include termination of employment. In addition to penalties prescribed by law that can include the termination of employment of the individual. Students who fail to evacuate may also be subject to on campus judicial disciplinary actions in addition to legal sanctions.
	* **Safety Zone Supervisors (SZS) will:**
		+ Be familiar with the layout of their building’s floor. (Individual floor maps are available from the WSU Vancouver Public Safety Office 360-546-9001);
		+ Be familiar as to where exits are located as well as the directions for the primary and alternate evacuation routes for their assigned locations;
		+ During an evacuation, direct individuals to the nearest exit in an orderly fashion keeping in mind that that panic can be contagious during an emergency event;
		+ Ensure that disabled individuals are evacuated using established procedures (see attached guidelines for assisting those with disabilities);
		+ Ensure that for laboratory areas, all sources of combustion (i.e., Bunsen burners, ovens, etc.) are turned off prior to leaving a laboratory location;
		+ Ensure that portable first aid kits located in their area of responsibility are taken to the evacuation staging area;
		+ If possible, close unlocked areas and rooms and windows during the evacuation. This will greatly slow down the spread of a fire;
		+ Provide an updated listing of SZS to Public Safety whenever changes are made with SZS WSU Vancouver building assignments.

Exception: FOR BOMB THREATS:

If possible, open doors and windows to lessen compression damage in the event of a blast. The primary focus should be to evacuate as quickly as possible.

Prior to evacuating a space, employees can assist WSU Vancouver Public Safety Officials by conducting a brief office search following a bomb threat notification to identify foreign or unfamiliar objects or packages noticed in the space. The employees know better what belongs and what does not belong in their normal assigned areas of work/research.

* + - Evacuees will gather in the designated rally/muster location located at least 300 feet from the building, and conduct a personnel head count;
		- Ensure that people and any vehicles are located well clear of responding emergency personnel along with their vehicles.
	+ **Report to the Incident Commander the following information:**
		- That their assigned area(s) are clear;
		- A detailed description of any damage or hazards that have been observed and/or suspected;
		- A description of anyone that appears to be missing or is unaccounted for;
		- The location of injured or disabled individuals that cannot be evacuated, if applicable; This includes assisting emergency personnel to initiate a safety zone around the facility until the emergency is resolved;
		- Report any problems or observations noted of concern in regard to the incident response to the WSU Vancouver Incident Commander once the event is completed. Examples may include: Any person who interferes with the safe evacuation of an area should an incident arise, locked exit doors, insufficient lighting, etc.;
		- Following resolution of the incident and the “all clear” signal is provided by WSU Vancouver Public Safety, report any deficiencies noted that need to be addressed. Examples would include burned-out emergency lighting, fire doors that do not activate, etc. to ensure corrective action can be enacted;
		- In the event of a fire, Safety Zone Supervisors will be responsible to train all personal within their assigned area(s) to ensure that no personnel utilize building elevators as electrical failures, or other mechanical disruption(s) may interrupt elevator service trapping individuals within elevators.
	+ **SAFETY ZONE SUPERVISORS SHOULD NOT:**
		- Attempt to put out any fire unless they are trained to do so and the size of the fire allows for a successful extinguishment;
		- **Attempt to physically remove anyone who refuses to leave the building. Instead, this must be reported to the Incident Commander along with the person’s location within the building;**
		- Re-enter the building to look for anyone known or suspected to be unaccounted for. This information must be reported to the Incident Commander along with where the person may be located within the building or area;
		- Conduct lengthy searches of rooms checking for people, instead train all personnel commonly in an area (i.e., staff, students, faculty, etc.) to immediately evacuate once an alarm has been sounded;
		- **Allow any individual to utilize elevators unless directed by fire department personnel (ex. In cases of disabled individuals, etc.)**
		- Leave your designated rally point area except to report to the Incident Commander.
	+ **Safety Zone Supervisor List**

Contact WSU Vancouver Public Safety for a current listing of Building Safety Zone Supervisors (6-9001)

* + **The Incident Commander (IC) will:**
		- Establish an initial incident cordon area, establish an Incident Command Post as well as area staging locations. Additional considerations should include designated areas for media to set up. As part of this, the IC will:
		- Direct WSU Vancouver Facilities Operations personnel, WSU Vancouver Public Safety Personnel, and assigned Safety Zone Supervisors in establishing initial response area(s) to maintain that non-associated personnel are kept clear of the incident in progress. This includes maintaining avenues of approach, such as roads and access routes, clearance for responding emergency vehicles and personnel and potential evacuation routes if needed;
		- Initiate the recall of off-duty Public Safety and/or WSU Vancouver Facilities Operations personnel as necessary;
		- Initiate all necessary notifications to the WSU Vancouver Administrative staff and, if necessary or directed to do so, assist with the implementation of the WSU Vancouver Emergency Operations Plan and/or the WSU Vancouver Crisis Communications Plan. As a minimum, the following will need to be notified:
			1. WSU Vancouver Chancellor; (360-546-9589);
			2. WSU Vancouver Director of Finance and Operations; (360-546-9590);
			3. WSU Vancouver Facilities Manager; (360-546-9000);
			4. WSU Vancouver Communications Coordinator. (360-546-9601)
		- Report to the responding fire department person in charge upon his/her arrival. The report will consist of the following information gathered from the Safety Zone Supervisors:
		- Report evacuation status as to whether or not the building is completely evacuated (i.e., are they actual and/or suspected missing personnel);
		- Provide a detailed description of the problem(s);
			1. Where in the building the problem(s) exists (if identified);
			2. The problem as it is reported by the safety/zone supervisors;
		- Remain at the Incident Command Post location during the entire incident to assist in providing additional information concerning the layout of the building, any new construction underway, modifications, etc.
		- Act as a liaison between Clark County Fire District #6 personnel, EMS, and other agencies responding (i.e., Clark County Sheriff, etc.) as well as WSU Vancouver personnel (administration, maintenance, and public affairs/media relations).
1. **INCIDENT COMMAND LOCATIONS**

Safety Zone Supervisors will report to the Incident Commander (IC), who will be located at a predetermined Incident Command Post (CP) location. Safety Zone Supervisors are responsible to know these locations. Contact Public Safety for IC Command locations. The WSU Vancouver Public Safety Office is located within **Classroom Building (VCLS Rm. 120),** **Phone # 360-546-9001 (pager# 360-690-1527)**.
2. **BUILDING EVACUATION LOCATIONS**
Contact Public Safety or your Safety Zone Supervisor for evacuation locations. If an evacuation plan is not posted for your area, contact Public Safety (6-9001) or EH&S (6-9076) for resolution.
3. **ASSISTING THE DISABLED TO SAFETY**
Faculty, Safety Zone Supervisors and supervisory staff with disabilities under their direction, **shall meet with them as soon as possible after initial introduction** of these individuals to the building/lab or work area to discuss procedures to be followed in case of fire or other emergencies. It is important to recognize that those having disabilities know their limitations and abilities better than others. As such, they may provide knowledge of how they can personally perform and/or assist personnel attempting to help them in the event of an emergency.

Evacuation of persons with disabilities who are otherwise ambulatory, such as the blind, mobility impaired and/ or hearing impaired, should take place normally along with the other building occupants. These people may be assisted by an escort/ buddy system. Hearing impaired individuals should be furnished with pre-printed instructions detailing evacuation procedures and can be directed through following others and/or through hand signals for direction.

It should be noted that should a blind, and/or mobility impaired individual **have an accident during an evacuation**, the incident could rise to a higher level of criticality due to the additional medical issues that arise during their evacuation above the response to the initial incident that generated the evacuation.

Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by the fire department or other emergency personnel. As stairs are often times difficult if not impossible to traverse, these individuals must either be transported out of the building by other means or be protected in place awaiting arrival of the fire department. Manual techniques for lifting and/or carrying individuals require training and proper application. All Safety Zone Supervisors will receive training in basic manual lifting and dragging techniques, as well with the use of a safety evacuation chair if one is readily available.

Individuals that cannot be evacuated from the building due to mobility problems, should proceed to the nearest safe stairwell or AREA OF REFUGE in the building with a pre-arranged escort. Safety Zone Supervisors may need to assist with accomplishing this task. Once stairs have begun to clear of other evacuating people, enter the AREA OF REFUGE or stairwell and have the person with disabilities remain on the landing near the door along with an escort. The exact location of the disabled person must be relayed without delay to Incident Commander and responding emergency personnel.

**Providing this information to emergency response personnel is critical to the safety of the individual and must not be delayed.** The following page is a guide sheet on reporting incidents on the Washington State University Vancouver Campus:

GUIDE FOR REPORTING INCIDENTS ON WSU VANCOUVER CAMPUS

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| **FIRE:** | **MEDICAL EMERGENCY:** | **CRIMINAL****SITUATIONS:** |
| **1) ALERT OTHERS!** Yell loudly! Pull nearest fire alert station. Dial 911 to report | **1) REPORT: DIAL 911 TO REPORT ALL MEDICAL EMERGENCIES** | **1) REPORT:** 911 to report any potential crime situation (actual and/or potential in terms of suspicious behavior) |
| **2) EVACUATE: Be sure all personnel in the affected area has left. If possible, close all windows and doors.** | **2) DON’T TOUCH:** DO NOT MOVE A VICTIM UNLESS A LIFE-THREATENING SITUATION EXISTS (I.E. ELECTRICAL, FIRE, ETC. | **2) PAY ATTENTION:** Gather as much information as possible; physical description, clothing, weapons, vehicle plate number, description and direction of travel. |
| 3) **Extinguish:** Attempt to put the fire(s) out only if trained to do so, and if the fire is very small. Inspect weekly to ensure you have the correct extinguisher type and adequate charge of extinguishing materials.  | 3) **First Aid:** Only apply as much as you have been trained to do.**Remember that all injuries (minor or serious) must be reported to the WSU Vancouver Police and to your supervisor** | 3) **DO NOT TAKE CHANCES:** Do not try to approach or aApprehend the person(s) involved. 4) **DON’T TOUCH ANYTHING:** Tampering with anything at a crime scene may destroy evidence needed to solve the crime |
| **4) IF Trapped:** Close off the area, stand near window and signal for help. |  |  |
| **5) STAY OUT:** Do not re-enter the building. |  |  |
| **DO NOT USE ANY ELEVATOR!** |  |  |

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| **EARTHQUAKE:** | **BOMB THREAT:** | **POWER/UTILITY FAILURE:** |
| **1. DROP, COVER & HOLD!** When the earth shakes drop under a desk or sturdy table. Stay under cover until the shaking stops and hold onto the desk/table. | 1) **BY PHONE**: **Keep the caller on the phone as long as possible to gain information about the bomb and the person calling. Don’t hang up – a trace on the call may be possible.**  | 1) **REPORT:** Call WSU Vancouver Facilities Services at 6-9000 or Public Safety (6-9001). Be prepared to provide the building name, the floor, room number, and nature of the problem. |
| **2) STAY PUT!** Don’t attempt to enter the or leave the building during an earthquake. | 2) **BY MAIL:** If you receive a suspicious package handle it as little as possible and notify Public Safety (6-9001) or 911. | 2) **UNPLUG:** Pull the plug on all electrical equipment and note and damage sustained. |
| **3) OUTDOORS:** Move into a clear area, away from trees, signs, buildings, or downed powerlines. | 3) **AVOID PANIC**: Keep the threat strictly confidential.  | 3) **CONSERVE HEAT:** Close all windows and drapes. |
| **4) AFTERWARDS:** Check yourself and those around you for injuries. If trained, provide first aid. | 4) **IF EVACUATING:** If asked to evacuate, open all doors and windows on the way out. Report any suspicious items you notice. | 4) **OBSERVE**:Watch for signs of fire and report it immediately. |
| 5) **EVACUATE**: Assist the injured and disabled to safety. |  |  |
| 6) **BE PREPARED FOR AFTER SHOCKS!** |  |  |
| 7) **REPORT IT**: Report all damage or injuries to emergency personnel. |  |  |

**REPORTING AN EMERGENCY:** Be prepared to state your name, address, and nature of the problem. Stay on the line to answer any questions the dispatcher may have. Don’t hang up until the dispatcher has told you to.