

**Instructions: Please respond to all marked fields.
Please have this completed form ready at the time of your inspection.**

Fraternity/Sorority Name: _____

Address: _____

FRATERNITY/SORORITY EVACUATION PLAN

The Office of Environmental Health and Safety (OEHS), in conjunction with members of your fraternity/sorority, has developed an evacuation plan for members to use during alarm/emergency situations. Each member is requested to maintain an updated copy of the plan and be prepared to properly respond in the event of an emergency situation.

An alert and educated membership is a Fraternity/Sorority's most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices. Every member has a responsibility and vested interest in making a concerted effort to correct and improve their living conditions and practices. Fire hazards include, but are not limited to:

SMOKING: This activity is permitted only in specifically designated areas.

STAIRWAYS: Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., furniture, bicycles, etc.) which might present a fire hazard and impede escape routes.

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

WEATHER RELATED EMERGENCIES

During weather related emergencies the most important tool is up to date, accurate information. As such a "Weather Radio" or access to the internet is vital for keeping safe in a weather emergency. Also, consider signing up for the University Text Messaging system to receive pertinent and important information. Please contact our office at 982-4914 for further information. The information below was acquired through the University of Oklahoma and FEMA's websites.

Tornado Tips

If you are in the open:

- Attempt to reach a protective area, such as a sturdy building with a basement
- If there is not enough time to find a building, lie flat and face-down on low ground, protecting the back of your head with your arms. Get as far from trees and cars as you can. Avoid areas subject to rapid water accumulation or flooding in heavy rains

If you are in class:

- The instructor should dismiss class immediately, after advising students to proceed to a lower level hallway or basement of the building or to the nearest substantially constructed building if the facility being used is not suitable (i.e. modular units)

If you are attending a University function:

- The function will be terminated; the participants will be advised to seek a protective area on the ground floor away from glass or in the basement of the building. Buildings with broad flat roofs, or large open interior spaces (such as *auditoriums, cafeterias, or gymnasiums*) **should not be used** or considered as protective areas. Many such areas have *adjacent spaces (such as corridors, walk-in coolers, or showers)* which are reasonably safe

In a building:

- Stay indoors away from windows and glass doors.
- Close all interior doors – secure and brace external doors.
- Keep curtains and blinds closed.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.

Hurricane Tips

If a hurricane is likely in your area, you should:

- Listen to the radio or TV for information.
- Secure home, close shutters, and secure outdoor objects or bring them indoors
- Turn off utilities if instructed to do so. Otherwise, turn the refrigerator thermostat to its coldest setting and keep its doors closed.
- Turn off propane; avoid using phone except for serious emergencies.
- Ensure a supply of water for sanitary purposes such as cleaning and flushing toilets. Fill the bathtub and other large containers with water.

You should evacuate under the following conditions:

- Directed by local authorities to do so. Be sure to follow their instructions.
- If you are in a mobile home, or temporary structure.
- If you live in a high rise building.
- If you feel you are in danger

If you are unable to evacuate, go to your safe room. If you do not have one, follow these guidelines:

- Stay indoors during the hurricane and away from windows and glass doors.
- Close all interior doors – secure and brace external doors.
- Keep curtains and blinds closed. Do not be fooled if there is a lull: it could be the eye of the storm.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Lie on the floor under a table or another sturdy object.

ALARMS

Many Fraternities/Sororities are equipped with sprinkler systems and automated alarm devices. While extremely efficient, these systems do not ensure all emergency/fire situations will be suppressed. To ensure the safety of members the complete evacuation of a facility during an alarm situation is necessary.

Failure to see fire or smell smoke does not mean a threat to your safety is not present. Alarm situations could be the result of fire, gas leaks, natural disasters, hazardous materials, incidents, threats of violence, etc.

In the event of an alarm/fire members should practice the procedures associated with the acronym "RACE".

- R** **Remain calm**, do not panic. Rescue persons in immediate danger.
- A** **Alarm...** Activate the nearest MANUAL PULL STATION *and* notify the fire department by dialing 911 ("I want to report a fire at..."); Inform other occupants.
- C** **Contain** fire at point of origin by closing all doors and windows.
- E** **Evacuate** the facility using established procedures. **Extinguish** fire by using a portable fire extinguisher. (**Unless you have been properly trained, never attempt to use a fire extinguisher**) Report fire/pull alarm first; extinguish after. Never attempt to extinguish a fire unless you can do so safely.

EVACUATION GUIDELINES

Members

1. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators.
2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth or if necessary clothing over you mouth to serve as a filter
 - d. Signal for help via phone and/or from a window. Use a towel, clothing, sign etc.
5. Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Members are requested to report to their assigned assembly areas as defined by your Fire Monitor/Evacuation Plan.
6. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until fire personnel has advised you to re-enter the building/area.
7. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Members should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

Fire Monitor

1. Collects information or verbal reports for occupants as to the cause of the emergency. Proceeds to the predetermined assembly area to meet the fire department.

2. Meets the Fire Department personnel. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.
3. Ensures the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.
4. As you are evacuating, note any individuals who do not evacuate and report them to fire personnel. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation.

Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Fire monitors and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Pull the nearest fire alarm immediately, if no fire alarm yell and spread word of fire.
2. Move to a phone away from any fire, smoke or emergency.
3. Call 911 - advise the operator that there is a fire/emergency (of approximate) size and location; building, floor, room #, etc.
4. Exercise the appropriate evacuation plan

Fire Extinguishers

Members may use fire extinguishers if and only if these three conditions exist.

- 1) Your facility is equipped with extinguishers. Fire extinguishers have been removed from many buildings that have the appropriate alarm and/or sprinkler systems.
- 2) You have been properly trained in the use of a fire extinguisher**
- 3) If the fire is trashcan size or smaller, contained (not spreading) and you have placed a call to 911 to make sure the appropriate authorities have been notified.

If these conditions exist, then:

- 1) Call to the nearest member to retrieve the nearest charged fire extinguisher. Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.
- 2) Upon receiving the fire extinguisher, use the procedures associated with acronym "**PASS**".

PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire
AIM the nozzle at the base of the fire

SQUEEZE the trigger

SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (extinguisher lasts approx. 8 seconds)

3) If the fire fails to extinguish:

- a) Exercise the appropriate evacuation plan
- b) If the fire is extinguished request Fire Department to investigate the cause/extent of the situation. Remember you must report all fires! Many times a fire will start back up after seeming to be extinguished.

Fire Monitor - Additional Responsibilities

Makes decision to call for an evacuation of the building by activating a manual pull station alarm(or otherwise) when an emergency occurs and no other alarm is sounded. Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation. **Develops and implements a plan to effectively communicate the need to evacuate the facility during times the alarm systems are not in working order.**

Coordinates appropriate education and training programs for all members.

Orients visitors to evacuation procedures.

Ensures members have a fire and emergency evacuation plan accessible to them and/or a plan is posted in an established and readily accessible area.

Establishes and notifies all employees of assembly areas to be used during evacuations.

Maintains a current listing of the names and contact numbers for all Fire Monitors.

Maintains updated copies of the evacuation plan. Contacts OEHS if there are needed changes to the evacuation plan: building modifications, members, etc.

Assists OEHS with yearly review of evacuation plan and safety inspections.

Ensures the evacuation plan is easily accessible to all members, reviewed annually with all members, reviewed annually and amended as needed, and the plan provides for evacuation of handicapped occupants.

NOTE: The State Fire Marshall recommends that each facility appoints a safety director or establish a safety committee.

SUMMARY

In the event of an emergency situation;

1. Remain calm. Rescue persons in immediate danger.
 2. Alarm:
 - a. Activate manual pull station **and** call 911 (“I want to report a fire at ...”)
 - b. If no manual station, yell “Fire” or blow whistle if handy and spread word any way possible. Call 911 as soon as safe to and report incident.
 3. Contain the fire at the point of origin. Close all doors and windows.
 4. Evacuate the building using the established guidelines. Report to your designated assembly areas.
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Fraternity/Sorority Name: _____

Address: _____

Pertinent Information

Fire Monitors

<u>Name(s)</u>	<u>Ph #</u>	<u>Fax #</u>	<u>E-Mail Address</u>
_____	_____	_____	_____@virginia.edu

Exits (Evacuation Routes): _____

It is the responsibility of each member to be familiar with the location of each exit from the facility.

Assembly Area(s) in the Event of an evacuation: _____

Manual (Pull) Alarm Stations: _____

Fire Extinguisher Locations (by floor): _____

It is the responsibility of each member to know the locations of each fire extinguisher.

of Residents: _____

Special Need (Handicapped) Individual(s): _____

Manual Evacuation Plan (Applicable when alarm system(s) inactive)

Occupants are requested to verbally notify their neighbors during such instances. Many houses use “whistles” placed in strategic areas as a method of notifying occupants to evacuate. Houses are requested to develop a plan that ensures the timely and proper evacuation of their respective area(s).

OEHS Contact Information

Members are encouraged to address any fire safety concerns/requests with members of the Fire Safety Team:

<u>Name</u>	<u>Phone</u>	<u>E-Mail</u>
Gerald Drumheller	434-982-4914	gerald@virginia.edu

Using Fire-safety@virginia.edu will also ensure messages sent via E-mail are received.

Learn more about the services provided by the Office of Environmental Health & Safety by visiting our WebSite at: www.oehs.virginia.edu

Review Date(s)

Annual Review Date : September 1st

Date Completed by House Manager: _____

This will be the date you filled in the grey blanks of the document.

Date reviewed and posted with chapter/house residents: _____

This will be the date that you went over the information contained in this document with the house mates (IE: where the evacuation assemble point is located, where the fire extinguishers are located, where fire alarm pull stations are located, evacuation route, etc.) usually done at a Chapter Meeting or some other meeting of housemates.

Chapter President (Name)

House Manager (Name)

Chapter President (Phone)

House Manager (Phone)

Chapter President (Email)

House Manager (Email)

Date

Date