

Emergency Response Plan

Purpose: The Internal emergency response plan is designed to facilitate the safe evacuation of all occupants from Johnston Hall in the event of fire or other internal emergency.

System Components: Includes alarm pull stations, alarms, alarm doors and fire extinguishers as described below:

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)
 - a. Activate by pulling down handle
 - b. Second Floor Locations
 - i. Near room 201
 - ii. Near north stairs
 - iii. Near south stairs
 - c. Third Floor Locations
 - i. Near room 301
 - ii. Near north stairs
 - iii. Near south stairs
 - iv. Near room 353

2. **Alarms:**
 - a. Second Floor Locations
 - i. Near room 201
 - ii. Near room 202
 - iii. Near room 210
 - iv. Near north stairs
 - v. Across from room 216
 - vi. Across from room 232
 - vii. Across from room 239
 - b. Third Floor Locations
 - i. Near room 301
 - ii. Outside elevator
 - iii. Near room 302
 - iv. Near room 310
 - v. Near north stairs
 - vi. Near room 314
 - vii. Near room 320
 - viii. Near room 331
 - ix. Near room 340
 - x. Near south stairs
 - xi. Near room 343
 - xii. Near room 351
 - xiii. Near room 353

3. **Fire Extinguishers:**

a. 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.

b. Second Floor Locations	<u>Description</u>
1. Outside of room 225	Dry Chemical
2. Outside of room 235	Dry Chemical
3. Outside of room 204	Dry Chemical

Third Floor Locations

1. Outside of room 304	Dry Chemical
2. Outside of room 324	Dry Chemical
3. Outside of room 334	Dry Chemical
4. Outside of room 351	Dry Chemical

4. **Exits:** 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.

- a. Second Floor
 - i. North stairs
 - ii. South stairs
 - iii. Stairs near room 201
- b. Third Floor
 - i. North stairs
 - ii. South stairs
 - iii. Stairs near room 301
 - iv. Stairs near room 353

5. **Evacuation Floor Plan:** A schematic drawing posted in each corridor/hallway, which illustrates the floor plan and locations of evacuation paths and exits.

6. **Other special Safety or emergency equipment:**

7. **“Johnston Hall” 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.

8. **Internal Emergency Drills:** Evacuation drills are conducted under the supervision of the Building Coordinator, 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:**

- a. The Building Coordinator or his designee, assisted by the Area Stewards, will supervise the evacuation of the building.
- b. The Area Stewards will assist in ensuring evacuation and report to the Building Coordinator any persons missing or unaccounted for.
- c. 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.)

2. Person discovering a fire:

- a. Recruit assistance from persons in vicinity if possible to:
 - i. Pull Fire alarms at nearest box. These alarms will automatically sound alarms throughout the building.
 - ii. Call 911 (LSU Police) report name, location, description of emergency,
 - iii. If trained, use fire extinguishers to aid in evacuation and to confine the area of the fire
 - iv. Remove victims in the immediate area of the fire
 - v. Confine fire by closing doors and windows in vicinity of fire

3. All Personnel:

- a. All building occupants will exit the building upon announcement by the Area Stewards or sounding of the fire alarm.
- b. **NEVER USE ELEVATOR DURING A FIRE OR OTHER EMERGENCY.**
- c. Close doors, corridor smoke barrier doors, and windows in the vicinity. Shut off potentially dangerous equipment, reactions or experiments in the work area.
- d. Assist all injured or disabled persons from the building.
- e. 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.
- f. Assembly areas are determined by the exit location of the building:

EXIT

All Exits

ASSEMBLY AREA

Outside of Front Entrance to J. Hall

(LIST ALL EXITS AND THEIR DESIGNATED ASSEMBLY AREAS)

4. Area Stewards responsibilities:

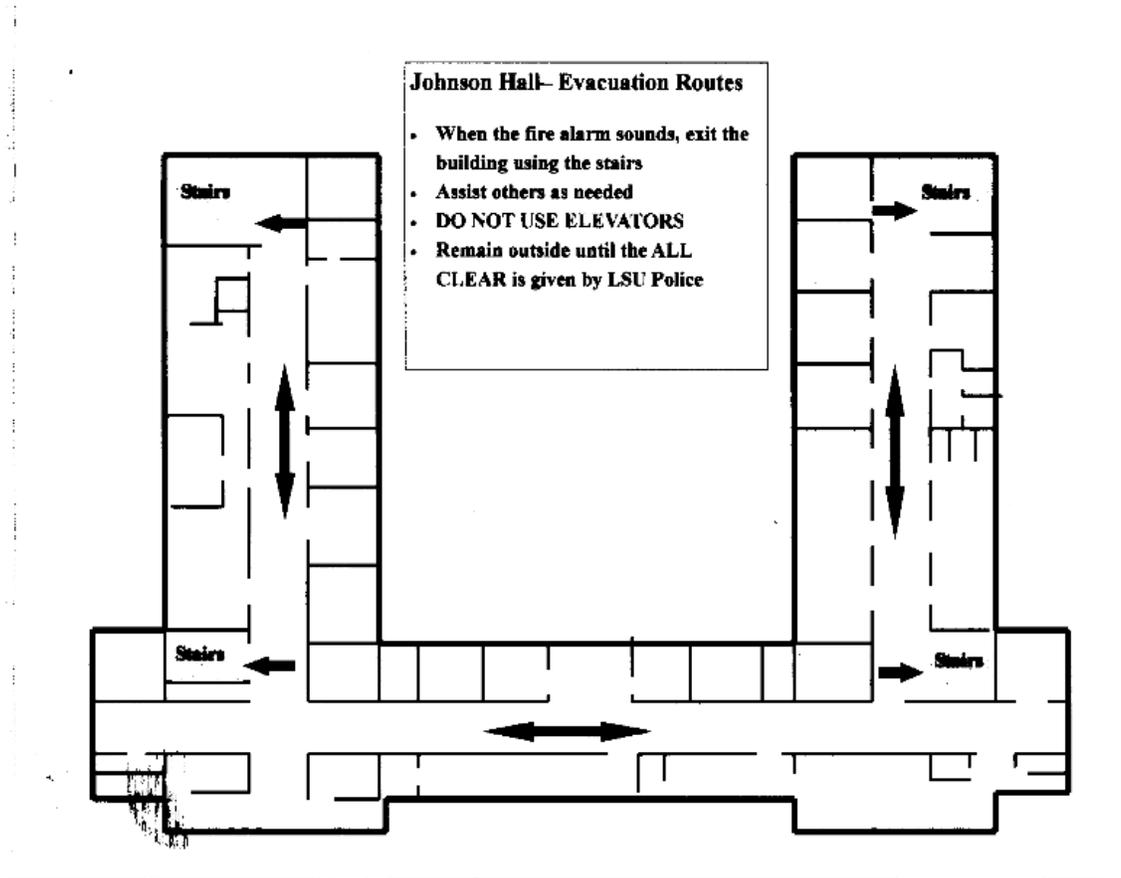
- a. Identify Alternates to aid in clearing rooms, including restrooms, of assigned area. If possible, shut off air handling units in assigned area.
- b. Close smoke bearing doors in assigned area.
- c. Direct persons to assigned exits and assembly areas.
- d. Verify assigned area is evacuated.
- e. Check all persons in assembly area and identify missing persons.
- f. Report missing person(s) presumed to be in the building to LSU Police, Campus safety, or Fire Department.
- g. Remain in assembly area until receiving instructions from Building coordinator or LSU Police or Campus Safety to re-enter building.

- h. If Assembly area becomes unsafe, relocate as a group to another assembly area.
- i. Select a staff member in same location to serve as back up should Area Steward be absent.
- j. Train personnel and staff within assigned area in this procedure.

5. Evacuation:

<u>FLOOR</u>	<u>AREA STEWARD</u>	<u>ROOMS</u>	<u>EXIT</u>	<u>ASSEMBLY AREA</u>
<u>Second Floor & Third Floor</u>	Brittany Juneau	<i>All</i>	<i>All</i>	<i>Outside of Front Entrance to J. Hall</i>

NEED TO HAVE A FLOORPLAN POSTED ON EACH FLOOR WITH
VACUATION ROUTES NOTED.



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If Building Alarm Sounds, take the following actions:

- Exit Building per attached floor diagram,
- Do Not Run,
- Use Stairs,
- Do not use elevators
- Assist others as needed
- Do not re-enter building until the "All Clear" is given by Campus Police

If you have questions contact: Building coordinator- Tara Dupre ext. 8-0481
Or Floor Steward- Brittany Juneau ext. 8-4012