ACTIONS IN THE EVENT OF A FIRE ALARM

WHAT SHOULD I DO IF I SEE, SMELL, OR FEEL SMOKE OR FIRE?
1. If a fire or smoke is seen immediately PULL the closest fire alarm pull station
   - Fire alarm pull stations are located by each stairwell and/or exit
   - If possible, close all doors to prevent the spread of smoke and fire to other non-impacted areas
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your office or classroom to confine the fire
3. CALL the University Police at 568-8999 or 911 and give specific information, such as,
   - Your name and the telephone number
   - The exact location of fire or smoke (building, floor, and/or room number)
   - The type of fire (electrical, flammable liquid, trash, etc)
   - The extent of the fire (severity of the fire and/or amount of smoke)
4. Immediately begin following the Emergency Evacuation Procedures as written below.

WHAT SHOULD BUILDING OCCUPANTS DO WHEN AN ALARM SOUNDS?
1. Evacuate your office or visiting area while leaving the door open.
2. Walk to the nearest stairwell exit. Do not use the elevators.
3. Carefully walk down the stairs. Stay to the right side and allow for traffic to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned Emergency Evacuation Area (formerly referred to as "Area of Refuge") and report to your Floor Leader.
6. Remain in your Emergency Evacuation Area until an “all clear” is given by the University Police.

WHAT SHOULD A MOBILITY IMPAIRED PERSON DO WHEN AN ALARM SOUNDS?
1. Evacuate your office while leaving the door open.
2. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators. Your location will be provided to the emergency responders.
3. Remain inside the stairwell until assisted by Fire Department personnel or the University Police gives you an “all clear” to return to your office.
   Note: Escorts should assist visiting mobility impaired personnel’s movement to the stairwells. If the visitor has no escort, any building occupant can assist. The escort (upon arrival at the Emergency Evacuation Area) shall report the location of the mobility impaired person to the Floor Leader.
**WHAT HAPPENS TO THE ELEVATORS IN THE EVENT OF AN ALARM?**
The speakers in the elevators will sound. The elevators may or may not be recalled to the first or second floor of the building. If they are recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and speakers that announce there is a fire alarm. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset.

In the event of an alarm, do not use the elevators. If you are on an elevator during an alarm, when the doors open, immediately get off and go to your outside Emergency Evacuation Area using the closest exit door.

**WHAT SHOULD I DO IF I AM TRAPPED IN A BUILDING FIRE?**
1. Stay where you are and do not panic
2. Feel the door handle and then the entire door.
3. If the door handle or the door is hot, DO NOT OPEN THE DOOR.
4. If there is pressure on the door and “puffs” of smoke coming around the door, DO NOT OPEN THE DOOR.
5. Close all doors, windows, and any other openings that lead to the impacted area.
6. As a last resort, if there is a window(s) that can supply fresh air open or break it.
7. Use extreme caution while breaking the window. Protect yourself from broken glass.
8. Exercise extreme caution as the large increase of air from the broken window may cause the fire to intensify. Additionally, the breaking glass may cause injury to you or bystanders on the ground.
9. If possible, use a wet towel or blanket to cover yourself
10. Call the University Police at 568-8999 or 911 and give specific information, including:
   a. Your name.
   b. Your exact location (building, floor, and/or room number).
   c. Your pending circumstance and your condition.

**HOW DOES THE ALARM SYSTEM WORK IN MY BUILDING?**
Each building is equipped with fire detection system that detects smoke or fire and notifies occupants in less than three seconds. There are two types of alarm systems at LSUHSC facilities.

The Resource Center, Lion’s Eye, CSRB and School of Allied Health and Nursing are designed to high rise code and will ONLY sound on the impacted floor and on the floor above and below. Once the Fire Department arrives, they will decide whether or not to sound the alarm in additional floors. If the alarm is not going off on your floor, you should not evacuate. For example, a pull station is activated or a smoke detector goes off on the fourth floor. The alarm will only sound on the third, fourth and fifth floors. Upon arrival, the Fire Department will decide whether or not to alarm additional floors.

The MEB, Residence Hall, Stanislaus Hall, Clinical Education Building (1542), Human Development Center, all School of Dentistry facilities (Clinic, Administration, and the Powerhouse), Roman Street Garage, and Seton Building are general alarms. This means that if the life safety system detects a problem then the entire building goes into alarm and all building occupants will evacuate immediately.

Appendix A 2
WHERE SHOULD I EVACUATE TO IN THE EVENT OF AN ALARM?

Evacuate to the outside “Emergency Evacuation Area” for your building per the following table. These locations are shown graphically below.

<table>
<thead>
<tr>
<th>Building</th>
<th>Emergency Evacuation Area</th>
<th>Map Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Administration and Resource Center</td>
<td>School of Allied Health and Nursing Building on Gravier Street.</td>
<td>1</td>
</tr>
<tr>
<td>Lions Eye</td>
<td>CSRB at corner of Bolivar and Perdido Streets.</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Science Research Building</td>
<td>Lions Eye at corner of Gravier and Bolivar Streets.</td>
<td>3</td>
</tr>
<tr>
<td>School of Allied Health and Nursing</td>
<td>Library, Administration and Resource Center on Bolivar Street.</td>
<td>4</td>
</tr>
<tr>
<td>South Roman Street Garage</td>
<td>Library, Administration and Resource Center on Bolivar Street.</td>
<td>4</td>
</tr>
<tr>
<td>Medical Education Building</td>
<td>Between CSRB and Lions Eye on Bolivar Street.</td>
<td>5</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>MEB on the corner of Perdido and S. Roman Streets.</td>
<td>6</td>
</tr>
<tr>
<td>Stanislaus Hall</td>
<td>Stanislaus Parking lot along Gravier Street.</td>
<td>7</td>
</tr>
<tr>
<td>Gravier Street Garage - Entwave Office</td>
<td>Stanislaus Parking lot along Gravier Street.</td>
<td>7</td>
</tr>
<tr>
<td>Clinical Education Building (1542)</td>
<td>End of rear walkway near west end of Gravier Garage.</td>
<td>8</td>
</tr>
<tr>
<td>Human Development Center Building</td>
<td>Northwest side of Lions Eye Building</td>
<td>9</td>
</tr>
<tr>
<td>Seton Building</td>
<td>Outside southeast corner Gravier (under walkway)</td>
<td>10</td>
</tr>
<tr>
<td>Dental School Admin, Clinic and Powerhouse</td>
<td>Green space west side of Admin Building</td>
<td>11</td>
</tr>
</tbody>
</table>
Emergency Evacuation Areas - Downtown
Emergency Evacuation Area - Dentistry

MAP LEGEND (Emergency Evacuation Area)
11 - Admin Building
11 - Clinic Building
11 - Power Plant
WHAT WILL PRIMARY AND BACKUP FLOOR LEADERS DO WHEN AN ALARM SOUNDS?
1. Alert others and tell them to immediately evacuate the building.
2. Direct all personnel, students, and visitors to the nearest and/or safest stairwell exit, not the elevators.
3. Rapidly verify that all office, meeting and storage room doors are closed to prevent the potential spread of fire and smoke.
4. Ensure that areas are free of smoke and fire. Only when you see smoke or fire should a fire pull station be pulled.
5. Ensure all mobility impaired personnel are moved to the nearest stairwell.
   a. The primary Floor Leader will immediately report the location of mobility impaired personnel to the (EH&S) Environmental Health and Safety Representative at the Emergency Evacuation Area. Note that at the School of Dentistry, until the EH&S Representative arrives, University Police will move between/supervise the Emergency Evacuation Area.
   b. The EH&S Representative will notify the University Police of the location of the mobility impaired personnel.
   c. As the situation dictates, the University Police may respond to the mobility impaired personnel’s location to advise them of the situation.
   d. The responding fire department is the only authorized agent who will physically remove a mobility impaired person from the stairwell.
6. Upon the completion of the floor evacuation, the backup floor leader will immediately go to their department’s meeting area within the assigned outside area of refuge and account for their department’s personnel.
7. Provide an accountability report to the EH&S Representative.
8. Once an all clear has been given by the University Police, the Floor Leaders may begin escorting their department personnel back to their floors via elevator or stairwell in a calm and orderly fashion.

WHAT WILL THE FLOOR LEADER DO IF THERE ARE KNOWN MISSING PERSONNEL?
1. Report any missing personnel to the EH&S Representative (or University Police if after hours).
2. Give the last known location or office room.
3. The EH&S Representative will coordinate searching procedures with University Police and/or the responding Fire Department.
4. No LSUHSC employee, student or visitor will conduct a missing person search or go into a building that is in alarm status. All searches must be conducted by University Police or the responding Fire Department.

WHAT SHOULD PRIVATE CONTRACTORS DO DURING AN ALARM?
1. Prior to stating the project, the contractor will be advised by the Construction Coordinator or Contracting Officer of the designated Emergency Evacuation Area for the particular building.
2. Contractors will have planned an escape route in the event of a fire.
3. If an alarm sounds, the contractor will secure their equipment, evacuate to the area of refuge, and notify the EH&S Representative.