

Emergency Response Plan

Purpose: The Internal emergency response plan is designed to facilitate the safe evacuation of all occupants from the LBTC-A 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. First Floor Locations
 - i. Near exit 3 across from room 110
 - ii. Near exit 2 by room 100
 - iii. Near exit 1 across from room 136

2. **Alarms:**
 - a. First Floor Locations
 - i. Near rooms 110/102
 - ii. Near room 101
 - iii. Near room 146
 - iv. Near room 146-J

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. First Floor Locations

	<u>Description</u>
1. Outside of rooms 102/110	Dry Chemical
2. Outside of room 146-C	Dry Chemical
3. Outside of room 116	Dry Chemical
4. Outside of rooms 140-146	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. First Floor
 - i. Across from room 136
 - ii. Beside rooms 100 and 124 (men's bathroom)
 - iii. Across from room 110

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. **“LBTC-A” 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

- Exit 1 (Rear exit to parking lot)*
- Exit 2 (Front exit to S. Stadium Drive)*
- Exit 3 (Rear exit between LBTC-A and LBTC-B)*

ASSEMBLY AREA

- Rear LBTC Parking Lot*
- Copy/Mail Cntr Parking Lot*
- Rear LBTC Parking Lot*

(LIST ALL EXITS AND THEIR DESIGNATED ASSEMBLY AREAS)

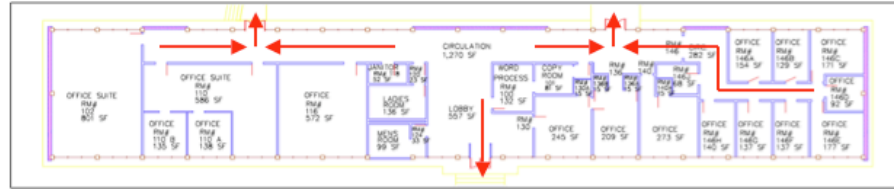
4. **Area Stewards responsibilities:**

- 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>First Floor</u>	Claire Shaheen	<i>All</i>	<i>1, 2, and 3</i>	<i>1/3 and 2</i>

LBTC-A EVACUATION ROUTES



EMERGENCY PHONE NUMBERS

Emergency*	911
LSU Police Department	578-3231, 911
Baton Rouge Police Department	389-4801, 911
Campus Information	578-3202
Occupational & Environmental Safety	578-5640
Student Health Center	578-6271
Baton Rouge Weather Phone	387-5411

The area code for all Baton Rouge numbers is 225.

* If 911 is called from a cell phone, the call will be connected with city of Baton Rouge's emergency personnel. Any call made from a LSU phone (those with a campus dailtone) will go to LSU Police Communications Center.

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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- Joel Williams ext. 8-1929
Or Floor Steward- Claire Shaheen ext. 8-8771