

**NorthWest Arkansas Community College  
Emergency Evacuation  
Plan  
Burns Hall**

*October 28, 2004*

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# **INTRODUCTION**

## **PURPOSE**

During certain emergency conditions, it may be necessary to evacuate a building. Examples of such occasions include: smoke/fire, gas leak, bomb threat or chemical spill. Pre-planning and rehearsal are effective ways to ensure that building occupants recognize the evacuation alarm and know proper evacuation procedures. Practicing an evacuation during a non-emergency drill provides training that will be valuable in an emergency situation and provides an opportunity to evaluate and continuously improve our procedures.

## **CLASSROOM EVACUATION PROCEDURES**

Students are visitors to a building and may not know what procedures to follow during an emergency. The class instructor is responsible for providing pertinent information both at the beginning of the semester and at the time of the evacuation to ensure that students evacuate the building in a safe manner. Students and their instructors must stay together as a group at the designated assembly areas until the Administrator-in-Charge gives the all clear for building reentry. Everyone that was in the building must be accounted for.

## **OFFICE EVACUATION PROCEDURES**

Office occupants should be aware of evacuation routes to the safe assembly areas outside the building. Each occupant is responsible for his/her own safety. Office occupants need to know how to report an emergency. Before you leave the building, make sure other personnel in your immediate area are aware of the alarm. Leave all doors open if possible as you leave the building. Items requiring security may be quickly placed in secure areas, but evacuate the building in an orderly manner as quickly as possible.

## **EVACUATION GOAL**

The ultimate goal of any building evacuation is to evacuate the building **SAFELY** and quickly.

## EMERGENCY TELEPHONE NUMBERS

### CAMPUS PUBLIC SAFETY DISPATCH

4229 from any campus phone

619-4229 from any phone

| <b>Person</b>         | <b>Title</b>  | <b>Office Location<br/>Bldg/ Rm</b> | <b>Office Phone</b> | <b>Pager/<br/>Cell</b> |
|-----------------------|---|-------------------------------------|---------------------|------------------------|
| <b>Richard Nelson</b> | <b>Director of Public Safety</b>                          | <b>BH 1020</b>                      | <b>619-4397</b>     | <b>381-1158</b>        |
| <b>Becky Paneitz</b>  | <b>President</b>  | <b>BH 3005</b>                      | <b>619-4190</b>     | <b>619-8174</b>        |
| <b>Bill Downing</b>   | <b>Director of Physical Plant</b>                         | <b>MAF</b>                          | <b>619-2281</b>     | <b>381-3150</b>        |
| <b>Jim Lay</b>        | <b>Executive Director of<br/>Facilities</b>               | <b>MAF</b>                          | <b>619-4130</b>     | <b>619-7067</b>        |
| <b>Steve Pelphrey</b> | <b>Dean of Risk Management</b>                            | <b>BH 3006</b>                      | <b>619-4127</b>     | <b>619-5185</b>        |
| <b>Jim Hall</b>       | <b>Executive Director of Public<br/>Relations</b>         | <b>BH 3014</b>                      | <b>619-4182</b>     | <b>619-6743</b>        |
| <b>Karen Hodges</b>   | <b>Vice President for Learning</b>                        | <b>BH 3011</b>                      | <b>619-4144</b>     | <b>283-5285</b>        |
| <b>Linda Dayton</b>   | <b>Vice President for Learner<br/>Resource Management</b> | <b>BH 2103</b>                      | <b>619-4235</b>     | <b>790-4132</b>        |
| <b>Jean Anderson</b>  | <b>Assistant to the President</b>                         | <b>BH 3007</b>                      | <b>619-4208</b>     | <b>936-1309</b>        |

|  |
|--|
| <b>ADMINISTRATOR-IN-CHARGE<br/>LISTING</b> |
|--|

**NWACC Facility: Burns Hall**

| Name<br>Primary/Alternate    | Location<br>Building/ Floor | Office Phone | Cell Phone |
|------------------------------|-----------------------------|--------------|------------|
| Day: Richard Nelson          | BH 1020                     | 619-4397     | 381-1158   |
| Alternate:<br>Steve Pelphrey | BH 3006                     | 619-4127     | 619-5185   |
| Evening<br>Alternate:        |                             |              |            |

**NWACC Facility: Shewmaker Center**

| Name<br>Primary/Alternate | Location<br>Building/ Floor | Office Phone/ Pager | E-Mail |
|---------------------------|-----------------------------|---------------------|--------|
| Day:                      |                             |                     |        |
| Alternate:                |                             |                     |        |
| Evening<br>Alternate:     |                             |                     |        |

**NWACC Facility: East Campus**

| Name<br>Primary/Alternate | Location<br>Building/ Floor | Office Phone/ Pager | E-Mail |
|---------------------------|-----------------------------|---------------------|--------|
| Day:                      |                             |                     |        |
| Alternate:                |                             |                     |        |
| Evening<br>Alternate:     |                             |                     |        |

**NWACC Facility: Washington County Center**

| Name<br>Primary/Alternate | Location<br>Building/ Floor | Office Phone/ Pager | E-Mail |
|---------------------------|-----------------------------|---------------------|--------|
| Day:                      |                             |                     |        |
| Alternate:                |                             |                     |        |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
| <b>EMERGENCY EVACUATION ZONE COORDINATOR LISTING</b> |  |  |  |

**C = Chief Zone Coordinator**

**Zone 1**

1. Murphy Gill
  2. Brian Renfro
  3. Jerry Vervack-C
- Safe Assembly Area 1

**Zone 2**

1. Ray Shoops
  2. Marvin Galloway-C
  3. David Hartman
- Safe Assembly area 2

**Zone 3**

1. Bill Downing-C
  2. Security
  3. Security
- Safe Assembly Area 2

**Zone 4**

1. Richard Kappen
  2. Alan Sikes-C
  3. Kurt Stripling
- Safe Assembly Area 3

**Zone 5**

1. Bob Kitterman
  2. Mike Kirk-C
  3. Eric Vest
- Safe Assembly Area 3

**Zone 6**

1. David Miller-C
  2. John Dean
  3. Jeff Morrow
- Safe Assembly Area 3

**Zone 7**

1. Jeff Sprott-C
  2. Jamin Snarr
  3. Sebastian Torres
- Safe Assembly Area 2

**Zone 8**

1. Pat Kelly-C
  2. Clint Brooks
  3. Rafael Rojas
- Safe Assembly Area 5

**Zone 9**

1. Jerry Weatherford
  2. Jerry May-C
  3. Conrad Krauft
- Safe Assembly Area 4

**Zone 10**

1. Richard Kappen
  2. Jafir Elkurd-C
  3. Mark Scott
- Safe Assembly Area 4

**Zone 11**

1. Jerry Weatherford
  2. Steve Pelphrey
  3. Gene Schneider-C
- Safe Assembly Area 5

## **FIRE REPORTING PROCEDURES**

### **If you discover FIRE or SMOKE:**

1. Immediately, activate the nearest manual fire alarm **pull station**.
2. Notify the Public Safety Office, **4229** (from campus phone or **619-4229** (from any phone) provide:

**Your Name**

**Fire Location** (Bldg. # \_\_\_\_\_, Floor # \_\_\_\_\_, Room # \_\_\_\_\_)

**Size and Type of Fire**

**Any additional information requested by the Operator**

3. If you are trained in the proper use of portable fire extinguishers and are not in immediate danger, you may attempt to extinguish or contain a small fire. However, do not place yourself or others in unnecessary danger.

### **If you are TRAPPED in the building and cannot find an escape route:**

Call the Public Safety office **4229** and give your exact location.

## **ADMINISTRATOR-IN-CHARGE RESPONSIBILITIES**

1. Serve as a **liaison** with emergency responders (e.g., fire department, Campus Public Safety, Ambulance, Risk Management, Physical Plant).
2. Meet responders upon their arrival and convey specific **information about hazards** in the building, access, locations of persons with special needs, etc.
3. **Maintain communication** with Emergency Evacuation Coordinators regarding the status of the emergency.
4. Upon receiving clearance from the emergency responders and Campus Public Safety, notify Emergency Coordinators and building occupants that the building is **safe for re-entry**.
5. Insure that Emergency Evacuation Coordinator listing is updated at the time of any changes in personnel. Insure that a sufficient number of Emergency Evacuation Coordinators are identified and trained at all times.

## **EMERGENCY EVACUATION ZONE COORDINATOR RESPONSIBILITIES**

1. Be familiar with emergency procedures for fires, severe weather, medical emergencies, chemical/hazardous material spills and bomb threats.
2. Be familiar with assigned area of responsibility. Know where all offices, labs, restrooms, exits, etc are located. Establish an efficient route that covers all of assigned area to use in the event of an evacuation.
3. Routinely **inspect** for possible fire hazards on your floor and report hazards to the Administrator-in-Charge.
4. Ensure that occupants (including new employees) are **familiar** with evacuation procedures. Review procedures at least annually with employees in their area and with all new employees during a training session. These sessions should be documented and submitted to the Dean of Risk Management. The Dean of Risk Management will conduct annual training sessions for Emergency Evacuation Zone Coordinators and Administrators-in-Charge.
5. Be aware of **building occupants with special needs** who may need assistance during evacuation (e.g., hearing- or sight- impaired, on crutches, in a wheelchair) and work with Administrator-in-Charge.
6. **Pull the fire alarm** and/or call **4229**, whenever a situation could pose immediate danger to people, property, or processes in the building.
7. Assist in the **evacuation process** as indicated in the Emergency Evacuation Zone Coordinator Evacuation Procedures.

# EMERGENCY EVACUATION ZONE COORDINATOR EVACUATION PROCEDURE DUTIES

1. Pull the fire alarm and/or call 4229 whenever a fire/smoke, gas leak, bomb threat, chemical spill or similar occurrence could pose immediate danger to people, processes, or property. If it is possible and can be done safely notify the Campus Public Safety office (4229) if you have information related to the emergency.

Be ready to provide:

**Your Name**

**Location** (Bldg. # \_\_\_\_\_, Floor # \_\_\_\_\_, Room # \_\_\_\_\_)

**Type of Emergency**

**Any addition information requested by the Operator**

2. Respond immediately to fire or evacuation alarm notifications (horns/strobes) by reporting to your assigned area inside Burns Hall.
3. Upon arriving at assigned area, retrieve from emergency box the following equipment:
  - a. One orange/ fluorescent vest
  - b. One whistle
  - c. One flashlight
4. Alert all occupants on your floor. Check remote areas such as restrooms and store rooms if possible on your way out. This check may be done by shouting “all area clear” and/or by blowing a whistle. Maintain orderly evacuation of occupants.
5. Ensure that all **personnel with special needs** are alerted and that they are being assisted with their evacuation. Emergency Evacuation Zone Coordinators should assist these personnel to the nearest stairwell, which is a safe refuge. One or more coordinators should remain with these personnel in the safe refuge area until arrival of trained fire person.
6. Once coordinators determine their area is clear of occupants they should evacuate the building, report to the NWACC Flag Plaza, and **report pertinent information** to the Administrator-in-Charge (e.g., evacuation status, location of persons with special needs, type and location of emergency).
7. After reporting the Administrator – in – Charge, Coordinators should proceed to a safe assembly area until further notice from the building Administrator-in-Charge. Do not allow personnel to re-enter the building until you have been notified to do so. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is **NOT** a signal for personnel to re-enter.

## BUILDING OCCUPANT RESPONSIBILITIES

1. You are responsible for your own safety! **Stay calm** – avoid panic and confusion.
2. Know how to report an emergency (**4229**).
3. When the fire alarm sounds, make sure **other personnel** in your immediate area are aware of the alarm. The fire alarm is an intermittent horn sound with flashing strobe lights.
4. Evacuate the area and building in an orderly manner. **DO NOT CLOSE** any doors as you leave. Items requiring security may be quickly placed in a locking file cabinet or desk drawer on the way out. Turn off unnecessary equipment if possible.
5. Know the locations of primary and alternate exits. During an emergency, walk to the nearest exit and **evacuate** the building. **Do not panic – Think clearly and decisively.** NOTE: Do not use the elevators during a fire-related emergency!
6. Go to your assigned **SAFE ASSEMBLY AREAS** outside the building and wait there. Do not leave area unless you are told to do so. Safe assembly areas for each building are listed below.

Southside of Burns Hall: Grassy area, Go past the last parking area before Hwy 102.

Do not cross 102 unless instructed.

East Side: Grassy area, Go past last parking area before Water Tower Road. Do not cross Water Tower Road unless instructed.

West Side: Proceed past last parking area. Do not cross Eagle Way unless instructed.

North Side: Proceed up hill to midways of soccer field.

- **These are the approved official designated safe assembly areas.**
- **DO NOT STOP UNTIL YOU REACH THESE LOCATIONS.**
- **Stopping could impede the movement of emergency equipment and their setting up of equipment.**

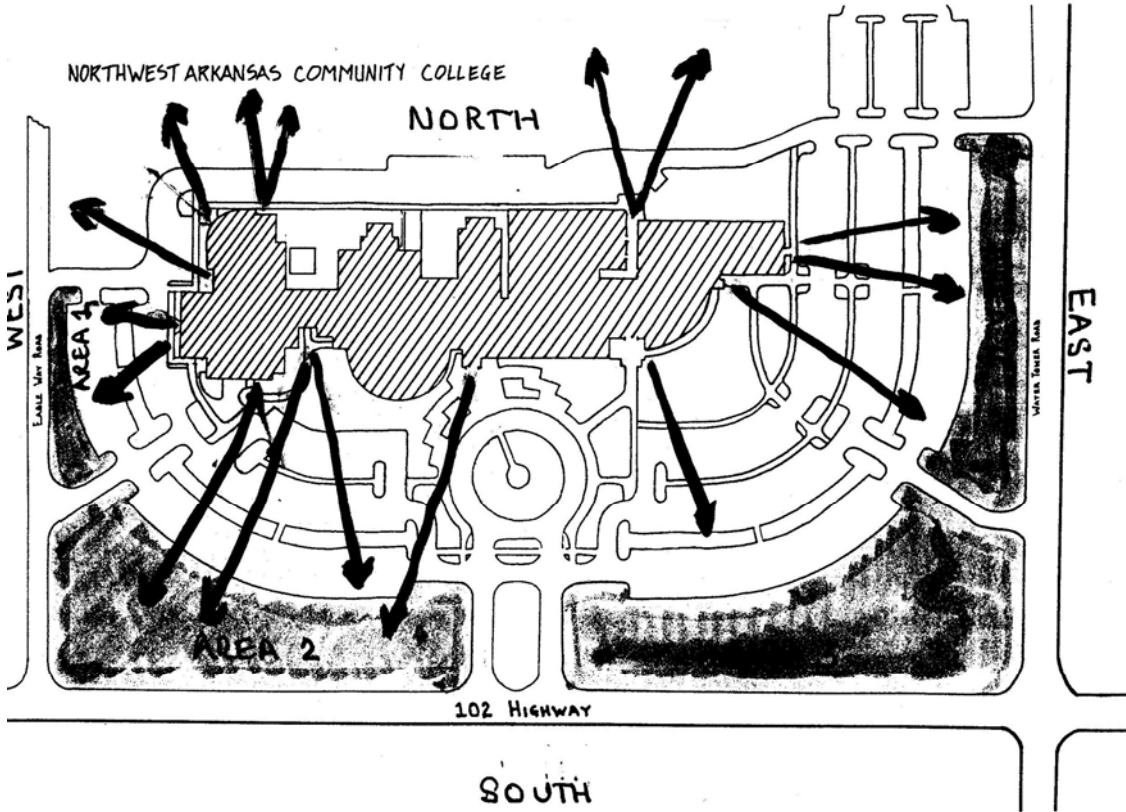
7. Individuals with conditions that prevent them from using building stairs are to be assisted by an Emergency Evacuation Zone Coordinator to the nearest stairwell landing and remain in that area. Inform evacuation occupants to notify the Administrator-in-Charge of their locations. Emergency Evacuation Zone Coordinators will remain with these individuals until arrival of Fire Department personnel. Upon Arrival, the Fire Department personnel will immediately evacuate wheelchair occupants from the building.
8. **Do not re-enter** the building until you have been notified to do so by Emergency Evacuation Zone Coordinator or Administrator-in-Charge. Fire personnel often silence the alarm in order to communicate with each other. Silencing the alarm is NOT a signal for occupants to re-enter!
9. Do not attempt to drive or remove your vehicle at any time during evacuation or during an emergency response. This act could impede the response and positioning of emergency personnel, vehicles, and equipment. Please wait for official instructions before attempting to move vehicles.


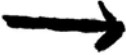
## Fire Drill Policy

1. Fire drills should be conducted at least once each semester at unexpected times and under varying conditions to simulate the unusual conditions that occur in the case of fire. Various means of exit could be made temporarily unavailable in order to familiarize occupants with secondary routes of evacuation.
2. Fire drills will be scheduled by Administrator-in-Charge and should notify Physical Plant Director, Campus Public Safety Office and the Risk Manager one month prior to the drill.
3. Fire drills should involve **all** occupants. Everyone should leave the building when the fire alarm sounds. Exemptions are strongly discouraged. It may be advisable to notify wheelchair occupants prior to planned fire drills.
4. In conduct of drills, emphasis shall be placed upon orderly evacuation under proper discipline rather than upon speed. The Administrator-in-Charge and Emergency Evacuation Zone Coordinators are expected to perform their assigned duties as if in an actual emergency situation.
5. Provisions should be made for timing and evaluating the orderliness of each drill. Risk Manager should be in attendance at each drill to document and evaluate drill.

NorthWest Arkansas Community College Safe Assembly Areas  
Burns Hall Building Evacuation Routes

AREA 5



-  = SAFE ASSEMBLY AREAS
-  = BUILDING EVACUATION ROUTES

## NOTES