

**NorthWest Arkansas Community College
Emergency Evacuation
Plan
Shewmaker Building**

November 14, 2004

Table of Contents

Introduction	2
Emergency Telephone Numbers	3
Administrator-in-Charge List	4
Emergency Evacuation Zone Coordinator List	5
Fire Reporting Procedures	6
Administrator - in - Charge Responsibilities	7
Emergency Evacuation Zone Coordinator Responsibilities.....	8
Emergency Evacuation Zone Coordinator Duties	9
Building Occupant Responsibilities	10
Fire Drill Policy	11
Emergency Evacuation Routes Shewmaker Building.....	12
Notes	13

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

Person	Title	Office Location Bldg/ Rm	Office Phone	Pager/ Cell
Richard Nelson	Director of Public Safety	BH 1020	619-4397	381-1158
Becky Paneitz	President	BH 3005	619-4190	619-8174
Bill Downing	Director of Physical Plant	MAF	619-2281	381-3150
Jim Lay	Executive Director of Facilities	MAF	619-4130	619-7067
Steve Pelphrey	Dean of Risk Management	BH 3006	619-4127	619-5185
Jim Hall	Executive Director of Public Relations	BH 3014	619-4182	619-6743
Karen Hodges	Vice President for Learning	BH 3011	619-4144	283-5285
Linda Dayton	Vice President for Learner Resource Management	BH 2103	619-4235	790-4132
Jean Anderson	Assistant to the President	BH 3007	619-4208	936-1309
Angie Caraway	Chief Information Officer	BH 1319	619-2259	531-2088

**ADMINISTRATOR-IN-CHARGE
LISTING**

NWACC Facility: Burns Hall

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

NWACC Facility: Shewmaker Center

Name Primary/Alternate	Location Building/ Floor	Office Phone	Cell Phone
Day: Floretta Bush	A 210	936-5174	
Alternate: Steve Wilson	A 109	936-5162	
Evening Alternate:			

NWACC Facility: East Campus

Name Primary/Alternate	Location Building/ Floor	Office Phone	Cell Phone
Day:			
Alternate:			
Evening Alternate:			

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**EMERGENCY EVACUATION ZONE COORDINATOR
LISTING**

C = Chief Zone Coordinator

Zone 1-First Floor South End

1. Jim Hall
2. Steve Wilson
3. Jim Corbin

Safe Assembly Areas 1, 4 & 5

Zone 2-First Floor North End

1. Public Safety Officer

Safe Assembly Areas # 2 & 3

Zone 3-Second Floor South End

1. Shawn Beezley
2. Chris Smith

Safe Assembly Areas 1 & 5

Zone 4-Second Floor North End

1. Shawn Beezley
2. Chris Smith

Safe Assembly Areas 2 & 3

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 GENERAL 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 the Shewmaker Building.
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 building Central Control Center, 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 the building are listed below.

Safe Assembly Area 1: South Parking Lot

Safe Assembly Area 2: East Parking Lot

Safe Assembly Area 3: North Side of Building

Safe Assembly Areas 4 & 5: West Side of Building

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.

Notes