

**MOUNTAIN LAKE BIOLOGICAL STATION
(GILES COUNTY VIRGINIA FACILITY)
DEPARTMENT OF BIOLOGY
UNIVERSITY OF VIRGINIA**

**DEPARTMENTAL EVACUATION PLAN
Revised January 29, 2010**

The Office of Environmental Health and Safety (OEHS), in conjunction with members from your department, has developed an evacuation plan for employees to use during alarm/emergency situations. Each employee is requested to maintain an updated copy of the plan and be prepared to properly respond in the event of an emergency situation.

An alert and educated staff is the University's most valuable resource for fire protection. Fire hazards arise from unsafe conditions and practices. Every employee has a responsibility and vested interest in making a concerted effort to correct and improve their work conditions and practices. Fire hazards include, but are not limited to:

SMOKING: Smoking is not permitted in any building.

STAIRWAYS: Never block stairway entrances, even temporarily. No obstructions should be left on steps or landings. Fire doors should always remain closed.

CORRIDORS: Corridors, hallways, and aisles must be kept clear of all obstructions (e.g., office furniture, bicycles, compressed gas cylinders, etc.) which might present a fire hazard and impede escape routes.

STORAGE AREAS: Areas used for storage should be kept clean and orderly. Accumulation of trash, rags, or debris of any type is a hazard and an unsafe condition.

EQUIPMENT:

- a. Electrical cords should be placed away from aisles or other pedestrian walkways.
- b. Never use electrical cords that are frayed or have exposed wiring.
- c. Do not overload electrical outlets by using multiple extension cords, etc.
- d. Perform regular maintenance on all equipment. Promptly remove/repair defective equipment.
- e. Understand and use all pertinent safety precautions when using electrical appliances and equipment.

LOADING DOCKS: In many facilities, exits are located near loading dock areas. These areas must be kept clear of all obstructions (e.g., pallets, trash, debris, etc.) that may present a fire hazard and impede escape routes.

ALARMS

To ensure the safety of employees, Environmental Health & Safety (OEHS) encourages the complete evacuation of a facility during an alarm situation. Alert occupants through whatever means necessary: whistles, horns, manual alarm, or yelling. Always alert the Fire Department in the event of an emergency.

Failure to see fire or smell smoke does not mean a threat to your safety is not present.

Alarm situations could be the result of:

Fire

Natural Disasters

Threats of Violence

Gas leaks

Hazardous Materials Incidents

Etc.

In the event of an alarm/fire employees should practice the procedures associated with the acronym “**RACE**”.

- R** **Remain calm**, do not panic. Rescue persons in immediate danger.
- A** **Alarm...** Alert occupants through whistle, air horn, or other means, *and* notify the fire department by dialing 911 (“I want to report a fire at...”); Inform other occupants.
- C** **Contain** fire at point of origin by closing all doors and windows.
- E** **Evacuate** the facility using established procedures. **Extinguish** fire by using a portable fire extinguisher. (**Unless you have been properly trained, never attempt to use a fire extinguisher**) Report fire/sound alarm first; extinguish after. Never attempt to extinguish a fire unless you can do so safely

EVACUATION GUIDELINES

Employees

1. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators.
2. Close but do not lock all doors as you leave.
3. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.
4. In the event you are unable to exit the building:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth or if necessary clothing over you mouth to serve as a filter
 - d. Signal for help via phone and/or from a window. Use a towel, clothing, sign etc.

5. Upon exiting the building and proceeding to the assembly area, remain at least 20 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Employees are requested to report to their assigned assembly areas as defined by your Fire Monitor/Evacuation Plan.

6. The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Stay clear of the building until your appointed fire monitor has advised you to re-enter the building/area.

7. Assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations. Employees should calmly inform visitors of the proper actions to be taken and assist them with the evacuation.

Fire Monitor

1. Collects information or verbal reports for occupants as to the cause of the emergency. Proceeds to the predetermined assembly area to meet the fire department. Records number and/or identity of missing individuals if any can be identified.

2. Meets the Fire Department personnel. Inform fire personnel of any known facts pertaining to the alarm situation. If requested, assists fire department personnel with a walk-through of the facility.

3. Ensures the safe and orderly evacuation of the building. If applicable, ensure handicapped evacuation plan is properly implemented. Make quick assessments during evacuation.

4. As you are evacuating, note any individuals who do not evacuate and report them to the Fire Monitor. If a problem arises when an area is evacuated, contact the Fire Department responders and advise them of the situation. Evacuate the area and hold all persons out the facility until a representative from the Fire Department/OEHS has given the all clear to reenter the building. (NOTE: In teaching facilities, faculty members should be assigned to exit areas to ensure individuals do not reenter the facility until the appropriate officials have given the all clear to reenter the facility. Individuals assigned to monitor the exit areas should remain at a safe distance from the facility.

Discovering a Fire

At all times, when following any fire procedures, ensure that you are out of danger before trying to complete any emergency tasks. Fire monitors and building occupants are requested to put life safety before any other goal during fire emergencies.

If a fire or other emergency is identified:

1. Blow whistle, or sound horn immediately
2. Move to a phone away from any fire, smoke or emergency.
3. Call 911 - advise the operator that there is a fire/emergency (of approximate) size and location. Our “physical address” for 911 purposes is: Mountain Lake Biological Station, 240 Salt Pond Circle, Pembroke, VA 24136. Expect 20-minute response time for all types of rescue calls.
4. Exercise the appropriate evacuation plan

Fire Extinguishers

Employees may use fire extinguishers if and only if these three conditions exist.

Your facility is equipped with extinguishers. Fire extinguishers have been removed from many buildings that have the appropriate alarm and/or sprinkler systems.

You have been properly trained in the use of a fire extinguisher

If the fire is trash can size or smaller, contained (not spreading) and you have placed a call to 911 to make sure the appropriate authorities have been notified.

If these conditions exist, then:

1. Call to the nearest office neighbor to retrieve the nearest charged fire extinguisher. Do not leave the fire unattended. If the size of the fire grows beyond containment, follow the appropriate evacuation procedure.
2. Upon receiving the fire extinguisher, use the procedures associated with acronym “**PASS**”.

PULL pin from extinguisher and hold extinguisher 6 to 8 feet from the fire
AIM the nozzle at the base of the fire
SQUEEZE the trigger
SWEEP the extinguisher hose back and forth until the spray puts the fire out completely, with no smoke left, or until the extinguisher is emptied. (extinguisher lasts approx. 8 seconds)

3. If the fire fails to extinguish:

a. Exercise the appropriate evacuation plan

b. If the fire is extinguished notify a Station staff member. to request Fire Department and the Office of Environmental Health and Safety to investigate the cause/extent of the situation. Remember you must report all fires!

Fire Monitor - Additional Responsibilities

Makes decision to call for an evacuation of the building by activating an alarm or otherwise alerting all building occupants to evacuate when an emergency occurs and no other alarm is sounded. Requests Fire Department to respond and assess the situation if unsure of the nature of the emergency or the need for an evacuation. Reports all incidents to the Office of Environmental Health and Safety. (OEHS) **Develops and implements a plan to effectively communicate the need to evacuate the facility during times the alarm systems are not in working order.**

Coordinates appropriate education and training programs for all employees.

Orients temporary staff to evacuation procedures.

Ensures employees have a fire and emergency evacuation plan accessible to them and/or a plan is posted in an established and readily accessible area.

Establishes and notifies all employees of assembly areas to be used during evacuations.

Maintains a current listing of the names and contact numbers for all Fire Monitors.

Maintains updated copies of the evacuation plan. Contacts OEHS if there are needed changes to the evacuation plan: building modifications, staff, etc.

Assists OEHS with yearly review of evacuation plan and safety inspections.

Ensures the evacuation plan is easily accessible to all employees, reviewed annually with all employees, reviewed annually and amended as needed, and the plan provides for evacuation of handicapped occupants.

Informs and ensures each instructor, for both day and evening classes, will review the exit plan at the first meeting of every class each quarter, semester or session.

NOTE: The State Fire Marshall recommends that each facility appoints a safety director or establish a safety committee.

SUMMARY

In the event of an emergency situation;

1. Remain calm. Rescue persons in immediate danger.
2. Alarm: Alert occupants through whatever means available *and* call 911 (“I want to report a fire at ...”)
3. Contain the fire at point of origin. Close all doors and windows.
4. Evacuate the building using the established guidelines. Report to your designated assembly area.

Pertinent Information

Fire Monitors

<u>Name(s)</u>	<u>Ph #</u>	<u>Fax #</u>	<u>E-Mail Address</u>
Tom Mc Namara	540-626-7171		tboy@virginia.edu
R. Mark Larson	540-626-7196	540-626-5229	rml8q@virginia.edu
Eric Nagy	540-626-5227	540-626-5229	enagy@virginia.edu

Exits (Evacuation Routes)

It is the responsibility of each employee to be familiar with the location of each exit from the facility. Primary and secondary evacuation routes will be posted in all buildings.

Assembly Area(s) in the Event of an evacuation:

1. Lawn area between Pavilion and Riopel Pond.
2. Center lawn area in front of Lewis Hall.

Note: During inclement weather or darkness assemble in either of the main lab buildings (Lewis Hall or Wilbur Laboratory) *after first reporting to one of the two designated assembly areas.*

Manual (Pull) Alarm Stations:

Manual pull stations are normally located near each exit. Not all building have alarms. It is the responsibility of each employee to know the locations of each pull station. No building at MLBS has standard pull-alarm systems. A simple push-button bell-alarm in the Lewis Hall entrance foyer can be used.

Air Horns:

The Station has four hand-held air horns that may be sounded in the event of any emergency. Locations are as follow:

Station Manager's Office, Lewis Hall Rm. 102

Director's Office, Wilbur Laboratory Rm. 101

Associate Director's Residence, Clayton Cottage

Facilities Manager's Residence

Fire Extinguisher Locations:

Every structure at the Station has fire extinguishers. It is the responsibility of each employee to know the locations of each fire extinguisher.

Approximate # of Employees:

4-6 University staff, 50 - 100 resident station users

Special Need (Handicapped) Individual(s):

Name:

Location: Handicap-equipped residences - Murray Dorm Rm. #3, Rafinesque Cottage

Evacuation Plan:

Manual Evacuation Plan (Applicable when alarm system(s) inactive)

Occupants are requested to verbally **notify their neighbors** during such instances.

Whistles are located in every residential structure, hanging on the back of entrance doors. Use as a method of notifying occupants to evacuate.

To alert station residents of any emergency **blow whistles, sound air horns, and ring the "bell"** on the Dining Hall porch repeatedly.

Inform a member of the staff of **any emergency or "crisis"** event, including if you are taking someone to the doctor or hospital yourself.

First aid kits are available in marked locations throughout the station and in station vehicles. In case of accident, do not move victim; wait for qualified person to assist.

Hospitals and Medical Offices:

The **nearest hospital** (Giles County Hospital) is in Pearisburg off Rt. 460 west of the Station. There is a **larger regional hospital in Blacksburg** (Montgomery County Regional Hospital) on Rte. 460 east of Blacksburg. The hospital should be notified by phone (Giles 540-921-6000, Montgomery 540-951-1111) before leaving the Station.

- Giles County Family Practice Physicians 540-921-3636, Pearisburg*
- Carilion Family Practice, Blacksburg*
- Primary Care Center of Blacksburg 540-951-9444*
- Primary Care Center of Christiansburg 540-382-4221*
- Pediatrics Associates of Blacksburg 540-552-7272*
- Dr. Wm. Isenhour, Obstetrics and Gynecology 540-951-1550*
- After Hours Medical Clinic 540-552-0929*

Serious Weather Procedures:

Powerful and very fast-moving thunderstorms can result in flooding, hail, lightning strikes, and power outages in and around the station. If a storm is approaching take shelter immediately, secure doors and windows, and shutdown or unplug non-essential electrical equipment, such as computers. Power failures are common and may last for many hours. Electrical generators are available for emergency use and powering of critical equipment (e.g. freezers). Following a power failure, critical equipment and facilities such as environmental chambers, animal rooms, and other devices are tended immediately by station staff to minimize impact on animals and mitigate damage to experiments and equipment. Opening rooms to fresh air and instituting more frequent water changes may be used to minimize impacts of refrigeration or airflow failures. Staff and investigators are on site 24h/day and can respond in minutes to any crisis.

Safety in remote mountain areas:

It is the responsibility of all station visitors to know and use procedures and practices safe in remote wooded mountain environments in all aspects of life and work at Mountain Lake Biological Station. Specific risks and precautions are outlined elsewhere and will be supplied by any staff member. All visitors must prepare for all weather conditions when in the field, as well as guard against, and prepare for, becoming lost. Never go into the field without telling someone where you are going and when you plan to return. Report all missing (or suspected missing!) persons to station staff immediately.

OEHS Contact Information

Employees are encouraged to address any fire safety concerns/requests with members of the Fire Safety Team:

<u>Name</u>	<u>Phone</u>	<u>E-Mail</u>
Gerald Drumheller	434-982-4914	gerald@virginia.edu
Peter Randolph	434-243-5177	psr2k@virginia.edu

Other important Contact Numbers:

On Site Station Office	540-626-7196
<i>After Hours</i>	540-626-7171 (Tom Mc Namara, Fac. Manager)
<i>After Hours</i>	540-626-7159 (Eric Nagy, Associate Director)
<i>After Hours</i>	540-626-5224 (Butch Brodie, Director)
UVA Campus Station Office	434-982-5486
UVA Campus Security	434-982-7166
Poison Control	800-451-1428

Animal Care and Use / Occupational Health Offices at UVA

Jeff Winsatt, IACUC Field Station Representative	434-982-4511
Sarah Hudson, IACUC Director	434-924-0238
Deborah Moody, IACUC Compliance Safety Officer	434-924-0238

Using Fire-safety@virginia.edu will also insure messages sent via E-mail are received.

Learn more about the services provided by the Office of Environmental Health & Safety by visiting our WebSite at: <http://keats.admin.virginia.edu/>

Review Date(s)

Annual Review Date

March

Date Revised

January 2010

Date Revised edition reviewed/posted for employees

January 2010

Butch Brodie
Chair Person/Department Head

Eric Nagy
Alternate Fire Monitor