

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

**DEPARTMENTAL EVACUATION PLAN
Revised May 17 2007**

The Office of Environmental Health and Safety (OEHS), in conjunction with members from your department, have 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: This activity is permitted only in specifically designated areas.

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

The vast majority of University facilities are equipped with sprinkler systems and automated alarm devices. While extremely efficient, these systems do not ensure all emergency/fire situations will be suppressed. To ensure the safety of employees, Environmental Health & Safety (OEHS) encourages the complete evacuation of a facility during an alarm situation.

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	Gas leaks
Natural Disasters	Hazardous Materials Incidents
Threats of Violence	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...** Blow emergency whistle long, loud and repeatedly and use verbal calls to alert other building occupants *and* notify the fire department by dialing 911 (“I want to report a fire at...”); Inform other occupants. Ring Dining Hall bell repeatedly during emergency.
- 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/pull alarm first; extinguish after. Never attempt to extinguish a fire unless you can do so safely

EVACUATION GUIDELINES

Employees, Students, Researchers and other Facilities Users:

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, it is deemed unsafe to do so, or you are instructed not to do so by other informed building occupants:
 - a. Remain calm; do not panic
 - b. Remain low; crawl if necessary.
 - c. Place a cloth or if necessary clothing over your mouth to serve as a filter

- d. Signal for help via phone, radio, Internet, 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.
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 an emergency whistle 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 for the building. And act to notify all other field station residents of the emergency.
5. Ring Dining Hall bell repeatedly during emergency.

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 Floor Monitor 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 blowing emergency wistle 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)

Coordinates appropriate education and training programs for all employees.

Orients temporary staff and all station users 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 and station users 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 and station users, 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: Blow emergency whistles *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. 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>
R. Mark Larson	540-626-7196	540-626-5229	rml8q@virginia.edu
Eric Nagy, station office	540-626-5227	540-626-5229	enagy@virginia.edu
on Grounds office	434-982-5486	434-982-5626	

Exits (Evacuation Routes)

It is the responsibility of each employee to be familiar with the location of each exit from the facility. .

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

1. Lawn area between Pavilion and Riopel Pond and/or inside Pavilion.
 2. Center lawn area in front of Lewis Hall.
- Note: During inclement weather or darkness assemble in either of the main lab buildings (Lewis or “aquatics”) *after first reporting to one of the two designated assembly areas.*

Manual (Pull) Alarm Stations:

There are no manual pull stations located at Mountain Lake Biological Station. Emergency whistles are located in all buildings and in most laboratory rooms. Whistles are to be used as manual pull alarms.

Fire Extinguisher Locations:

It is the responsibility of each employee to know the locations of each fire extinguisher.

Approximate # of Employees and Station Users:

2 - 100

Special Need (Handicapped) Individual(s):

Name

Location

Evacuation Plan

Manual Evacuation Plan (Since no pull alarms are available)

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

Whistles will be placed in strategic and marked areas as a method of notifying occupants to evacuate.

To alert station residents of any emergency **blow whistles 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

Carillian 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.

Standard UVA laboratory “hazard signs” will be posted on a few appropriate laboratory doors.

No evacuation route signs are necessary given simplicity of building layouts.

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 (Caretaker)
<i>After Hours</i>	540-626-7159 (Associate Director)
<i>After Hours</i>	540-626-5224 (Director)
UVA Station Office	434-982-5486
UVA 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/>

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May 2007

Edmund "Butch" Brodie III
Chair Person/Department Head

Eric Nagy
Alternate Fire Monitor