

Table of Contents

TABLE OF CONTENTS1

PURPOSE.....2

EVACUATION PROCEDURES2

 Evacuation Highlights: Do’s and Don’ts.....3

EMERGENCY ACTION PLANS4

 Fire4

 Medical6

 Hazardous Chemicals8

 Earthquake.....9

 Natural Gas Leak10

 Power Outages11

OCCUPANT TRAINING12

REFERENCES13

EMERGENCY PLANNING AND PREPAREDNESS – EUGENE FIRE & EMS.....13

EMERGENCY ACTION PLAN, PUBLIC SERVICE BUILDING / COURTHOUSE – LANE COUNTY13

EXPECTING THE UNEXPECTED – OR-OSHA13

NATURAL GAS LEAKS - NORTHWEST NATURAL GAS WEBSITE13

APPENDIX.....14

 Fire Drill Form15

 Fire Inspection Form16

 Sample: Evacuation Plan.....17

 Emergency Phone List.....18

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Purpose

To assist with the protection and preservation of life and property on the Trinity House (TTT) premises:

- Procedures are established that provide for orderly building evacuation in response to threat of fire, earthquake, or other emergency.
- Emergency Action Plans are established to address the handling of on-site emergencies.

Evacuation Procedures

Common reasons to declare an emergency and evacuate:

- Fire
- Earthquake
- Odd or toxic fumes
- Any environment that poses a danger to people by their remaining inside

Evacuation signals include:

- Smoke, fire, and/or sprinkler flow alarms
- Notification from a house resident to vacate the building
- Visible danger
- Any occupant may declare an emergency and call for building evacuation
- Use reason and prudence in declaring an evacuation emergency
 - Err on the side of caution; if in doubt, evacuate

Upon signal to evacuate, proceed to the emergency exit nearest your location that provides a safe exit:

- Posted diagrams on each floor and in each dorm room identify available routes and exits
- Only if safe to do so:
 - Each occupant shut off any appliances or equipment in use
 - Life safety has priority over shut down of appliances or equipment

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

All occupants and guests shall evacuate the building and proceed to the designated Assembly Location, a safe distance from the building:

- The Assembly Location is across the street at the northwest corner of 20th & University
- Render assistance to injured or disabled people and assist them to the assembly location
- Walk, do not run
- Be aware of other hazards such as falling or downed power lines, breaking and falling glass, and vehicles exiting or entering the area

Once at the Assembly Location:

- Account for all occupants and guests, to the greatest extent possible
- Report injured or missing persons, and their last known location, to emergency personnel when they arrive
- House Manager, or designee, to serve as liaison to interface with emergency responders
- Do not re-enter the building until notified to do so by public safety officials

Evacuation Highlights: Do's and Don'ts

Do call 9-1-1. If unsafe or unable to call before leaving the building, do so as soon as safe, reasonable, and appropriate.

Do render assistance to injured or disabled people and assist them to the assembly location.

Do account for all occupants and guests, to the greatest extent possible. Report injured or missing persons, and their last known location, to emergency personnel when they arrive.

Do provide a liaison to interface with public safety officials.

Do notify the Facilities Manager, or Assistant Facilities Manager, or church staff designee, after calling 9-1-1 and as soon as safe, reasonable, and appropriate. NOTE: See page Appendix page 18, or Emergency Phone Lists posted on wall by house telephones.

Don't hesitate to declare an emergency and evacuate the building. Always err on the side of caution.

Don't re-enter, or direct re-entry, into the building until determined safe to do so or the emergency is determined to be a false alarm. Coordinate re-entry with public safety officials.

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Emergency Action Plans

Fire

Note: In all cases of fire, call 9-1-1: Give the call-taker your name, the TTT address, and nature of the problem.

Given the combustible nature of the TTT house and its furnishings, the multi-story construction, the speed at which fire and smoke may spread, and the life hazard at risk residing within the building, TTT occupants are to take all reasonable precautions to prevent fire ignition. Basic fire prevention inspections will be conducted once each term. (See Appendix page 16)

Always:

- Make sure fire doors in halls and stairwells are closed at all times
- Extinguish all open flames (cigarette, matches, candle, torch, etc)
- Empty wastebaskets often
- Close door to your room when you retire
- Exit when fire alarm sounds or when notice to evacuate is declared!!!

Never:

- Burn candles
- Allow open flames or cooking appliance (coffee pot, hot plate, etc) near combustible material (wood, paper, textiles, or flammable liquid)
- Ignore a fire alarm, or other evacuation notification

Fire Procedures

- Communicate an alarm for any fire within the building
 - Activate the in-house pull station fire alarm system if not already activated
 - Provide verbal notification
- In all cases of fire, immediately evacuate and call 9-1-1
 - If unsafe or unable to call before leaving the building, do so as soon as safe, reasonable, and appropriate
- All occupants and guests are to immediately evacuate the building upon alarm system activation, verbal, or visual notification of a fire
- Remain calm; act quickly, not rashly; the objective is to survive
 - If you can exit safely, do so
 - If not, you must work quickly to defend yourself against smoke and flame (See "Supplemental Procedures")
- Only use portable handheld fire extinguishers to attempt extinguishment if trained and fire is small

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Fire Procedures (continued)

- Never fight a fire:
 - If fire is spreading beyond the spot where it started
 - If you can not fight the fire with your back to an escape exit
 - If the fire can block your only escape
 - If you do not have adequate firefighting equipment
 - If alone
- House Manager, or Assistant House Manager, or designee, to serve as liaison to interface with emergency responders.
- As soon as possible and when safe to do so, notify
 - Facilities Manager, or
 - Assistant Facilities Manager, or
 - Church staff designee

Supplemental Procedures

- Again, remain calm
- If you leave your room in the event of a fire:
 - Never open your door without first checking for heat or smoke
 - Close doors behind you, but do not lock. You may be forced to return
 - If smoke is encountered during exiting, do not walk upright, crawl
 - If smoke is present in a stairwell, avoid it. Choose another route
 - If your clothes catch fire; stop, drop, and roll to extinguish the flames
- If trapped in your room:
 - Seal door/window cracks and ventilation grills with tape (preferably duct tape) or towels and/or clothing (preferably wet) to keep smoke out
 - Hang an article of cloth, large enough for rescuers to see, out of a window corner
 - Close the window again and seal cracks
 - Keep window closed to prevent outside smoke from entering
 - Open a window if the room has been heavily invaded by smoke and you must let it out to get air for survival
 - Do not break the window unless that is the only option
 - Stay close to the floor for air
 - Call 9-1-1 to report the fire situation and your location
 - Tie a towel or clothing (preferably wet) around your nose and mouth if necessary to filter smoke
 - Do not jump

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Medical

House occupants are subject to illnesses and injuries common to any human. Where possible, TTT occupants are to take precautions to reduce the occurrence of serious illnesses and injuries. Guidelines that assist with the immediate and proper treatment and care of occupants afflicted by a traumatic or emergency medical event will be maintained.

Minor Medical Problems: Medically trained or not, most people possess the general knowledge and ability to treat minor injuries, such as small scrapes or cuts, with basic 1st aid supplies. The injured person does not suffer from residual physical or psychological impairment and is able to function as normal.

Procedure:

- Treat minor injuries with the first aid supplies provided and available.

Major Medical Problems: Medical situations that require advanced medical care, regardless of the medically trained level of any house occupant. Injuries such as significant burn injuries, major tissue damage, broken and exposed bones; life threatening injuries such as uncontrolled bleeding, with or without major tissue damage; life threatening medical emergencies such as apparent heart attack, stroke, or breathing difficulty are serious events. Securing advanced medical care and transport to a medical facility may be time critical for the affected person's survivability.

Procedures:

- Call 9-1-1 immediately. Provide:
 - Your name, TTT address, and telephone number
 - Location of afflicted person
 - Nature of problem, with as much information as possible regarding the person's medical condition
 - Whether the patient is conscious or unconscious
- If trained, initiate CPR or appropriate first aid until advanced medical care is obtained
- Attempt house manager contact subsequent to 9-1-1 notification
- House manager, or designee, assign a liaison to interface with advanced care providers
- Assist advanced medical care providers as requested
- Maintain accident scene integrity by not entering or disturbing the scene area until completion of any accident investigation requirement or scene clean up
 - Re-enter area only upon approval of a house manager, as coordinated with public safety and First Baptist Church staff

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Medical Problem Confusion: Any given situation may create confusion about what constitutes a minor or major medical problem, and what actions to take.

Guidelines:

Any medical event that exceeds house first aid resources, occupant training, knowledge, and/or ability, requires the securing of advanced medical care. Two options for securing care are:

- 1 For minor and non-life threatening medical events, transport of an injured or sick person to a medical facility may be by private vehicle
 - Notify a house manager, if present, and transport the affected person to a medical facility
 - If a house manager is not present, transport the affected person to a medical facility and attempt house manager contact
 - Exercise proper driving techniques, obey all driving laws and traffic control devices
 - Transport Destination
 - a. Sacred Heart Medical Center Emergency Room, 13th and Hilyard (Unless afflicted person has an alternate medical facility preference)

Caution:

- Do not transport if the person's condition is serious or life threatening
 - Transport may allow, or cause, the person's condition to deteriorate
 - Shock may set in due to the injury or a person's psychological response to the injury
 - If shock is evident or possible, or the person's condition may deteriorate, do not transport
 - Call 9-1-1 for emergency medical response and transport
 - If in doubt about person's condition being minor or major, or if in doubt about what to do:
 - Call 9-1-1 for emergency medical response
 - Follow their advice
- 2 For major or life threatening medical events, or unsure about patient's condition and/or what to do:
 - Call 9-1-1 for medical care and transport
 - After their arrival, follow their treatment and transport advice
 - Notify a house manager, if possible
 - House manager, or designee, to assign a liaison to interface with emergency responders

NOTE: In both of the above cases, and as soon as possible, notify

- Facilities Manager, or
- Assistant Facilities Manager, or
- Church staff designee

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Hazardous Chemicals

On-site chemicals are typically limited to those materials found in any residence. To reduce the possibility of contaminating people or property, TTT occupants, and those employed to clean and maintain the facility and grounds, are to follow recommended procedures found on container labels, and any applicable house policy, when working with and storing those chemicals. Procedures differ from chemical to chemical, and are specific to each.

Procedures for an occupant exposure or significant spill:

- Administer appropriate medical aid to exposed person, as indicated on the product container label
- Handle spill as indicated on the product container label
- Do not spread the contamination
- Transport victim to a medical facility, if appropriate, or
- Obtain advanced medical care and transport by calling 9-1-1
- If spill exceeds ability of occupants or house resources to control, call 9-1-1
- If unsure about situation severity or in doubt about what to do, call 9-1-1
- Notify a house manager
- House manager, or designee, to assign a liaison to interface with emergency responders
- As soon as possible and when safe to do so, notify
 - Facilities Manager, or
 - Assistant Facilities Manager, or
 - Church staff designee

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Earthquake

Given that earthquakes are an unanticipated natural event, TTT occupants are to follow basic safety guidelines should an earthquake occur.

Procedure

Collapsing ceilings, windows, light fixtures, falls, and falling objects pose the greatest risk to personal safety.

- If indoors during the shaking, stay there
- Available means for personal protection
 - Take cover under sturdy furniture, or against an inside wall
 - Cover your head and eyes with your arms to protect your head
 - Sit or stand in an interior doorway and hold onto the frame with both hands
 - Stay away from windows, skylights, brick walls, and other objects that could collapse or fall
- Use stairways to evacuate the building due to collapse, fire, or other life-threatening occurrence, or if ordered to do so by a house manager or public safety official
- Be ready to assist victims
 - Remove victims to a safe area, only if safe and possible to do so
 - Preferably to the Assembly Location
- If outdoors during the shaking, move away from buildings, material stacks, trees, and power lines
- Calmly uncover when shaking is over
- For emergencies that result from an earthquake, such as fire, gas leak, or medical event, call 9-1-1 immediately
- House Manager, or designee, to serve as liaison to interface with emergency responders
- Downed or jammed phone lines may prevent 9-1-1 contact
- Even if contacted, emergency responders may be significantly delayed
- Be prepared for aftershocks
- As soon as possible and when safe to do so, notify
 - Facilities Manager, or
 - Assistant Facilities Manager, or
 - Church staff designee

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Natural Gas Leak

Natural gas has many uses, including heating buildings and cooking food. Leaks in gas piping and appliances may occur. A foul smell, similar to the odor of rotten eggs or sulfur may indicate a leak.

If the odor of escaping gas is strong, inside or outside, or if escaping gas can be seen or heard, follow these steps:

- Do not use the telephone
 - This includes cellular phones and all types of portable communication and electronic devices that have a battery
- Do not light matches or create any other source of ignition
- Do not operate ANY electrical switch, including lights, on or off
- Open doors and windows
- Evacuate everyone from the area
- Call 9-1-1 (from a phone not inside the building with the leak)
- Call **Northwest Natural Gas** (from a phone not inside the building with the leak) at **1-800-882-3377**
- As soon as possible and when safe to do so, notify
 - Facilities Manager, or
 - Assistant Facilities Manager, or
 - Church staff designee

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Power Outages

Power outages may occur unexpectedly, day or night. Power may be out for minutes, hours, or in extreme circumstances, days. Preparing for an outage and knowing what to do during an outage may serve to reduce the impacts and increase safety.

Preparations

- Prepare an emergency kit that contains flashlights, extra batteries, blankets, a manual can opener, and a battery-operated radio, alarm clock and hand lantern
 - One located in House Managers room and at a designated location on each floor
- Have a corded telephone available
 - Cordless phones will not work in a power outage
 - Check to see if your answering machine will work without electricity
- Store a supply of drinking water and non-perishable food
- Protect chip-driven, sensitive equipment such as personal computers, televisions, VCRs, DVD players, and stereos with a surge suppressor

Power Outages

- Check the electrical panel first for tripped breakers or fuses
- If this isn't the problem, **call Eugene Water & Electric Board's (EWEB)** outage reporting line at **484-2300** and report the outage
- With electric heat, turn down the thermostats to prevent overloading the distribution system (and causing another outage) when power is restored
- Keep refrigerators and freezers closed as much as possible
 - Food will remain cold for several hours in the refrigerator; during prolonged outages
 - Food will stay frozen about two days in a full freezer and one day in a half-full freezer
 - Covering a freezer with a blanket slows the thawing process
- Leave an inside light and a porch light switched on, so occupants and EWEB repair crews will know when power has been restored
- If your power is dim or excessively bright, turn off the power at the breaker box and call EWEB
- Make sure the stove or other appliances with heating elements are turned off
 - This could create a safety hazard if you are not home when power is restored
- Listen to local radio stations for updates on when power is expected to be restored
- As soon as possible and when safe to do so, notify
 - Facilities Manager, or
 - Assistant Facilities Manager, or
 - Church staff designee

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

Occupant Training

- A. TTT management staff, will receive
 - 1. In depth training at the beginning of fall term
 - 2. A review at the beginning of each subsequent term
- B. Each TTT occupant will receive
 - 1. Training at the beginning of fall term
 - 2. A review at the beginning of each subsequent term
- C. Each new occupant will receive training upon moving into TTT, and at the beginning of each subsequent term
- D. Each occupant will receive a copy of the Evacuation Procedures and Emergency Action Plans
 - 1. A copy will also be made available on-line at the TTT website
- E. Evacuation drills will be conducted once each term (See Appendix page 15)
- F. Occupants expected to use a fire extinguisher will receive annual training

Trinity House Evacuation Procedures Emergency Action Plans

February 15, 2007

References

Emergency Planning and Preparedness – Eugene Fire & EMS

Emergency Action Plan, Public Service Building / Courthouse – Lane County

Expecting the Unexpected – OR-OSHA

Natural Gas Leaks - Northwest Natural Gas website

Outages & Safety – Eugene Water & Electric Board website

Delta Sigma Phi – Theta Rho Chapter, Fire Safety Program – University of Oregon

U.S. Fire Administration website

Appendix

**Trinity House
Fire Drill Form
Term:**

The purpose of this form is to monitor exit times and ability to account for occupants, should an emergency prompt a building evacuation.

- There must be one fire drill per term
- Fire drills will be conducted at random times
- The House Manager, House staff member, and Chair of the Fire Safety Committee must sign the form upon drill completion

Date	Time Started	Time Finished	Total Time	Number of Occupants Accounted For
1.				
2.				

- Notify Eugene Fire & EMS prior to conducting the drill: 682-5111

Evacuation Procedures; improvement recommendations:

House Manager _____

House Staff Member _____

Safety Committee Chair _____

Trinity House Fire Inspection Form

Inspections to be at least once a term by a member of the Fire Safety Committee and a member of the House Staff.

Term: _____

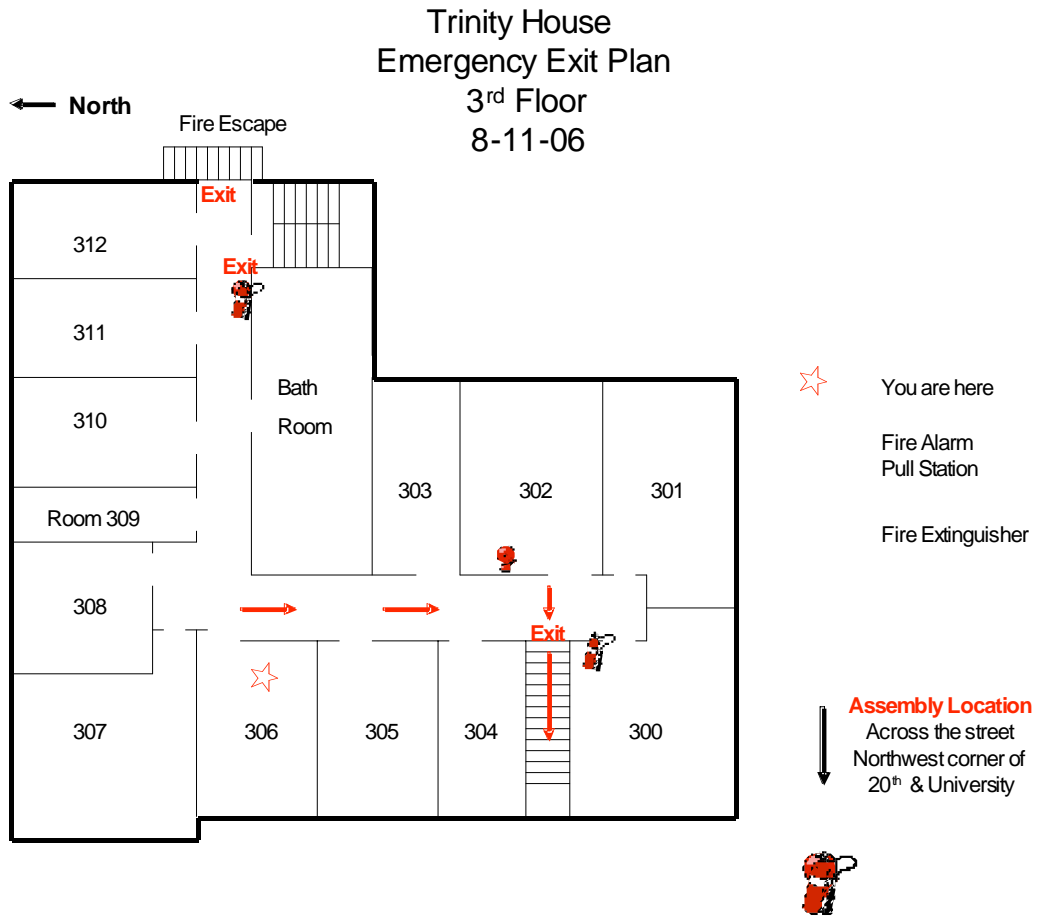
Item	Hazard Noted			Rectified	
	Yes	Room #	No	Yes	N/A
Candles Present					
Halogen Lamps Present					
Heater Clearance Adequate					
Smoke Alarm in Place					
Smoke Alarm Works					
Extension Cords in Use					
Piggy-back Power Strips in Use					
Center of Room Clear					
Face Plates in Place					

Signature		
Date of Inspection	House Staff Member	Fire Safety Committee Member

Comments:

Sample: Evacuation Plan

Plans will be posted in each dorm room and in the hallway on each floor



Emergency Phone List

Emergency: 9-1-1

Eugene Water & Electric Board: 484-2300

Northwest Natural Gas: 1-800-882-3377

FBC Contact List, by Priority:

Facilities Manager

Church: 345-0341

Cell: 554-9388

Assistant Facilities Manager

Church: 345-0341

Cell: 968-1695

Church Staff Designee:

Church: 345-0341