

**FIRE ALARM SYSTEMS AND  
PROCEDURES FOR  
BUILDING EVACUATION**

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## Introduction

This document intends to present a non-technical explanation of the components and operations of the fire alarm systems and related systems installed in the Frey Computing Services Center building at Louisiana State University for the protection of persons, contents, and the building structure.

This document also intends to identify and present the manners in which all persons within the Frey Computing Services Center building should respond in case of a fire alarm or other emergency event that necessitates evacuation of the building and to state the specific actions to be taken by designated personnel during such an emergency event.

It is the position of the University as stated in Policy Statement-18 that emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University Property.®

Several Policy Statements of Louisiana State University address emergency situations and the responses of personnel. The following Policy Statements are relevant and included later in the appendices of this document, but these four Policy Statements should not be considered all inclusive of the University's policies in regards to emergency events. All Policy Statements for Louisiana State University are presented in their entirety on the LSU website ([www.lsu.edu](http://www.lsu.edu)).

PS-18 (replaces PS-58): Emergency Response Plan (Effective Date: 7/1/1999)

PS-19: Occupational & Environmental Safety (Effective Date: 6/1/1996)

PS-49: Building Coordinator (Effective Date: 10/1/1999)

PS-97: Emergency Evacuation Plan for Disabled Persons (Effective Date: 3/16/1995)

Per PS-18, the University recognizes that many different kinds of emergency events can occur with and without warning. For this reason, University policy intends to provide flexibility in determining and implementing emergency responses that are both effective and appropriate. This document has been written with all intentions to adhere to University policies regarding emergency matters, and therefore University policies take precedent over any information presented in this document.

This is meant to be a working document. As changes occur and as improvements in policies and procedures are recognized, it is expected that this document will be revised. Constructive comments and recommendations are welcome.

## **Fire Alarm Systems — Simplex and FM-200**

There are two fire alarm systems installed in the Frey Computing Services Center building B the building-wide Simplex fire alarm system and the FM-200 fire alarm and suppression system for the Computer Room areas (Rooms 117,118, 121 through 127A). (Note: “Computer Room areas” is synonymous with the new name for this area of the building— that is, Network Operations Center or NOC.) The FM-200 system has two zones each of which can activate, alarm, countdown, dump and abort independently of each other. The first FM-200 zone includes Rooms 117, 118, and 121 through 127. The second FM-200 zone includes only the Room 127A Tape Vault. The following is a brief explanation of the major components of these fire alarm systems and associated systems. Refer to the Evacuation Plans posted throughout the building for the locations of components such as fire extinguishers, pull stations, and emergency power off buttons as well as the locations of evacuation routes and exit doors.

### Fire Suppression:

The FM-200 system has large brass nozzles on the ceilings throughout the Computer Room areas for the discharge of the FM-200 gas for suppression of fires. There is no automatic fire suppression equipment, such as sprinklers, outside of the Computer Room areas in the Frey Computing Services Center building. Fire extinguishers are located throughout all occupied areas of the building. The location of fire extinguishers is indicated on the Evacuation Plans posted throughout the building.

The FM-200 fire suppression chemicals (heptafluoropropane B a compound of carbon, fluorine, and hydrogen) are contained in large red cylinder tanks at several locations in the Computer Room areas. These chemicals are emitted as a gas during a system dump from the large brass nozzles located on the ceilings of the Computer Room areas. The FM-200 fire suppression chemicals rapidly extinguish fires through a combination of chemical and physical mechanisms at design concentrations as low as 7%.

This gaseous FM-200 fire suppression agent is colorless, odorless, and electrically non-conductive, does not deplete oxygen, but does cause some fogging of the enclosures upon discharge and can have some detrimental effects on persons remaining in contact with it. The fogging clears rapidly and does not obstruct the ability of people to safely exit the protected area. It is recommended that unnecessary exposure to any suppression agent, including FM-200, be avoided if possible and that personnel evacuate protected areas as quickly as possible after an FM-200 system dump to avoid exposure with the chemical agent or with the decomposition products created by the fire. The FM-200 chemical suppression agent can decompose at high temperatures to form halogen acids which can be detected by a sharp, pungent odor. For this reason, persons in the Computer Room areas protected by the FM-200 fire alarm and suppression system should evacuate the areas before the FM-200 chemical suppression agent is dumped or immediately after a

dump of the FM-200 chemical suppression agent.

There are other considerations in a discharge of the FM-200 fire alarm and suppression system. The high velocity discharge of the FM-200 system is significant enough to dislodge objects located directly in the discharge path. The high velocity discharge can also create enough turbulence within the enclosure to move unsecured lighter objects. Contact with the vaporized suppression agent has a chilling effect on objects and can cause frostbite burns to the skin. Consider this information if purposely or inadvertently caught in a discharge of the FM-200 fire alarm and suppression system which protects the Computer Room areas.

### Detectors:

The Simplex fire alarm system smoke detectors are located on the ceilings in all areas of the building in both occupied and unoccupied spaces and on air handler supply and return air ducts. In the Computer Room areas, the Simplex fire alarm system smoke detectors are located on the ceilings in all rooms and labeled with a red and white sign next to the detector which identifies the detector as "Building Fire Alarm Smoke Detector." In Room 118 of the Computer Room areas, Simplex fire alarm system smoke detectors are also located under the raised flooring.

The FM-200 fire alarm and suppression system uses both ion and smoke detectors that are located in alternating patterns on the ceilings and under the raised flooring in the Computer Room areas. These detectors are not labeled with signs in order to distinguish the FM-200 detectors from the Simplex detectors located on the ceilings in the Computer Room areas. There are no FM-200 detectors outside of the Computer Room areas of the building.

### Pull Stations:

The Simplex fire alarm system manual pull stations are located throughout all floors of the building, principally near building and Computer Room exit doors and stairwell doors. The Simplex pull stations are colored red and are labeled "Local Fire Alarm" and "Simplex" with instructions to "Pull Down" the handle of the station to manually activate this fire alarm system.

The FM-200 fire alarm and suppression system manual pull stations are located at all exits from the Computer Room areas as well as at the FM-200 main system panel in Room 126. The FM-200 pull stations are colored red and are labeled "FM-200 Release" and "Kidde" with instructions to "Lift and Pull" the handle of the station to manually activate a second-stage alarm (explained later) of this fire alarm and suppression system.

The locations of Simplex and FM-200 pull stations are indicated on the Evacuation Plans posted throughout the building.

### System Panels:

The main system panels for both the Simplex fire alarm system and the FM-200 fire alarm and suppression system are located in Room 126 in the Computer Room areas.

The Simplex fire alarm system panel is a tan panel labeled "Simplex 4020 Fire Alarm Control" and LSU # 13972 and is located on the east wall of Room 126 in the Computer Room areas. All Simplex system functions are located on this panel, including a small readout panel which identifies the location of detectors and/or pull stations that have alarmed or have other problems. This Simplex panel is also used for all other operating and programming functions for this system.

The operation of the FM-200 fire alarm and suppression system is controlled by two components (1) the main operations panel, which is a large, tan panel labeled "Gemini by Kidde Fenwall" and LSU # 18999 and is located on the wall in Room 126 at the east end of this room, and (2) the large, black FM-200 Fire Alarm Annunciator panel located on the north wall of Room 126. For both FM-200 system zones, the operating functions, indicator lights, countdown-to-dump indicators, system silence and reset switches, and abort buttons are located in or next to this main system panel. The large, black FM-200 Fire Alarm Annunciator panel shows the locations of all FM-200 ion and smoke detectors in the Computer Room areas with one diagram on this panel labeled "Room Detector" showing the detectors located on the ceilings and a second diagram on this panel labeled "Sub-Floor Detector" showing the detectors located under the raised flooring. Any FM-200 detector that goes into alarm is indicated by a light going on at that location on the FM-200 Fire Alarm Annunciator panel.

### Audible and Visual Alerts:

The Simplex fire alarm system and the FM-200 fire alarm and suppression system have separate audible and visual equipment to alert persons in the building when one or both of these systems is alarming.

The Simplex fire alarm system has horns with strobe lights mounted on the walls throughout all of the occupied areas of the Frey Computing Services Center building and has three horns in the unoccupied electrical/mechanical spaces of the third floor of the building. There are no audible and/or visual fire alarm devices in the unoccupied basement of the building. The Simplex horns with strobe lights that are located on the walls in the Computer Room areas are identified by a sign next to the device with the label "Building Fire Alarm." The Simplex horns and the Simplex horns with strobe lights are activated when the Simplex fire alarm system goes into alarm and/or when the FM-200 fire alarm and suppression system goes into a second-stage alarm (explained later). The activation of these horns and horns with strobe lights indicates that an immediate evacuation of the building is required.

The FM-200 fire alarm and suppression system has two types of audible and/or visual alerts synchronized to first- and second-stage alarms of the system (explained later). Several bells are located on walls throughout the Computer Room areas, and these bells ring during a first-stage alarm of the FM-200 system to indicate that one FM-200 detector or either a smoke or an ion detector has gone into alarm in either one or both FM-200 zones. During a first-stage alarm of the FM-200 system, the 20-second countdown for dumping of the FM-200 system fire suppression chemicals does not begin, the Simplex fire alarm system is not activated, and it is not necessary for anyone to evacuate the building. These first-stage alarm bells are identified by a red and white sign next to the bell with the label "FM-200 System 1<sup>st</sup> Alarm." For a second-stage alarm, the FM-200 fire alarm and suppression system has horns with strobe lights mounted on the ceilings throughout the Computer Rooms areas of the building, on the walls outside the Computer Room at the Room 118 double-door entrance from the South hallway and at the Room 118 single-door entrance from the South Stairwell, and on the wall outside the Room 127A Tape Vault zone. The FM-200 horns with strobes lights are identified by a red and white sign next to the device with the label "FM-200 System Pre-Discharge Alarm." These FM-200 horns with strobe lights are activated during a second-stage alarm of the FM-200 fire alarm and suppression system when the system detects an alarm of at least one ion detector and one smoke detector in the same zone of one or both FM-200 zones. In this case, the 20-second countdown for dumping of the FM-200 system fire suppression chemicals begins at the system's main panel for each alarming zone—that is, for each zone where at least one ion detector and one smoke detector are alarming. When the FM-200 horns with strobe lights are activated, this warns persons both inside and outside the Computer Room areas that a dump of the FM-200 suppression chemicals is imminent, and they should not enter the Computer Room areas and/or the Tape Vault or should evacuate the Computer Room areas. It should be noted that a second-stage alarm of the FM-200 fire alarm and suppression system also causes an activation of the Simplex fire alarm system. This means that the Simplex horns with strobe lights are activated throughout the entire building and, in the Computer Room areas, both the Simplex and FM-200 horns with strobe lights are activated. Therefore, an evacuation of the building is required during a second-stage alarm of the FM-200 fire alarm and suppression system.

#### Metal Fire Doors:

In the ceiling of the first-floor South hallway, there are installed two rollup-styled, metal fire doors which can be released to close and create a one-hour fire wall between Room 123 in the Computer Room and the first-floor South hallway. The smaller of these metal fire doors drops down to cover the glass, customer-service window in Room 123, and the larger of these metal fire doors drops down to cover the full-glass door into Room 123 from the first-floor South hallway. (Note: Previously, this larger metal fire door protected the wall area in Room 123 which consisted of metal and plexiglass output bins, which were removed in June 2004.)

The release and closure of these metal fire doors in case of a fire alarm is now controlled by two Simplex smoke detectors and by the Simplex fire alarm system itself. Previously,

these doors were connected to the Simplex fire alarm system so that they were released for every Simplex fire alarm and for a second-stage alarm of the FM-200 fire alarm and suppression system. In August 2004, the operation of these two metal fire doors was modified in accordance with State Fire Marshal code. These two metal fire doors are now controlled by two Simplex detectors mounted on the ceilings within five feet of the metal fire doors — one detector in Room 123 and the other detector in the first-floor South hallway. If either or both of these two detectors go into alarm, the Simplex fire alarm system releases these two metal fire doors to close in 20 seconds or less. Also, these metal fire doors are released by the Simplex fire alarm system to close in 20 seconds or less if the FM-200 fire alarm and suppression system goes into a second-stage alarm. In both of these cases, the Simplex fire alarm system horns with strobe lights are activated as a warning for approximately 10 seconds before these two metal fire doors are released to close by the Simplex fire alarm system in order to give people the time to move away from these heavy metal doors that may be released to close.

#### Emergency Power-Off (EPO):

At several locations in the Room 118 and 127 Computer Room areas, there are emergency power-off (EPO) buttons located on the walls with clear plastic covers and with the label inside the cover of “Power Off.” When one of these buttons is pushed, this causes an immediate power shutdown to the electrical circuits in Rooms 118 and 127 which power the computer and telecommunications equipment. An emergency power shutdown to these areas may be necessary in the case of an electrical fire or electrical shock to personnel. The locations of the EPO buttons are indicated on the Evacuation Plans posted for the first floor of the building.

#### Fire Extinguishers:

There are nearly 30 fire extinguishers located throughout the first, second, and third floors of the Frey Computing Services Center building and inside the backup generator at the rear of the building. These extinguishers are dry chemical A-B-C extinguishers which can be used on fires involving trash, wood, paper, liquids, grease, and electrical equipment. The locations of these extinguishers are identified on the building Evacuation Plans posted throughout the building. To use a fire extinguisher, remove the extinguisher from its cabinet or wall hook, pull the pin on the extinguisher, aim the nozzle at the base of the fire, and squeeze the handle to discharge the extinguishing agent sweeping the discharge from side to side at the base of the fire. Fire extinguishers are checked during each quarterly building inspection by the Building Coordinator and annually by Facility Services. The extinguishers are refilled when needed and hydrotested on a regular schedule. Notify the Building Coordinator if a fire extinguisher is discharged and needs refilling.

#### Metasys and Keltron Transmitters:

Two fire alarm notification systems – Metasys (installed in 1999) and Keltron (installed in 2004) – are connected to the Simplex fire alarm system in the Frey Computing Services Center building to notify LSU Campus Police and LSU Facility Services when an alarm of the Simplex building fire alarm system and/or the FM-200 fire alarm and suppression system occurs. Although the Metasys and Keltron systems automatically transmit a notification of a fire alarm to LSU Campus Police and LSU Facility Services, it is still required that someone at the Frey Computing Services Center building call by phone to LSU Campus Police (911 or 578-3231) and to LSU Facility Services (578-2327).

## **Activation of the Fire Alarm Systems**

Both the Simplex and the FM-200 fire alarm systems may be automatically activated by their detectors and manually activated by their pull stations. The second-stage activation of the FM-200 fire alarm and suppression system causes an automatic activation of the building-wide Simplex fire alarm system. The activation of the Simplex fire alarm system alone or in conjunction with a second-stage alarm of the FM-200 fire alarm and suppression system requires an immediate evacuation of the entire Frey Computing Services Center building.

### **Automatic Activation:**

The Simplex fire alarm system monitors all areas of the Frey Computing Services Center building using smoke detectors mounted on the ceilings throughout the entire building, on air handler supply and return air ducts, and also under the raised flooring in the Room 118 Computer Room area. These detectors are very sensitive and alarm not only due to smoke, but also frequently alarm when a detector becomes "dirty" due to moisture or dust. The Simplex fire alarm system also goes into alarm if the FM-200 fire alarm and suppression system in the Computer Room areas goes into a second-stage alarm.

The FM-200 fire alarm and suppression system monitors the Computer Room areas of the Frey Computing Services Center building (Rooms 117, 118, and 121 through 127A) using smoke and ion detectors placed in alternating patterns on the ceilings and under the raised flooring. A complete layout of these detectors can be seen on the FM-200 Fire Alarm Annunciator panel in Room 126 in the Computer Room areas. The area monitored by the FM-200 fire alarm and suppression system is separated into two zones which can alarm and dump independently of each other. One zone includes all areas of the Computer Room except the Tape Vault, and the second zone includes only the Room 127A Tape Vault. Also, the FM-200 fire alarm and suppression system can alarm in two stages. If one of the FM-200 detectors in either one or both zones goes into alarm, the FM-200 fire alarm and suppression system goes into a first-stage alarm during which only bells sound in the Computer Room areas. An evacuation of the Frey Computing Services Center building is not required during a first-stage alarm of the FM-200 fire alarm and suppression system. If at least one ion detector and one smoke detector are alarming at the same time and in the same zone of either one or both FM-200 zones, the FM-200 fire alarm and suppression system goes into a second-stage alarm for the corresponding zone(s). When a second-stage alarm occurs, the FM-200 fire alarm and suppression system activates the Simplex fire alarm system located throughout the building; the Simplex fire alarm system horns with strobe lights are activated throughout the building including the Computer Room areas; the FM-200 fire system horns with strobe lights located on the ceilings of the Computer Room areas are activated; the FM-200 fire system horns with strobe lights located outside entrance doors to Rooms 118 and 127A are activated; the metal fire doors between Room 123 and the first-floor South hallway are released to close; and a 20-second countdown

begins to dump the FM-200 fire suppression chemicals in either one or both zones. To emphasize, the FM-200 fire alarm and suppression system actually operates in two zones B the Room 127A Tape Vault and the rest of the Computer Room areas. One of these zones can alarm independently of the other zone. Each FM-200 zone has its own indicators and countdown numbers in the system=s main panel, its own abort button and manual pull station on the wall to the left of the main panel, and its own horns with strobe lights.

### Manual Activation:

Both the Simplex and the FM-200 fire alarm systems have manual pull stations to activate these fire systems.

The Simplex manual pull stations should be used to cause a building evacuation if there is any hazard, not limited to just fires, which threatens the safety of persons inside the Frey Computing Services Center, the building itself, and/or its contents. The Simplex manual pull stations are located throughout the occupied areas of the building, principally near building and Computer Room exit doors and stairwell doors. If one of these stations is pulled, the Simplex fire alarm system is activated.

The FM-200 manual pull stations are located at all exits from the Computer Room areas as well as at the FM-200 system main panel. (No manual pull stations for either of the fire alarm systems are located at the glass door added in Room 123 in June 2004, since this glass door is not designated as an exit door.) If one of the FM-200 manual stations is pulled, the FM-200 fire alarm and suppression system goes into a second-stage alarm which also causes the Simplex fire alarm system to be activated. It is important to note that pulling an FM-200 manual pull station activates the 20-second countdown to the dump of the FM-200 system fire suppression chemicals and that this can only be completely aborted by manually resetting the activated pull station using the system key located on the wall next to the activated FM-200 pull station and then resetting the FM-200 system at the main panel. Each of the FM-200 manual pull stations is associated with only one of the two FM-200 zones. Therefore, it is necessary to use a manual pull station that corresponds to the FM-200 zone in which a discharge for fire suppression is needed.

The fire alarm systems should be manually activated by someone at the nearest pull station if the systems do not automatically alarm and that person(s) deems that the situation is hazardous enough to endanger the personnel, building, and/or contents of the Frey Computing Services Center. Pull a Simplex pull station when a complete building evacuation is needed. Pull the corresponding FM-200 manual pull station(s) for one or both FM-200 zones to completely evacuate the building and to begin a 20-second countdown to dumping of the fire suppression chemicals in the Tape Vault and/or the rest of the Computer Room areas. Guidelines set by Computing Services directors and managers should be taken into consideration when making the decision to activate a fire alarm system using a manual pull station. The person(s) who manually activates a fire alarm system must report immediately to the Building Monitor, LSU Campus Police, and other emergency

response personnel at the designated assembly point to provide all available information regarding the hazardous situation. Simplex and FM-200 pull station locations are shown on the Evacuation Plans posted throughout the building.

#### Results of Fire Systems' Activations:

##### **Upon activation of the Simplex fire alarm system, the following happens:**

- The Simplex fire alarm system horns with strobe lights are activated throughout the building, including throughout the Computer Room areas. The Simplex horns in the third floor electrical/mechanical spaces are also activated.
- The building security/access system deactivates the magnets and locks on security doors to allow unimpeded access throughout the building for evacuation and emergency response.
- One or both of the two elevators in the building may become inoperative. For each elevator, there is a Simplex detector located near the elevator doors on every floor accessed by that elevator. If one of these detectors goes into alarm, then the corresponding elevator becomes inoperative. That is, the elevator goes to a floor where its detector is not alarming, its doors open and remain opened, and the elevator no longer operates until reset or the fireman override barrel key is used. This override barrel key is only to be used by Fire Department personnel. **Even though one or both elevators may remain operative during a fire alarm, the elevators must not be used during a fire alarm.**
- The two metal, rollup-style fire doors located in the first-floor South hallway may drop down to cover the glass window and the glass door between this hallway and Room 123 in the Computer Room areas. These two metal fire doors are released to close by the Simplex fire alarm system (1) if one or both of the two Simplex ceiling detectors associated with these metal fire doors goes into alarm or (2) if the FM-200 fire alarm and suppression system goes into a second-stage alarm and consequently the Simplex fire system also goes into alarm. These metal fire doors close in 20 seconds or less from the time the Simplex fire alarm system goes into alarm. As a precaution, there is approximately a 10-second delay between the time that the Simplex fire alarm system goes into alarm and when the Simplex fire alarm system releases the two metal fire doors to close. These metal fire doors when closed serve two purposes: (1) to create a 1-hour fire wall between this first-floor South hallway and Room 123 in the Computer Room area, and (2) to prepare for a high-pressure discharge of the FM-200 chemicals if this system has gone into second-stage alarm.

As soon as the Simplex fire alarm system goes into alarm activating the Simplex horns with strobe lights, evacuate the first-floor South hallway where these metal fire doors may be dropping down. No one should remain in these areas while these metal fire doors are closing due to the hazard posed by the closing of these metal fire doors.

**MOST IMPORTANTLY, DO NOT USE THE GLASS DOOR AND GET AWAY FROM THE GLASS WINDOW BETWEEN ROOM 123 AND THE FIRST-FLOOR SOUTH HALLWAY AS SOON AS A FIRE ALARM OR POWER OUTAGE OCCURS** since the Simplex fire alarm system may release these metal fire doors, and these doors close rapidly over the locations of this glass door and glass window.

- The Simplex fire alarm system horns with strobe lights remain in alarm until this fire alarm system is silenced at the main system panel by LSU Facility Services with the approval of the LSU Campus Police. However, the horns with strobe lights must remain in alarm until LSU Facility Services and LSU Campus Police locate the cause of the alarm and determine that there is no danger. If there is no danger and persons may return to the building, LSU Campus Police can authorize LSU Facility Services to silence the Simplex fire alarm system. However, the Simplex fire alarm system must remain inoperative until the cause of the alarm is determined and resolved. Only then should the Simplex fire alarm system be reset by LSU Facility Services at the main system panel. Any elevators made inoperative by the alarm can be reset, usually by Network Operations Center (NOC) personnel, only after the Simplex fire alarm system is reset.

**Upon activation of the FM-200 fire alarm and suppression system, the following happens:**

- If only one FM-200 detector goes into alarm in either one or both zones, the FM-200 fire alarm and suppression system goes into a first-stage alarm. In this case, only several bells located in the Computer Room areas begin ringing, and the location of the alarming detector(s) appears on the FM-200 Fire Alarm Annunciator panel on the north wall of Room 126 in the Computer Room areas. The Simplex fire alarm system is not activated, and a building evacuation is not required.
- If at least one ion detector and one smoke detector go into alarm at the same time and in the same zone of either one or both zones of the FM-200 fire alarm and suppression system or if there is a manual activation of the system using an FM-200 pull station, the FM-200 fire alarm and suppression system goes into a second-stage alarm. During a second-stage alarm of the FM-200 fire alarm and suppression system, a building evacuation is required. Also during a second-stage alarm, the following happens:
  - ◆ The FM-200 horns with strobe lights are activated to warn persons that a dump of the FM-200 fire suppression chemicals is imminent, and they should leave the Computer Room areas or not enter the Computer Room areas. These FM-200 horns with strobe lights are labeled “FM-200 System Pre-Discharge Alarm.” The FM-200 horns with strobe lights are activated for the appropriate zone or zones that are alarming. The FM-200 horns with strobe lights mounted on the ceilings of the Computer Room areas as well as those outside the entrances to the Computer Room at the Room 118 double doors in the South hallway and at the Room 118 single door from the South Stairwell correspond to an alarm of the

FM-200 zone that includes all areas of the Computer Room except the Tape Vault. The FM-200 horn with strobe light mounted to the outside wall of the Room 127A Tape Vault corresponds to the Tape Vault zone only. It should be noted that there is no FM-200 horn with strobe light in the South hallway outside of the single glass door from this hallway into Room 123 of the Computer Room. This glass door is not an exit door, and this door is automatically locked during a second-stage alarm to prevent people from using this door since the metal drop-down door closes over this glass door during a second-stage alarm of the FM-200 fire alarm and suppression system.

- ◆ The locations of the alarming detectors appear on the FM-200 Fire Alarm Annunciator panel located on the north wall of Room 126 in the Computer Room areas.
- ◆ A 20-second countdown begins on the FM-200 fire alarm and suppression system, which is the amount of time until the system dumps the FM-200 fire suppression chemicals. This countdown is shown on the FM-200 system's main panel. There is a countdown timer for each of the two FM-200 zones. One or both timers begin countdown depending on which zone(s) has the alarming detectors.
- ◆ The building-wide Simplex fire alarm system is activated resulting in all the activities listed above for this fire alarm system. This includes the activation of the Simplex horns with strobe lights in the Computer Room areas and throughout the building, the closing of the two metal fire doors in the first floor South hallway, the deactivation of magnets and locks on doors secured by the building security/access system, and possibly the deactivation of elevators in the building.

## **GENERAL RESPONSES TO A FIRE OR OTHER HAZARD AND TO A FIRE ALARM**

### Individual Responses to a Fire or Other Hazard:

It is the responsibility of each occupant of the Frey Computing Services Center building to know the locations of fire alarm pull stations and fire extinguishers, their appropriate evacuation routes, locations of stairwells and exit doors, the location of assembly points, procedures for assisting handicapped individuals, and their individual responsibilities during a building evacuation. Also, if someone sees or knows the location of a fire, smoke, or other hazard, that person needs to determine whether to try to handle the situation, such as using an extinguisher to contain a fire (if properly trained to do this), or to evacuate the area immediately. In either case, remove victims in the immediate area of the fire or other hazard and recruit assistance from persons in the vicinity. If the fire, smoke, or other hazard poses a threat to personnel, the building, or its contents and the fire alarm system has not activated, then the individual should pull the nearest Simplex fire alarm pull station before attempting to handle the situation or evacuating the building. If fire suppression is needed in the Computer Room areas and/or the Tape Vault and the FM-200 fire alarm and suppression system is not alarming and is not counting down to dump the fire suppression gas, then the last person to evacuate these areas should pull an FM-200 pull station when evacuating this area of the building. After evacuating the building, provide information to the Building Monitor and to appropriate emergency response personnel at the assembly point and make sure that LSU Campus Police and Facility Services have been notified by phone of the fire alarm and building evacuation. See the Evacuation Plans posted throughout the building for the locations of fire extinguishers, the manual pull stations for both fire systems, and evacuation routes from any location in the Frey Computing Services Center building.

If a person chooses to try to handle a hazardous situation such as a fire:

- Use caution and good judgement.
- Do not enter dangerous areas in an attempt to extinguish a fire or deal with another type of hazard.
- Do not take unnecessary risks.
- Evacuate the building if the situation becomes dangerous.

### General Responses to a Fire Alarm:

When a fire alarm occurs and if there is no immediate danger, a few designated persons remain inside the Frey Computing Services Center building to determine the location and cause of the alarm. All other persons inside the Frey Computing Services Center building should respond as follows when fire alarm horns with strobe lights are activated by the alarm of one or both fire systems in the Frey Computing Services Center building or when an Area Monitor announces a building evacuation:

- Calmly but quickly evacuate the building. **DO NOT USE THE ELEVATORS** during a fire or other emergency even if one or both elevators are operative.
- The University is not responsible for personal possessions left in campus buildings at any time, including a building evacuation. However, do not delay or impede evacuation of the building to take excessive amounts or large items of personal possessions when evacuating the building.
- Follow the posted Evacuation Plan routes and evacuate the building based on your location in the building at the time of the alarm.
- Do not enter an area that may be dangerous. Take an alternate evacuation route if necessary.
- Assist all injured or disabled persons, if possible, to evacuate the building. Refer to a following section in this document entitled “Evacuation of Handicapped Persons.”
- As you evacuate the building, make sure that all doors, especially hallway and stairwell doors, along the evacuation routes are securely shut so that the one- and two-hour fire protection of the hallways and stairwells is maintained. Refer to the Fire Separation Plans in the Appendices of this document which show the fire doors and the fire protection areas in the building.
- If you are located on the first floor of the building at the time of an alarm, use the first-floor exit doors as shown on the posted Evacuation Plans. Do not use the stairwell exit doors since the stairwells are being used to evacuate persons from the upper floors of the building.
- If you are located on the second and third floors or in the basement of the building at the time of an alarm, use the designated stairwells as shown on the posted Evacuation Plans. There are three stairwells located in the building, and these are located near the center of the building on the south and east sides of the building and at the northwest corner of the building.
- If you are unable to use the stairwells to evacuate from the second floor of the building, proceed as quickly as possible to the North hallway of the second floor where there are four Rescue Assistance Stations with intercom access to the first-floor front lobby. Push the button at a Rescue Assistance Station to activate the intercom. Make

sure that persons evacuating the building know where you are located. Refer to a following section in this document entitled "Evacuation of Handicapped Persons."

- If you are unable to use the stairwells to evacuate the third floor of the building, proceed as quickly as possible to the interior space just inside either of the two interior stairwell doors near the Simplex pull stations. Also, make sure that persons evacuating the building know where you are located. Refer to a following section in this document entitled "Evacuation of Handicapped Persons."
- After exiting the building, proceed immediately to the assembly point and stay there. Do not remain near the building. Do not re-enter the building. Follow the instructions of the Building Monitors, Campus Police, and Fire Department.
- Do not re-enter the Computer Room areas and/or the Tape Vault if the FM-200 horns with strobe lights are activated at the entrance doors to the Room 118 Computer Room and/or the Room 127A Tape Vault. These activated horns with strobe lights indicate that a dump of the FM-200 fire suppression chemicals is only seconds away.

**Reminder:** To orderly evacuate the building, you must become familiar with and follow the routes on the Evacuation Plans posted throughout the building. Use the appropriate evacuation route depending on your location in the building at the time of an alarm. Study the Evacuation Plans before there is a fire alarm or a fire drill **do it today**. Obey the instructions of the Building Monitors, Area Monitors, and emergency response personnel, especially LSU Campus Police and the Fire Department.

## **DESIGNATED PERSONNEL RESPONSES TO A FIRE ALARM**

### Building Coordinators and Building Monitors:

The Chief Information Officer, the most senior position in the building, has designated a Primary and an Alternate Building Coordinator for the Frey Computing Services Center building. These Building Coordinators are responsible primarily for the care, repairs, safety, and modifications to the building, building keys, security, etc.

Building Monitors are personnel from the Office of the CIO, Information Technology Services, and other departments in the building who have specific functions in the case of a fire alarm and evacuation of the Frey Computing Services Center building. At the current time, the Primary and Alternate Building Coordinators as well as two other employees of the Office of the CIO and/or Information Technology Services serve as the four Building Monitors in the case of a fire alarm and building evacuation. The names of the persons currently serving in the four Building Monitor positions are listed later in this document.

When a fire alarm occurs, the Primary and Alternate Building Coordinators, serving as Building Monitors, remain in the building, if it is safe to do so, in order to assess the situation, to make sure that LSU Campus Police (911 or 578-3231) and LSU Facility Services (578-2327) have been called, and to conduct actions appropriate to the situation. These Building Monitors ascertain as quickly as possible the location and cause of the fire alarm. Any personnel, particularly Network Operations Center (NOC) personnel in the Computer Room areas with access to the main system panels of the fire alarm systems, and any other persons who have information concerning the cause of the fire alarm should immediately report this information to these Building Monitors. These Building Monitors should proceed cautiously to the location of the alarm as indicated by the fire alarm system panels or by other information to determine if it is a false alarm or if the situation is dangerous enough to call for a complete evacuation of the building. In most cases, these Building Monitors are accompanied by emergency response personnel – that is, personnel from LSU Facility Services and/or LSU Campus Police and/or the Fire Department. The instructions of these two Building Monitors should be followed until the alarm situation can be turned over to the emergency response personnel from LSU Facility Services and/or LSU Campus Police and/or the Fire Department.

When a fire alarm occurs, the other two Building Monitors go immediately to the assembly point where the Area Monitors report to these Building Monitors on the status of the evacuation of their areas of responsibility and provide these Building Monitors with any other pertinent information, including the names and locations of persons remaining in the building and the locations of any hazards. These Building Monitors accumulate this information from the Area Monitors and provide this accumulated information to LSU Campus Police, the Fire Department, LSU management and safety personnel, and any other emergency response personnel.

## Area Monitors:

Area Monitors are members of the Office of the CIO and Information Technology Services staffs as well as staff members of other departments housed in the Frey Computing Services Center building. Area Monitors are designated by the Primary Building Coordinator for the Frey Computing Services Center, based on their office locations in the building, to assist in the evacuation of the building. For purposes of evacuating the building, the Primary Building Coordinator has divided up all building spaces into zones and has assigned a Primary Area Monitor and an Alternate Area Monitor for each zone. The descriptions of each zone and the assigned Primary Area Monitor and Alternate Area Monitor are presented separately in this document for convenient access to this information. Primary Area Monitors and Alternate Area Monitors should be familiar at all times with the personnel, offices, cubicles, closets, hallways, fire doors, etc. in their respective zones. Primary Area Monitors and their Alternates should work together to insure that one or the other is present to check their zones in case of a fire alarm. Area Monitors should enlist the help of other personnel within their respective zones to respond in their places when both the Primary and the Alternate Area Monitors for a zone are both absent from their zone so that there is always a responsible person in each zone who can respond as the Area Monitor if a fire alarm occurs. For purposes of this document, references to Area Monitor include the Primary and Alternate Area Monitors as well as any persons serving as the Area Monitor in the place of the Primary and Alternate Area Monitors. With these clear understandings of responsibility established in each zone, it is not necessary for Primary and Alternate Area Monitors to return to their zones if they are away from their zones when an alarm occurs, and they should evacuate the building based on their locations at the time of the alarm.

In the case of a fire alarm in the Frey Computing Services Center building, each person responding as the Area Monitor for a building zone should do the following:

- Insure speedy evacuation of the building by checking that no persons remain in offices, cubicles, conference rooms, restrooms, lunchrooms, hallways, closets, and other spaces in his/her zone of responsibility.
- Direct persons to designated exits and to the assembly point.
- Make note of the names and locations of any persons remaining in the building in his/her zone of responsibility and whether that person is a designated emergency response person or a person who has refused to evacuate. Designated emergency response personnel include the Building Monitors and Network Operations Center (NOC) personnel who remain in Room 126 in the Computer Room areas, and all LSU Facility Services, LSU Campus Police, and Fire Department personnel inside the building.
- Make note of the names and locations of any persons who are remaining in the Rescue Assistance Area (second-floor North hallway) or at an interior stairwell door on the third floor due to a handicap which prevents evacuation using the stairwells.

- Make sure that all doors, especially fire and stairwell doors, are securely closed in his/her zone of responsibility and along the evacuation route to maintain the one-hour and two-hour protection areas in the building and to prevent backdraft situations in case of a major fire. Refer to the Fire Separation Plans in the Appendices of this document to identify fire doors and fire protection areas in the building.
- Immediately after exiting the building, the person serving as the Area Monitor for each zone must report to the Building Monitors at the assembly point to report on the status of the evacuation from his/her area of responsibility. Each Area Monitor must report to the Building Monitors if his/her zone has been completely evacuated, if any persons remain in the building including their names and locations, if any hazards were noticed and their locations, and if any fire or stairwell doors were not properly closed. In addition, each Area Monitor must report any other information that may assist emergency response personnel.
- If an Area Monitor has any doubts as to whether someone has evacuated the building, the Area Monitor should check for this person at the assembly point. The Area Monitor must report missing persons to the Building Monitors at the assembly point.
- After Area Monitors have completed checking in with the Building Monitors and accounting for personnel at the assembly point, the Area Monitors are needed to coordinate their efforts during the evacuation to insure that only authorized persons enter and leave the building and/or remain in the proximity of the building, that there are no thefts of LSU or personal property, and that no vehicles enter parking areas near the building. Area Monitors should also check all persons re-entering the Frey Computing Services Center building after a building evacuation to insure that no unknown and/or unauthorized persons enter the building's secure and non-public areas.

Area Monitors should relocate as follows to a position that is a safe distance from the building and from emergency response personnel and equipment to perform these important monitoring tasks:

- ◆ Area Monitors from Zones 1-1 through 1-5 should keep constant surveillance during the evacuation of the west (Tower Drive or front) side of the Frey Computing Services Center building. They should observe the double front doors, the Northwest stairwell door, the exit door from the Room 101 classroom, the outside arcade and lawns on the west side (front) of the building, and the concreted area between the Frey Computing Services Center and Choppin and Williams Halls. When persons re-enter the building from these locations after the evacuation, these Area Monitors should observe and prevent all unknown and/or unauthorized persons from entering secure and non-public areas of the building.

- ◆ Area Monitors from Zones 2-1 through 2-5 should keep constant surveillance during the evacuation of the south (South Stadium Drive) side of the Frey Computing Services Center building. They should observe the South stairwell door, the emergency exit doors at the southeast and southwest corners of the building, and the outside arcade and lawn on the south side of the building. When persons re-enter the building from these locations after the evacuation, these Area Monitors should observe and prevent all unknown and/or unauthorized persons from entering secure and non-public areas of the building.
  
- ◆ Area Monitors from Zones 2-6 through 2-10 should keep constant surveillance during the evacuation of the east (Knapp Hall) and north (Choppin Hall) sides of the Frey Computing Services Center building. They should observe the parking lot, the southeast corner arcade ramp, the East stairwell door, the doors on the loading dock, the handicapped exit door and ramp, the area of the backup generator and backup chillers, the electrical room door on the north side of the building, and the grassy area between the Frey Computing Services Center building and Choppin Hall. When persons re-enter the building from these locations after the evacuation, these Area Monitors should observe and prevent all unknown and/or unauthorized persons from entering secure and non-public areas of the building.

To prepare to serve as an Area Monitor in case of a fire alarm or other emergency situation which may necessitate a building evacuation, each person who may be called upon to respond as an Area Monitor should:

- Walk through and have complete knowledge of all areas in your zone of responsibility within the building. Know the evacuation route(s) from your zone. Know your areas of responsibility outside of the building. Refer to the descriptions of the zones and Evacuation Plans in this document as well as the Evacuation Plans posted throughout the building.
  
- Get to know the people in your zone of responsibility. This especially includes any persons with handicaps which may prevent them from noticing fire alarm signals and/or evacuating the building. Take notice of any visitors with handicaps in your zone in case of a fire alarm and building evacuation. See the section of this document regarding assistance which should be rendered to handicapped persons when a building evacuation is required.
  
- Refer to the Fire Separation Plans for the Frey Computing Services Center building which are presented in the Appendices of this document to locate fire doors and stairwell doors which must be securely closed at all times, especially during a fire alarm. Assist in keeping these doors closed at all times B not just during a fire alarm.
  
- Know the locations of the assembly point, and know the designated Building Monitors.

- Know what information that you need to provide to the Building Monitors at the assembly point.
- Clearly understand and know evacuation routes, procedures, and your responsibilities.

Network Operations Center (NOC) Staff (with/without Building Monitor Assistance):

The Network Operations Center (NOC) staff consists of personnel who normally work in the Computer Room areas — Rooms 117, 118, and 121 through 127A of the Frey Computing Services Center building. The system main panels for the building-wide Simplex fire alarm system and for the FM-200 fire alarm and suppression system which covers the Computer Room areas are both located in Room 126 in the Computer Room areas. This means that the NOC personnel not only are the first responders in all alarm situations, but also are key personnel throughout fire alarm situations. Therefore, it is imperative for personnel in the Computer Room areas to know and understand their roles in a fire alarm situation. The following provides some procedures and guidance to NOC personnel in a fire alarm situation. As always, personal safety and good judgement on the part of the NOC personnel are essential.

On regular workdays and during regular work hours (Monday through Friday, from 8:00 a.m. until 4:30 p.m., except holidays), Building Monitors and Area Monitors are available to assist in evacuating the building, handling the alarm situation, and securing the building during the evacuation. Outside of these times, termed *after hours*, personnel from the Network Operations Center (NOC) and any other persons working in the Computer Room areas need to handle the alarm situation entirely, serving as both Building and Area Monitors. Therefore, persons working in the Computer Room areas should be knowledgeable about the responsibilities of these Monitors and should be the point of contact for emergency response personnel -- specifically, LSU Campus Police, LSU Facility Services, and the Fire Department.

No matter when a fire alarm occurs, if it is safe to do so, at least two employees from the Computer Room areas who are knowledgeable about the fire alarm systems should remain in Room 126 in the Computer Room areas to take emergency action and to work with the Building Monitors and/or emergency response personnel to assess and handle the alarm situation.

Except for NOC personnel, Building Monitors, and emergency response personnel who have been designated/authorized to remain in the building, all other persons in the Computer Room areas should evacuate the building and proceed to the assembly point immediately according to normal evacuation procedures and using the Evacuation Plan routes from the Computer Room areas of the building. The Area Monitors and other persons who are evacuating the building from the Computer Room areas must especially notice and report the names and locations of all persons remaining in the Computer Room areas of the building to the Building Monitors at the assembly point and to emergency response personnel. If possible, these same Area Monitors and other persons who are

evacuating the building from the Computer Room areas should try to obtain and provide information to the Building Monitors located at the assembly point and to emergency response personnel concerning which fire system is alarming and the indicated cause and location of the alarm. This information can be found on the Simplex fire alarm system main panel and on the FM-200 fire alarm and suppression system main panel and the FM-200 Fire Alarm Annunciator panel.

Often after hours, there are persons working in areas of the Frey Computing Services Center building outside of the Computer Room areas. These persons should notify Computer Room personnel when arriving and leaving the building. Likewise, Computer Room personnel evacuating the building in case of a fire alarm should report to emergency response personnel the names and probable locations of all persons who may be inside the building but outside the Computer Room areas during after hours.

If the situation is deemed unsafe for anyone to remain in the Computer Room areas, everyone should evacuate the Computer Room areas. In this case, without endangering their lives and before evacuating the building, the Building Monitors, Area Monitors, and other persons working in the area of the fire alarm system panels in Room 126 in the Computer Room areas should attempt to obtain as much information as possible concerning the status of the fire alarm systems and concerning the locations and causes of the alarm. This information should be reported immediately to the Building Monitors and to emergency response personnel at the assembly point.

The NOC personnel, the Building Monitors, and other persons who may remain in the building during a fire alarm should be knowledgeable of and should respond to alarms using the following guidelines and information:

- Inspect the main panels of both fire alarm systems B Simplex and FM-200 B to determine which fire alarm system(s) is alarming and to identify the cause(s) of the alarm and the location(s) of the detectors and/or pull stations causing the alarm.
- If the FM-200 fire alarm and suppression system is alarming, determine if it is a first-stage alarm (bells ringing) or a second-stage alarm (horns with strobe lights activated and 20-second countdown(s) on the system main panel to dump FM-200 chemicals).
- Remain alert for any calls on the emergency phone with the visible flasher located in Room 123 in the Computer Room areas. Answer these calls if at all possible. The persons calling should be Building Monitors; Office of the CIO and/or Information Technology Services' management personnel; and/or emergency response personnel. **The phone number for the emergency phone in Room 123 in the Computer Room areas is 225-342-1034.**
- If the Simplex fire alarm system is alarming independently or the FM-200 fire alarm and suppression system is alarming with a first-stage alarm (bells ringing), **immediately call LSU Facility Services at 578-2327 or 578-3186. Next, call LSU Campus Police -- call 911 or 8-3231 from a campus phone, call 578-3231 or #578 from a cellular**

**phone, or call 578-3231 from a phone that is outside of the LSU telephone system.** Provide all available information during these calls. Do not silence or reset these alarm systems. Emergency response personnel need the information provided by the fire alarm systems to locate the cause of the alarm. Although the FM-200 system does not dump its fire suppression chemicals during a first-stage alarm, continue to monitor the FM-200 system in case it goes into a second-stage alarm.

- If the Simplex fire alarm system is the only system alarming, the cause of the alarm is probably outside of the Computer Room areas. Otherwise, the FM-200 fire alarm and suppression system detectors should be picking up the cause as well, and there should be an alarm of both fire systems.
- If the Simplex fire alarm system is the only system alarming, and it is alarming during regular work hours, the Building Monitors preferably accompanied by emergency response personnel should cautiously check out the location(s) indicated as the cause of the alarm. After hours, emergency response personnel should check out the cause of the fire alarm, and Network Operations Center (NOC) personnel should remain in Room 126 in the Computer Room areas. If it is determined that the alarm is false, the LSU Campus Police must authorize the silencing of the fire alarm system and the return of persons who have evacuated the building. Only LSU Facility Services personnel should reset the Simplex system after repairing the cause of the alarm.
- During either a first- or second-stage alarm of the FM-200 fire alarm and suppression system, one or more NOC and/or Building Monitor personnel (preferably two persons) should identify the location(s) of the detector(s) or pull station causing the alarm using the FM-200 Fire Alarm Annunciator panel and the Simplex fire alarm system main panel in Room 126 in the Computer Room areas. Then, they should cautiously proceed to the location of the detector(s) or pull station and should check other areas of the Computer Room to determine if this is a false alarm or if an actual emergency situation exists. After this determination, they should respond appropriately depending on the severity of the emergency situation.
- If the FM-200 fire alarm and suppression system is having a first-stage alarm, then only bells ring in the Computer Room areas, the Simplex building-wide fire alarm system is not activated, and the FM-200 fire alarm and suppression system does not dump its fire suppression chemicals.
- During a first-stage alarm of the FM-200 fire alarm and suppression system, at least one person in the Computer Room should remain at the fire systems= main panels in case it is necessary to fully activate the FM-200 and Simplex fire alarm systems or to abort an FM-200 system dump if the system progresses to a second-stage alarm.
- During a second-stage alarm of the FM-200 fire alarm and suppression system, the FM-200 horns with strobe lights in the Computer Room areas and at Computer Room and Tape Vault entrances are activated, the horns with strobe lights of the building-wide Simplex fire alarm system are activated, the metal doors close over the glass

door and glass window in Room 123, and the FM-200 timer(s) in the system main panel start a 20-second countdown to dump the FM-200 fire suppression chemicals in one or both zones depending on which zone(s) is alarming.

- During a second-stage alarm of the FM-200 fire alarm and suppression system and if there is no immediate danger, one or more persons should remain at the FM-200 system main panel in Room 126 in the Computer Room areas to hold down the two yellow abort buttons (one abort button for each of the two FM-200 zones) located to the left of the FM-200 system main panel. Do not release the abort buttons because the countdown timers to dump the FM-200 system fire suppression chemicals resume their countdown. By design, the FM-200 timers count down to 10 seconds even if the system abort buttons are pressed before the timers reach 10 seconds. If LSU management has given prior approval, the countdown timers for the FM-200 fire alarm and suppression system can be reset to 20 seconds or the FM-200 second-stage alarm can be permanently aborted by a system reset.
- When there is a fire alarm of any kind, a designated person remaining in Room 126 in the Computer Room areas should **immediately call LSU Facility Services at 578-2327 or 578-3186. Next, call LSU Campus Police -- call 911 or 8-3231 from a campus phone, call 578-3231 or #578 from a cellular phone, or call 578-3231 from a phone that is outside of the LSU telephone system.** Provide all available information to LSU Campus Police, LSU Facility Services, and other emergency response personnel who are answering the calls and/or arriving at the building.
- Whether a fire or other hazard is occurring in the Computer Room areas or in other areas of the building, everyone remaining in the building must use their judgements as to whether to take action to deal with the situation or to wait for emergency response personnel. This includes the decision by persons to attempt to extinguish a fire using the fire extinguishers located throughout the building.
- Whether a fire or other hazard is occurring in the Computer Room areas or in other areas of the building, everyone who is not emergency response personnel -- that is, not with the Fire Department, LSU Campus Police, or LSU Facility Services -- must evacuate the building if the situation becomes too dangerous to remain in the Computer Room areas or other areas of the building. Follow the instructions of the emergency response personnel, especially the LSU Campus Police and the Fire Department. Use good judgement and evacuate the building when told to do so by these emergency response personnel. Use the established evacuation route which is appropriate to your current location, and avoid dangerous areas of the building. Report immediately to the Building Monitors at the assembly point so that information can be updated and remain accurate as to persons remaining in the building.
- If a fire in the Computer Room areas is so severe that it must be extinguished immediately, remember that the FM-200 fire alarm and suppression system can be activated in two ways:

- ◆ The easiest method is to allow the FM-200 fire alarm and suppression system to complete its 20-second countdown to dumping of the fire suppression chemicals. This method is an option only if the second-stage alarm of the FM-200 system has not been completely aborted by a system reset at the system's main panel. Remember that the 20-second countdown to dump of the FM-200 system's fire suppression chemicals resumes with a time of 10 seconds or less when the two yellow abort buttons next to the FM-200 system main panel are released.
- ◆ The FM-200 fire alarm and suppression system may be activated while evacuating the Computer Room areas by pulling one of the FM-200 pull stations located at exit doors from the Computer Room. This is especially important to know if the FM-200 system countdown to dumping of the fire suppression chemicals has been completely aborted by a reset of the system at the system's main panel. The last person leaving the Computer Room areas should be the person to pull the station to begin the 20-second countdown to dumping of the FM-200 fire suppression chemicals. Remember that if an FM-200 pull station is activated, the dumping of the FM-200 system fire suppression chemicals can only be completely aborted by manually resetting the activated pull station using the system key located on the wall next to the activated pull station and then resetting the FM-200 system at the main panel.
- No one should re-enter the Computer Room areas during the FM-200 system countdown or during the actual dumping of the FM-200 fire suppression chemicals. FM-200 horns with strobe lights are located outside of the entrances to the Room 118 Computer Room for one zone and to the Room 127A Tape Vault for the other zone. When these horns with strobe lights are activated, the FM-200 fire alarm and suppression system is counting down or actually dumping the fire suppression chemicals in one or both FM-200 zones.
- All persons, who are not able to vacate the Computer Room areas prior to the dumping of the FM-200 fire suppression chemicals, should take cover under furniture as far away as possible from the FM-200 ceiling nozzles and glass windows. When the FM-200 dumping of the fire suppression chemicals is completed, they should vacate the building as quickly as possible. As discussed in an earlier section of this document, there are dangers associated with the high-velocity discharge of the FM-200 chemicals and with contact with the FM-200 chemicals. However, contrary to false information that has been circulated, the dumping of the FM-200 chemicals DOES NOT deplete the oxygen in the protected area, and a person can breathe in the area of protection after a dump of the FM-200 fire suppression chemicals.
- During any fire alarm and especially a second-stage alarm of the FM-200 system, many factors come into play to determine the actions that Network Operations Center (NOC) personnel should take. Instructions provided by CIO/Information Technology Services management, Building Monitors, and emergency response personnel (in particular, LSU Campus Police and the Fire Department), time to arrival of emergency response personnel, as well as personal judgement all factor into the decision process.

Remember, that LSU Campus Police has the overriding authority in a fire alarm or other emergency situation. **Follow the instructions of LSU Campus Police without hesitation.**

## After Evacuating the Building

### Assembly Points:

After exiting the Frey Computing Services Center during a building evacuation, all persons should proceed immediately to the appropriate assembly point. There are five assembly points depending upon the day and time, the weather conditions, and any hazards at the regular assembly points. Assembly points are normally at least 100 feet from the building.

During regular work days and work hours, the assembly point is the northwest corner of Tower Drive and South Stadium Drive (that is, the street corner where the Dairy Science building is located). This location was selected to provide a safe distance between personnel evacuating the building and the building itself and emergency vehicles responding to the alarm. **Please be careful when crossing the street to the assembly point.** If weather conditions are rainy and if it is safe to remain near the Frey Computing Services Center building, then the rainy day assembly point is the southeast arcade outside of the building.

Outside of the regular work days and work hours (termed after hours), the assembly point is the sidewalk at the Frey Computing Services Center building that runs along South Stadium Drive with all persons congregating at a point on the sidewalk in line with the South stairwell door of the building. This location was chosen since most persons evacuating the building during **afterhours** are persons working in the Computer Room areas and evacuations may be required during nighttime. If weather conditions are rainy and if it is safe to remain near the Frey Computing Services Center building, then the **rainy day** assembly point is the southeast arcade outside of the building.

Please note that at all times and under any weather conditions, the assembly point should be moved across South Stadium Drive to the front entrance and the first-floor lobby of the Harry D. Wilson Laboratory building if the previously mentioned assembly point locations become unsafe due to hazardous situations caused by the Frey Computing Services Center building and/or emergency response vehicles and personnel.

All persons who have evacuated the building, except Area Monitors who are monitoring the building entrances and grounds, should stay together as a group at the assembly point until given instructions by the LSU Campus Police and/or a Building Monitor. Do not re-enter the building until given permission by a Building Monitor who has received this approval from LSU Campus Police. Follow the instructions of the LSU Campus Police at all times.

### Area Monitors Check-In and Monitoring Procedures:

During regular work days and work hours, one or more Building Monitors are stationed at the assembly point in order to accumulate information from Area Monitors of every building evacuation zone regarding the evacuation of the building, personnel remaining in the

building, and hazardous situations inside the building. During ~~after hours,~~ there are no designated Building Monitors and Area Monitors to gather this information. A senior employee who has evacuated the building must assume the responsibilities of a Building Monitor at the assembly point to gather pertinent information that is needed by emergency response personnel. Refer to the sections of this document concerning Building Monitors, Area Monitors, and Assembly Points for more information.

Immediately after evacuating the Frey Computing Services Center building, Area Monitors from every evacuation zone must proceed to the assembly point and must report to the Building Monitor(s), who is located at the assembly point. Every Area Monitor must inform the Building Monitor concerning the status of their areas of responsibility in the building, primarily providing the following information:

- Provide the evacuation status -- that is, the area of responsibility within the building was checked; all persons evacuated this area of the building; persons remain in the building and provide their names and locations; fire doors remained opened or were not shut properly at specific locations; hazards were noticed at certain locations. Every Area Monitor should know his/her Evacuation Plan zone area and number as presented in this document to expedite this process.
- Provide the names of all persons remaining in the building and their locations, especially the persons who remain in the building to handle the fire alarm situation and any disabled persons who evacuated to the second-floor North hallway Rescue Assistance Stations and the third-floor inside stairwell doors.
- Provide the names of all persons refusing to evacuate and their locations.
- Provide the locations of fire, smoke, and/or other hazards.
- Provide the status of fire doors and stairwell doors ~~most importantly~~, if any of these doors were left open.

After reporting to the Building Monitor(s), Area Monitors should make another check of the personnel who have evacuated to the assembly point to account for the personnel from their areas of responsibility. Report any missing persons immediately to the Building Monitor(s) and resolve this issue by checking with the evacuated personnel.

When the Area Monitors have completed reporting to the Building Monitor(s) and accounting for personnel from their zones of responsibility, Area Monitors are then responsible for monitoring the building's doors, outside arcades, grounds, and parking lot from a safe distance from the building throughout the evacuation of the building. This is required to prevent unauthorized entry to the building, to prevent theft of LSU and personal property located in the building, and to make sure that no one approaches too closely to the building. Please note that ~~after hours,~~ this responsibility applies to evacuated Network Operations Center (NOC) personnel to the extent it is possible and safe to do so. Generally, ~~after hours,~~ the building's exterior doors are locked preventing any

unauthorized personnel from entering the building. Refer to the section in this document entitled "Area Monitors" for more detailed information on this responsibility of Area Monitors.

Designated Personnel Check-In:

All designated persons, who originally remained in the Frey Computing Services Center building and later evacuate the building, must report immediately to the Building Monitor(s) at the assembly point. This is required so that the Building Monitor(s) and emergency response personnel have accurate information regarding persons remaining in the building and also regarding the current situation in the Frey Computing Services Center building.

## **Building and Computer Room Re-Entry**

After a building evacuation, no one except emergency response personnel should enter the Frey Computing Services Center building, including the Computer Room areas, without the proper authorization. The proper authorities B the Fire Department, LSU Campus Police, other University public safety officers, CIO/Information Technology Services management, etc. B decide and inform the Building Monitors if and when any non-emergency persons may re-enter all or part of the Frey Computing Services Center building. The Building Monitors notify evacuated personnel when they may re-enter the building after an evacuation. However, the Building Monitors authorize re-entry to all or part of the building and to the Computer Room areas only after being informed by the proper authorities that it is safe to do so. It is important to know that the LSU Campus Police have the final and overriding authority to grant or deny re-entry to all or parts of the building.

Here are some other key points:

- Stay at the assembly point until given instructions by a Building Monitor or other authority, such as CIO/Information Technology Services management.
- If re-entry to the building is possible, return only to those areas of the building that have been cleared by the authorities for re-entry.
- If non-emergency personnel are not allowed to re-enter the building, remain at the assembly point for instructions from CIO/Information Technology Services management and the management of other departments housed in the Frey Computing Services Center building.
- If there has been damage to the building, contents, and/or equipment, wait for instructions on what to do from CIO/Information Technology Services management and the management of other departments housed in the Frey Computing Services Center building. Stay away from the damaged areas of the building.
- If there has been little or no damage to the building and permission has been granted to re-enter the building, return to your work location and resume your duties.
- During and after re-entering the Frey Computing Services Center building, Area Monitors as well as all building occupants should be alert for any unknown or unauthorized persons attempting to enter secure or non-public areas of the building.
- If a fire alarm occurs Aafter hours,@ Network Operations Center (NOC) personnel must make sure that CIO/Information Technology Services management and the Building Coordinator are notified of this incident. This notice may be given on the next business day if there has been no damage or injuries as a result of the incident and if no

intervention or instructions are needed from CIO/Information Technology Services management and/or the Building Coordinator. This situation certainly applies to false alarms of either fire alarm system. However, immediately notify CIO/Information Technology Services management and the Building Coordinator if there are any damages or injuries resulting from the incident and/or if their immediate intervention or instructions are needed.

Here are some key points regarding re-entry to the Computer Room areas:

- Do not enter the Computer Room areas and/or the Tape Vault while the FM-200 fire alarm and suppression system is counting down to discharge or actually discharging the fire suppression chemicals. FM-200 horns with strobe lights are located at the entrances to the Room 118 Computer Room and at the entrance door to the Room 127A Tape Vault to indicate when these events are happening so that no one enters these areas of the building that are protected by the FM-200 fire alarm and suppression system. Do not attempt to use the Room 123 glass door to enter the Computer Room areas since this door should be covered by the metal, drop-down, fire door and there is not a horn with strobe light at this entrance to warn people of an impending or occurring discharge of the FM-200 fire suppression chemicals.
- After an FM-200 discharge, do not re-enter the Computer Room areas until these areas have been ventilated and permission has been given by the LSU Campus Police and/or the Building Monitor.
- Be alert to any persons already inside the Computer Room areas or attempting to enter the Computer Room areas. Do not allow unknown or unauthorized persons to remain in or to enter the Computer Room areas.

Again, it is important to know that the LSU Campus Police have the final and overriding authority to grant or deny re-entry to all or parts of the building.

## **After a Fire Alarm**

After a fire alarm event, the Building Coordinators, Network Operations Center (NOC) personnel, CIO/Information Technology Services management, management of other departments housed in the Frey Computing Services Center building, and LSU safety and facilities offices should make sure that some or all of the following occurs, depending on the situation:

- LSU Facility Services personnel should silence the alarms and reset the fire alarm system(s) as soon as it is possible since some or all of the air handlers in the building, especially those in the Computer Room areas and for the UPS Room, have been turned off by the fire alarm system(s). Before resetting the fire alarm system(s), LSU Facility Services should inspect the fire alarm system(s) and equipment and repair any fire alarm equipment that may have caused the alarm or that requires repair or servicing prior to resetting the systems. This is necessary to prevent another fire alarm caused by the same equipment.
- The Building Coordinators or Network Operations Center (NOC) personnel should reset the elevator(s) if one or both elevators were made inoperative during the fire alarm. Notify LSU Facility Services if there is difficulty in resetting the elevator(s).
- The person in charge of the building security/access system or Network Operations Center (NOC) personnel should make sure that the building security/access system has reset itself. The person in charge of the building security/access system should be notified if the system does not properly and completely reset itself. The name of the person in charge of the building security/access system is listed later in this document.
- LSU Facility Services personnel should handle the opening of the two metal fire doors between Room 123 in the Computer Room areas and the first-floor South hallway if these doors closed during the fire alarm.
- During a Simplex fire alarm, all air handlers located in the electrical/mechanical areas of the third floor of the building are turned off by this fire alarm system. During a first-stage FM-200 fire alarm, no air handlers in the building are turned off by the fire alarm systems. During a second-stage FM-200 fire alarm, all air handlers in the building are turned off by the fire alarm systems — that is, all air handlers located in the third-floor electrical/mechanical areas, the air handlers located throughout the Computer Room areas, and the air handler for the UPS system which is located in the ceiling of Room 110.

During regular work days and hours, the Building Coordinators and Network Operations Center (NOC) management personnel should inspect, reset, and make sure that all air handlers, which may have been turned off by the fire alarm system(s), have resumed operation. After hours, the Network Operations Center (NOC) personnel in the Computer Room areas should check that all air handlers, which may

have been turned off by the fire alarm system(s), have resumed operation. Notify LSU Facility Services if any of the air handlers do not resume normal operations after the fire alarm system(s) has been reset. In order to avoid high-temperature problems in the Computer Room areas and in the UPS room, it is imperative that the air handlers for these areas of the building resume operations as soon as possible. LSU Facility Services should be notified immediately if any of these critical air handlers are not operational after the fire alarm system(s) is reset. If necessary, escalate the problem within the LSU Facility Services' organization if critical air handlers, such as those in the Computer Room areas and/or Room 110 (for the UPS system), are not operational.

- If there has been damage to the Frey Computing Services Center building and/or its contents, CIO/Information Technology Services management, the management of other departments housed in the building, LSU Facility Services, the LSU Office of Public Safety, the LSU Office of Occupational and Environmental Safety, the Building Coordinators, and any other appropriate persons should assess the damage and should decide on both immediate and long-term action plans to repair damages and to restore services.
- If there has been damage to the Frey Computing Services Center building and/or its contents and/or injuries associated with the event, CIO/Information Technology Services management, the management of other departments housed in the building, and the Building Coordinators should notify, as required, all appropriate offices and complete all necessary forms. Start by following any pertinent University policies and procedures statements. Determine the proper courses of action by contacting the University's Insurance Office, Public Safety Office, Office of Occupational and Environmental Safety, and LSU Campus Police. Also, the LSU Public Safety Office including the Office of Occupational and Environmental Safety should be contacted and a formal investigation of the fire or other hazard should be initiated.
- The Office of Occupational and Environmental Safety, Building Monitors, CIO/Information Technology Services management, and the management of other departments housed in the Frey Computing Services Center building should review and assess the timeliness and quality of the response to the fire alarm(s) and the building evacuation. This evaluation at the very least should include the personnel evacuation and the emergency personnel's response to the incident. Any improvements in policies and procedures should be initiated.
- As mentioned in an earlier section of this document, if an alarm occurs after hours, Network Operations Center (NOC) personnel must notify CIO and Information Technology Services management and the Building Coordinators of this incident and all actions taken by all persons involved. Notice should be immediate or next business day depending on the circumstances as previously explained.
- The Building Coordinators should work with LSU Facility Services personnel to remedy the cause of the alarm, whether it was a real or false alarm.

## **Evacuation of Handicapped Persons**

Evacuation of the Frey Computing Services Center building in the case of a fire alarm depends on a person's ability to hear the alarms, see the strobe lights, and exit the building using the stairwells and first-floor outside ramps and stairs.

Anyone who has difficulty with recognizing the sights and/or sounds of fire alarm signals or with exiting the building should make this known in advance to other persons working in the Frey Computing Services Center building, in particular those closest to his/her work location, those with whom he/she often works and meets, his/her Area Monitor, and the Building Monitors.

Likewise, the Area Monitor assigned to the area of the building and other persons working in the Frey Computing Services Center building who are closest in proximity to a fellow employee or a guest who has difficulty recognizing an alarm and/or evacuating the building should assist in the evacuation of the handicapped person in an alarm situation. Assisting a handicapped individual should consist of at least the following:

- Make sure that the handicapped individual is aware that the alarm is activated.
- If necessary and physically possible, assist the individual to evacuate the building and to proceed to the assembly point. Remember that the building has two outside ramps at the rear of the Frey Computing Services Center building which can be used: (1) at the handicapped exit door at the northeast corner of the building and (2) along the east side of the southeast tower section descending from the outside arcade of the building. At the front of the building, there are two sidewalks from the front arcade of the building to the sidewalk along Tower Drive. From the front lobby doors, turn right to reach the sidewalk along Williams Hall or turn left to reach the sidewalk in the front lawn of the Frey Computing Services Center building.
- Since the elevators must not be used during a fire alarm, anyone on the second floor of the Frey Computing Services Center building who cannot use the stairs to evacuate the building should proceed immediately to one of the four Rescue Assistance Stations in the North (Conference Rooms) hallway of the second floor. All doors opening into the second-floor North and East hallways should be securely shut to maintain the 1-hour fire wall protection of these hallways, which include the four Rescue Assistance Stations. Assist anyone who needs to evacuate to the North hallway and to one of the Rescue Assistance Stations. Shut any doors that are found opened in these hallways. Inform the Building Monitors at the assembly point of the names and locations of all persons who are remaining in the building at the Rescue Assistance Stations. This information must be immediately reported by the Building Monitors to emergency response personnel.

- Since the elevators must not be used during a fire alarm, anyone on the third floor of the Frey Computing Services Center building who cannot use the stairs to evacuate the building should remain inside the developed space of the third floor at one of the two interior stairwell doors near the Simplex pull stations. Assist anyone who cannot evacuate the third floor to reach one of these stairwell locations and make sure that third-floor fire doors are securely shut. Interior stairwell doors at the two stairwells as well as the two sets of double doors leading into the electrical/mechanical corridors on the third floor are fire doors and must be securely shut at all times, especially during a fire alarm, to maintain the fire protection provided by the outer walls of the developed third-floor space. Inform the Building Monitors at the assembly point of the names and locations of all persons remaining on the third floor of the building during an evacuation. This information must be immediately reported by the Building Monitors to emergency response personnel.

Here are other important points:

- Each of the four Rescue Assistance Stations located in the North (Conference Room) hallway of the second floor has a lighted panel with instructions and a large button connected to a speaker and a microphone which is used for two-way communications between the station on the second floor and the panel for this system in the first-floor lobby. These stations allow the Fire Department to know a person's location in this hallway, to converse with the person, and to facilitate the rescue of the person from the second floor of the Frey Computing Services Center building.
- The only way to evacuate the third floor and the basement of the Frey Computing Services Center building during a fire alarm is to use stairwells. The passenger elevator for the third floor and the freight elevator for the basement must not be used during a fire alarm. Therefore, the two stairwells (Northwest and South) on the third floor and the one stairwell (East) from the basement are the only ways to exit the building from these locations. Also, there are no Rescue Assistance Stations and fire extinguishers for the basement area, and there are no Rescue Assistance Stations for the third floor. However, the entire third-floor developed space and the basement itself are surrounded by fire-rated walls that provide one-hour fire protection as long as fire doors leading into these areas are closed.

## **Summary List of People and Places**

Revised - 9 Oct 2013

### **Building Monitors**

Jeremy Songne  
Terry Doub

Ethel McLemore  
Cindy T. Rice  
Susan Crochet

### **Assembly Points**

#### **During Regular Work Days and Times:**

- Northwest Corner of the Intersection of Tower Drive and South Stadium Drive (Dairy Science corner).
- Rainy Day - outside southeast arcade of the Frey Computing Services Center building.

#### **After Hours:**

- Sidewalk at the Frey Computing Services Center building that runs along South Stadium DriveBcongregate at a location in line with the South Stairwell Door.
- Rainy Day - outside southeast arcade of the Frey Computing Services Center building.

#### **Alternate Site Due to Dangerous Situation at the Regular Assembly Point:**

- Front entrance and first-floor lobby of the Harry D. Wilson Laboratory building.

### **Building Coordinators**

Primary: Jeremy A. Songne  
Alternate: Terry Doub

### **Building Security/Access System**

Primary: Craig Callendar (ITS)  
Alternates: Terry Doub (ITS)

**Frey Computing Services Center**  
**Building Monitor's Evacuation Checklist**  
 Area Monitors Revised - 9 Oct 2013

**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_ **TIME TO EVACUATE:** \_\_\_\_\_ **Min.**

<b>ZONES</b>	<b>REPORTED BY</b>	<b>EVACUATION STATUS</b>
1-1	Stephanie Suarez/Stacey Morales	_____
1-2	Greg Brignac/Sara Earl	_____
1-3	Paul Fife/Teri Davis	_____
1-4 & 1-5	Ethan Bateman/NOC Supervisor	_____
2-1	Darcy Waguespack/Gwen Dodge	_____
2-2	Holly Rabalais/Quang Le	_____
2-3	Gary Mumphrey/Samir Ziadeh	_____
2-4	Marcy Stevens/Mary Stigall	_____
2-5	Jody Mills/Daniel Dornier	_____
2-6	Azim Ashraf/Shawn Blue	_____
2-7	John Quebedeaux/Cindy Bloch	_____
2-8	Chris Dalrymple/Amy Lopez-Ona	_____
2-9	Doug Pacas/Stephen Heyward	_____
2-10	Sheri Thompson/Sara Zimmerman	_____
3-1	Sam White/Robert Leche	_____
3-2	Isaac Traxler/ Lisa Giaime	_____

**PERSONS REMAINING IN BUILDING:** \_\_\_\_\_

**PERSONS NOT LOCATED:** \_\_\_\_\_

**HAZARDS NOTICED:** \_\_\_\_\_

**FIRE DOORS OPEN AT:** \_\_\_\_\_

**SYSTEM ALARMING & CAUSE:** \_\_\_\_\_

**Frey Computing Services Center**  
**Area Monitor's Evacuation Checklist**  
**Area Monitors Revised – 9 Oct 2013**

**Zone #:** \_\_\_\_\_ **Evacuate Building at:** \_\_\_\_\_

**Zone Description -- attach description and diagram from sections of this document.**

**Primary Area Monitor:** \_\_\_\_\_ **Alt. Area Monitor:** \_\_\_\_\_

**Backup Area Monitors:** \_\_\_\_\_

**Persons in My Zone:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Persons Remaining in Building:** \_\_\_\_\_

\_\_\_\_\_

**Persons Not Located:** \_\_\_\_\_

**Hazards Noticed:** \_\_\_\_\_

**Fire Doors Open:** \_\_\_\_\_

**Fire System Alarming & Cause:** \_\_\_\_\_

**To Do During and After a Fire Alarm and Building Evacuation:**

1. When the fire alarm sounds, walk through all offices, cubicles, hallways, rooms, etc. in your zone to determine that persons in your areas of the building quickly evacuate the building.
2. Write down the names and locations of all persons remaining in the building in your zone and why they are remaining—e.g., refused to evacuate, handicapped, emergency responder, etc.
3. Assist persons to appropriate exits, stairwells, and the Assembly Point.
4. Assist anyone who cannot evacuate due to a handicap to the safety areas in the building.
5. Make sure that all fire doors in your zone and along the evacuation routes are securely closed.
6. Immediately report to the Building Monitor at the Assembly Point when you have evacuated the building. Report: (a) your zone number, (b) persons remaining in the building and their locations, (c) any hazards noticed, (d) any fire doors left open, (e) information on the fire system that is alarming and the indicated cause of the alarm (if applicable), and (f) persons that cannot be located and may still be inside the building.
7. During the evacuation, report to your area outside of the building to prevent unauthorized persons from entering the building, to prevent unauthorized persons from leaving the building with LSU or personal property, to prevent unauthorized persons from remaining near the building, and to regulate entrance into the parking lot at the rear of the building, if needed.
8. Notify evacuated persons that they may return to the building when the “all clear” message is received from a Building Monitor or the LSU Police.
9. Monitor persons entering the building after an evacuation to insure that unauthorized persons do not enter the building's secure and non-public areas.



**Area Monitors and Their Zones of Responsibility**  
**Area Monitors Revised – 9 Oct 2013**

**ZONES OF RESPONSIBILITY**

**AREA MONITORS**

**Second Floor**

**Zone 2-1:**

**Exit Building From:** Northwest Stairwell

Room 200 Lobby and Reception Desk (C1G).  
Room 200 Cubicles C1A through C1F.  
Rooms 200A, 200B, and 202G.  
Hallways in Room 200.  
Passenger Elevator.  
Rooms 205, 206, and 207.  
North Hallways from Room 207 to the  
Northwest Stairwell Door.

Occupants of Rooms 200 & 200B --  
Primary: Darcy Waguespack  
Alternate: Gwen Dodge

**Zone 2-2:**

**Exit Building From:** Northwest Stairwell

Room 208 and Room 208 Attic.  
Rooms 210, 212, and 213.  
Second-Floor Restrooms—Rooms 209 & 211.  
North Hallway from Rooms 208 through 213.

Occupants of Rooms 208 & 210 --  
Primary: Quang Le  
Alternate: Holy Houtman

**Zone 2-3:**

**Exit Building From:** East Stairwell

Rooms 201A, 201A-1, and 201B.  
Room 201 Cubicles E4A through E4H and  
adjacent Hallway and work areas.  
Rooms 214, 215, 215A, and 216.  
Freight Elevator.  
East Hallway from Rooms 214  
through 216.

Occupants of Room 201 Cubicles  
E4 --  
Primary: Gary Mumphrey  
Alternate: Samir Ziadeh

**Zone 2-4:**

**Exit Building From:** East Stairwell

Room 201 Cubicles E1A through E1P and  
adjacent Hallways.  
Room 201 Cubicles E2A through E2F.

Occupants of Room 201 Cubicles  
E1M, E1N, and E1O --  
Primary: Marcy Stevens  
Alternate: Lisa Stigall



## Area Monitors Revised – 9 Oct 2013

### ZONES OF RESPONSIBILITY

### AREA MONITORS

#### Second Floor

##### Zone 2-10:

**Exit Building From:** Northwest Stairwell

Rooms 203A through 203G and Room  
203G Attic.  
Rooms 203H, 203I, 203J, and 203J1.  
Room 203 Cubicles C1H and C1I.  
All Hallways in Room 203.

Occupants of Rooms 203A &  
203H --  
Primary: Sheri Thompson  
Alternate: Sara Zimmerman

#### Third Floor

##### Zone 3-1:

**Exit Building From:** Northwest Stairwell

Rooms 349, 355, 357, 359, 300 Lobby,  
307, 307A, and 307B.  
Third-Floor Restrooms—Rooms 309 and 311.  
Passenger Elevator.  
All Hallways from Room 321 to the  
Northwest Stairwell.  
All Hallways from Room 349 to the  
Northwest Stairwell.  
Room 320 from the West Double  
Doors and from the Southwest  
Single Door.

Occupants of Rooms 355 & 357 --  
Primary: Sam White  
Alternate: Robert Leche

##### Zone 3-2:

**Exit Building From:** South Stairwell

Rooms 321 through 337 and  
Rooms 343 through 347.  
All Cubicles in Room 340.  
All Hallways from Room 321 to the  
South Stairwell.  
All Hallways from Room 347 to the  
South Stairwell.  
Room 320 from the Northeast  
Single Door and the Southeast  
Double Doors.

Occupants of Rooms 325 & 327 --  
Primary: Isaac Traxler  
Alternate: Lisa Giaime

## Emergency Phone Numbers—Revised 02-05-2009

### LSU (Area Code 225)

Emergency on campus (Fire, Police, EMS & Ambulance).....	911 (from campus phone) or 578-3231
LSU Police.....	578-3231 or 911 (from campus phone) or *578 (from cell phone)
Information during a Campus Emergency.....	578-4636 (578-INFO)
Facility Services.....	578-2327 (Emergency) or 578-3186 (Customer Service)
Information Technology Services <sup>B</sup> Network	
Operations Center.....	578-6621 or 342-1034 (Emergency)
Campus Directory Services.....	578-3202
Student Health Center.....	578-6271
Campus Safety/OES.....	578-5640
Radiation Safety.....	578-2163
Public Affairs.....	578-5985
Hurricane.....	578-4877 (578-HURR)

### BATON ROUGE (Area Code 225)

Emergency (Fire, Police, EMS & Ambulance).....	911 (from non-campus phone)
Baton Rouge City Police.....	389-2000
Crimestoppers.....	389-3361
E.B.R. Sheriff.....	389-5000
State Police Troop A.....	754-8500
FBI.....	291-5159 or 504-816-3000 (N.O.)
U.S. Secret Service.....	389-0763
CAL-Community Alert System.....	389-7890
Battered Women=s Program.....	389-3001 or 800-541-9706 (LA)
Rape Crisis Center.....	383-7273 (383-RAPE)
Child Protection Services.....	925-4571
The Phone/Crisis Intervention Ctr.....	924-5781 (924-LSU1) or 924-3900 or 800-437-0303
Alcohol & Drug Prevention Services...	343-8330

### STATE/REGIONAL/NATIONAL

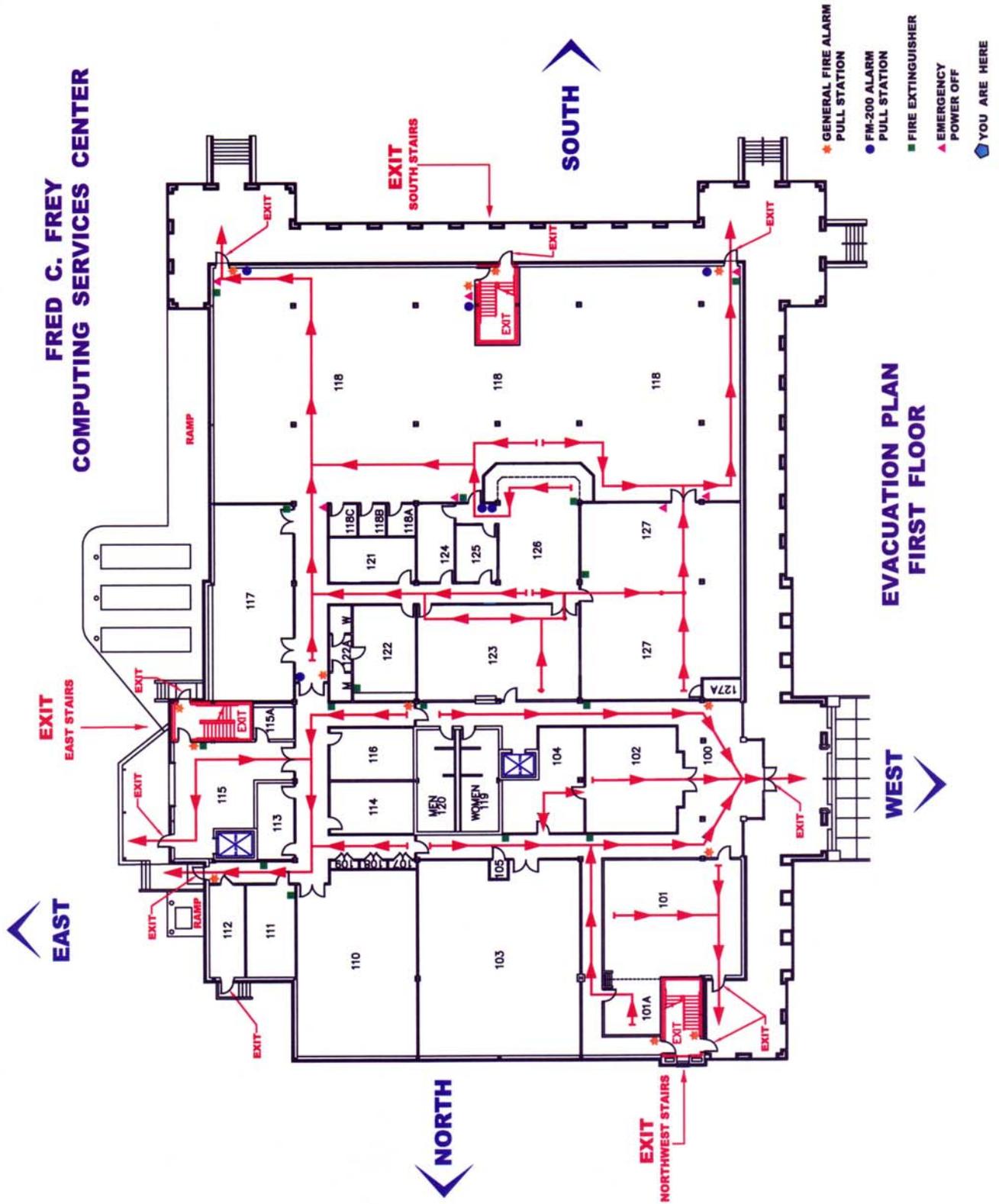
Homeland Security.....	800-237-3239 (800-BE-READY)
Toxic Chemical & Oil Spills- Nat=l. Response Center.....	800-424-8802
Poison Control Center.....	800-222-1222
Child Find.....	800-426-5678 (800-I-AM-LOST)
Drug Helpline.....	800-662-4357 (800-662-HELP)
National Suicide Prevention Lifeline.....	800-273-8255 (800-273-TALK) or 800-799-4889 (800-799-4TTY)
LA Domestic Violence Hotline.....	888-411-1333

## **Appendices**

Evacuation Plans B All Floors

Fire Separation Plans B All Floors

University Policies & Procedures Statements --  
PS-18, PS-58, PS-19, PS-49 & PS-97



FRED C. FREY  
COMPUTING SERVICES CENTER

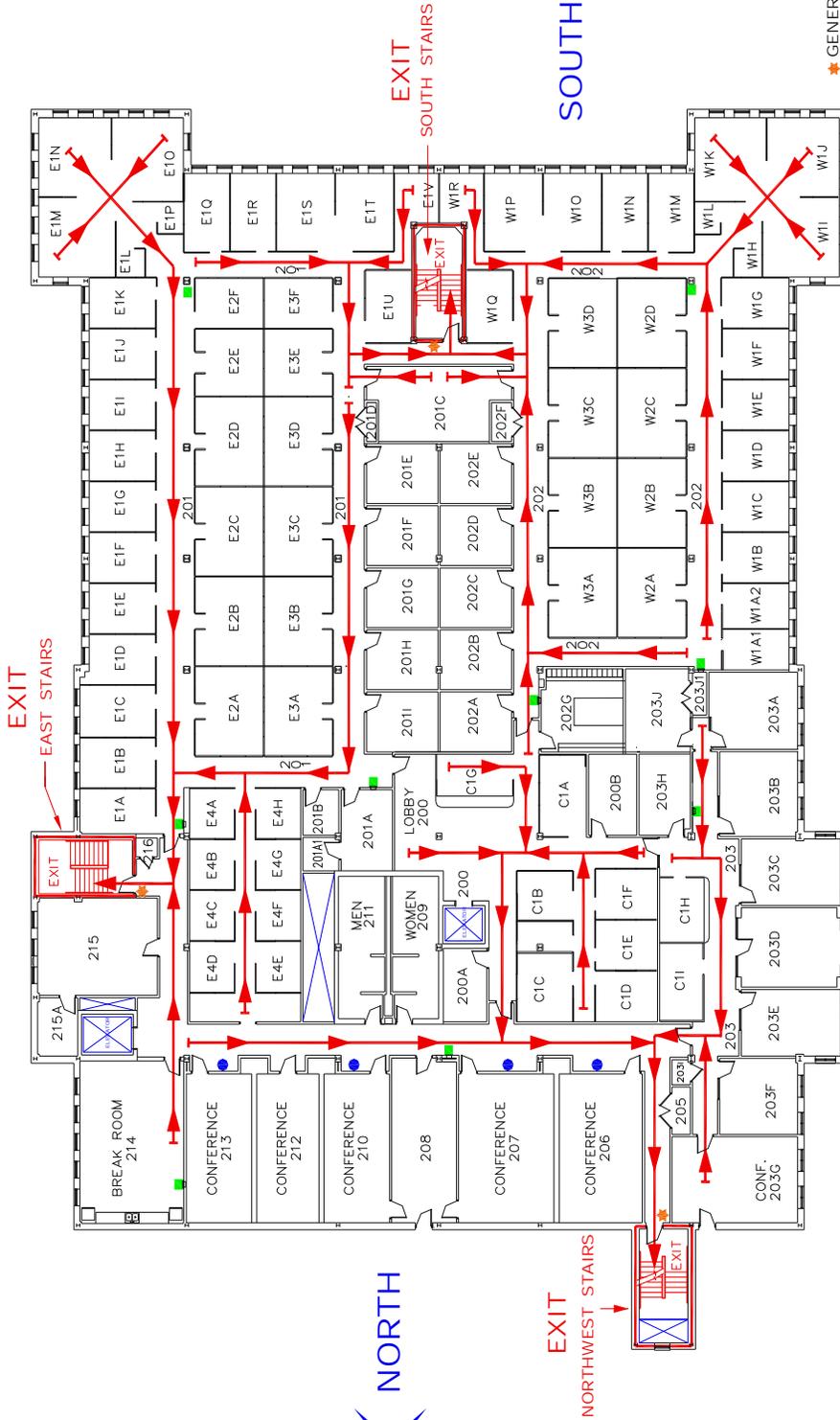
EAST

NORTH

SOUTH

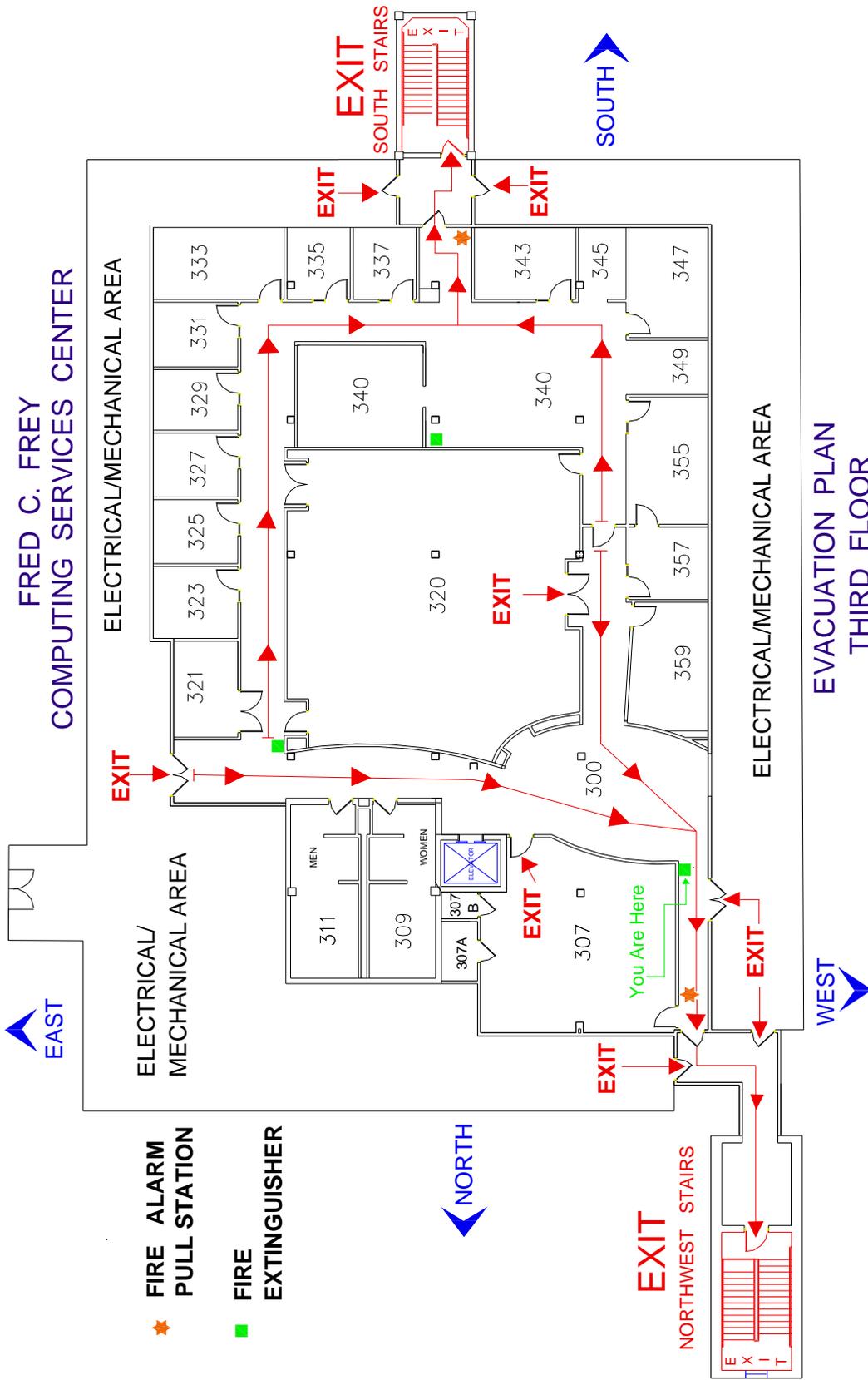
EVACUATION PLAN  
SECOND FLOOR

WEST



- ★ GENERAL FIRE ALARM PULL STATION
- RESCUE ASSISTANCE STATION
- FIRE EXTINGUISHER
- ☒ YOU ARE HERE

FRED C. FREY  
COMPUTING SERVICES CENTER



EVACUATION PLAN  
THIRD FLOOR

- ★ FIRE ALARM PULL STATION
- FIRE EXTINGUISHER

FIRE SEPARATION PLAN

--ALL FLOORS

COMPUTING SERVICES CENTER

LOUISIANA STATE UNIVERSITY

PROJECT NUMBER: 19--801--908--7

AS-BUILT

DATE: 2/15/93
REVISIONS:
△ AS BUILT 5.31.95

JOB NO. 90061
CHECKED BY: SPJ
DRAWN BY: MJR

DRAWING NO.
<b>A16</b>
SHEET NO. 15173

# LEGEND



1 HOUR SEPARATION



2 HOUR SEPARATION

## STRUCTURAL SYSTEM FIREPROOFING SCHEDULE

STRUCTURAL COMPONENT OR ASSEMBLY	REQUIRED HOURLY RATING	TYPE OF APPLIED PROTECTION	U.L. RATING
1) EXTERIOR WALL COLLUMS & PERIMETER BEAMS/CONNECT AT EXTERIOR WALLS	1 HR	DRY/SPRAYED	—
2) TYPICAL GROUND FLOOR INTERIOR COLUMNS	1 HR	CUSTOM BOARD	X 200
3) TYPICAL 2ND FLOOR BEAMS/JOIST/ROOFING	1 HR	SPRAYED	R 914 / R 912
4) 2ND FLOOR BEAMS/JOIST/ROOFING OVER OR UNDER BEAMS JOIST, WALL, COL, JOI, JOI & JOI	2 HR	SPRAYED	R 720 / R 720
5) TYPICAL 2ND FLOOR BRICK	1 HR	NONE REQUIRED	—
6) 2ND FLOOR BRICK OVER OR UNDER BEAMS JOI, WALL, JOI, JOI, JOI, JOI & JOI	2 HR	SPRAYED	R 720 / R 720
7) TYPICAL 2ND FLOOR INTERIOR COLUMNS	1 HR	CUSTOM BOARD	X 200
8) TYPICAL ATFC FLOOR BEAMS/JOIST/ROOFING	1 HR	SPRAYED	R 914 / R 912
9) ATFC FLOOR BEAMS/JOIST/ROOFING OVER INTERIOR JOI, JOI, JOI, JOI, JOI & JOI	2 HR	SPRAYED	R 720 / R 720
10) TYPICAL ATFC FLOOR BRICK	1 HR	NONE REQUIRED	—
11) ATFC FLOOR BRICK OVER BEAMS JOI, JOI, JOI, JOI, JOI & JOI	2 HR	SPRAYED	R 720 / R 720
12) ATFC FLOOR COLUMNS BEAMS - WRAPPED	1 HR	CUSTOM BOARD	X 200
13) TYPICAL ATFC FLOOR COLUMNS	1 HR	SPRAYED	R 772 / R 770
14) ROOF STRUCT	1 HR	CUSTOM BOARD	—

NOTE: THIS SCHEDULE IS INTENDED TO DEFINE ALL OF THE DIFFERENT FIREPROOFING CONDITIONS. ANY EXCEPTIONS TO ITEMS 1-14 ABOVE SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION FOR RESOLUTION PRIOR TO PROCEEDING W/ APPLICATION OF FIREPROOFING.

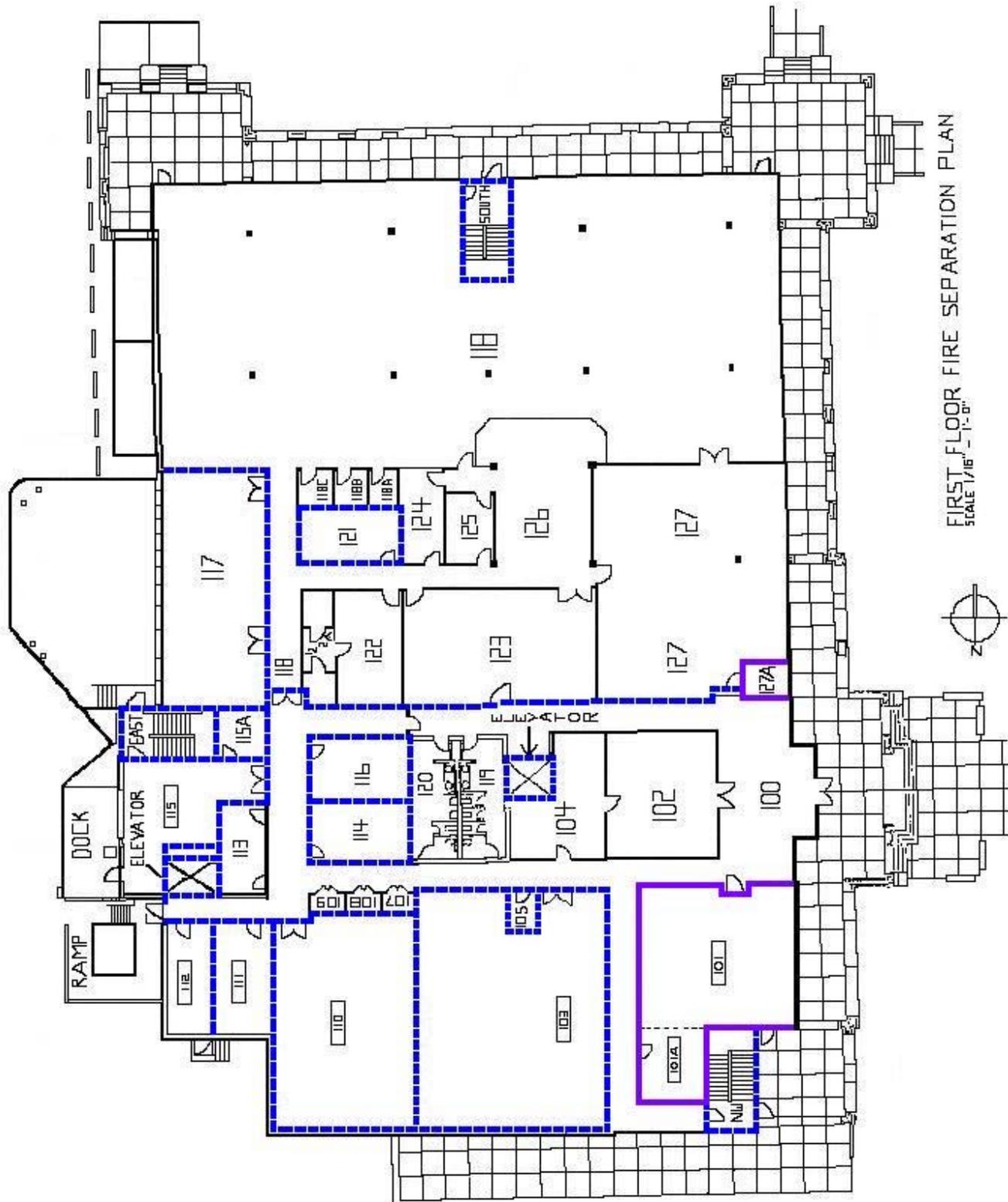
# STRUCTURAL SYSTEM FIREPROOFING SCHEDULE

STRUCTURAL COMPONENT OR ASSEMBLY	REQUIRED HOURLY RATING	TYPE OF APPLIED PROTECTION	U.L. RATING OR DETAIL
1) EXTERIOR WALL COLUMNS PERIMETER BEAMS & GIRDERS EXTERIOR WALLS	1 HR	CMU/SPRAYED	
2) TYPICAL FIRST FLOOR INTERIOR COLUMNS	1 HR	GYP SUM BOARD	X 526
3) TYPICAL 3ND FLOOR BEAMS/JOISTS/GIRDERS	1 HR	SPRAYED	
4) 2ND FLOOR BEAMS/JOISTS/ GIRDERS OVER OR UNDER ROOMS 101,101A,206,207 208,210,212,213	2 HR	SPRAYED	
5) TYPICAL 2ND FLOOR DECK	1 HR	NONE REQUIRED	
6) 2ND FLOOR DECK OVER OR UNDER ROOMS 101,101A, 206,207,208,210,212,213	2 HR	SPRAYED	
7) TYPICAL 2ND FLOOR INTERIOR COLUMNS	1 HR	GYP SUM BOARD	X 528
8) TYPICAL ATTIC FLOOR BEAMS/ JOIST/GIRDERS	1 HR	SPRAYED	
9) ATTIC FLOOR BEAMS/JOISTS/ GIRDERS OVER ROOMS 206, 207,208,210,212,213	2 HR	SPRAYED	
10) TYPICAL ATTIC FLOOR DECK	1 HR	NONE REQUIRED	
11) ATTIC FLOOR DECK OVER ROOMS 206,207,208,210, 212,213	2 HR	SPRAYED	
12) ATTIC FLOOR COLUMNS SHOWN WRAPPED	1 HR	GYP SUM BOARD	X 528
13) OTHER ATTIC FLOOR COLUMNS (TYPICAL CONDITION)	1 HR	SPRAYED	
14) ROOF SYSTEM	1 HR	GYP SUM BOARD	

NOTE: THIS SCHEDULE IS INTENDED TO DEFINE ALL OF THE DIFFERENT FIREPROOFING CONDITIONS. ANY EXCEPTIONS TO ITEMS 1-14 ABOVE SHALL BE BROUGHT TO THE ARCHITECT'S ATTENTION FOR RESOLUTION PRIOR TO PROCEEDING W/ APPLICATION OF FIREPROOFING.

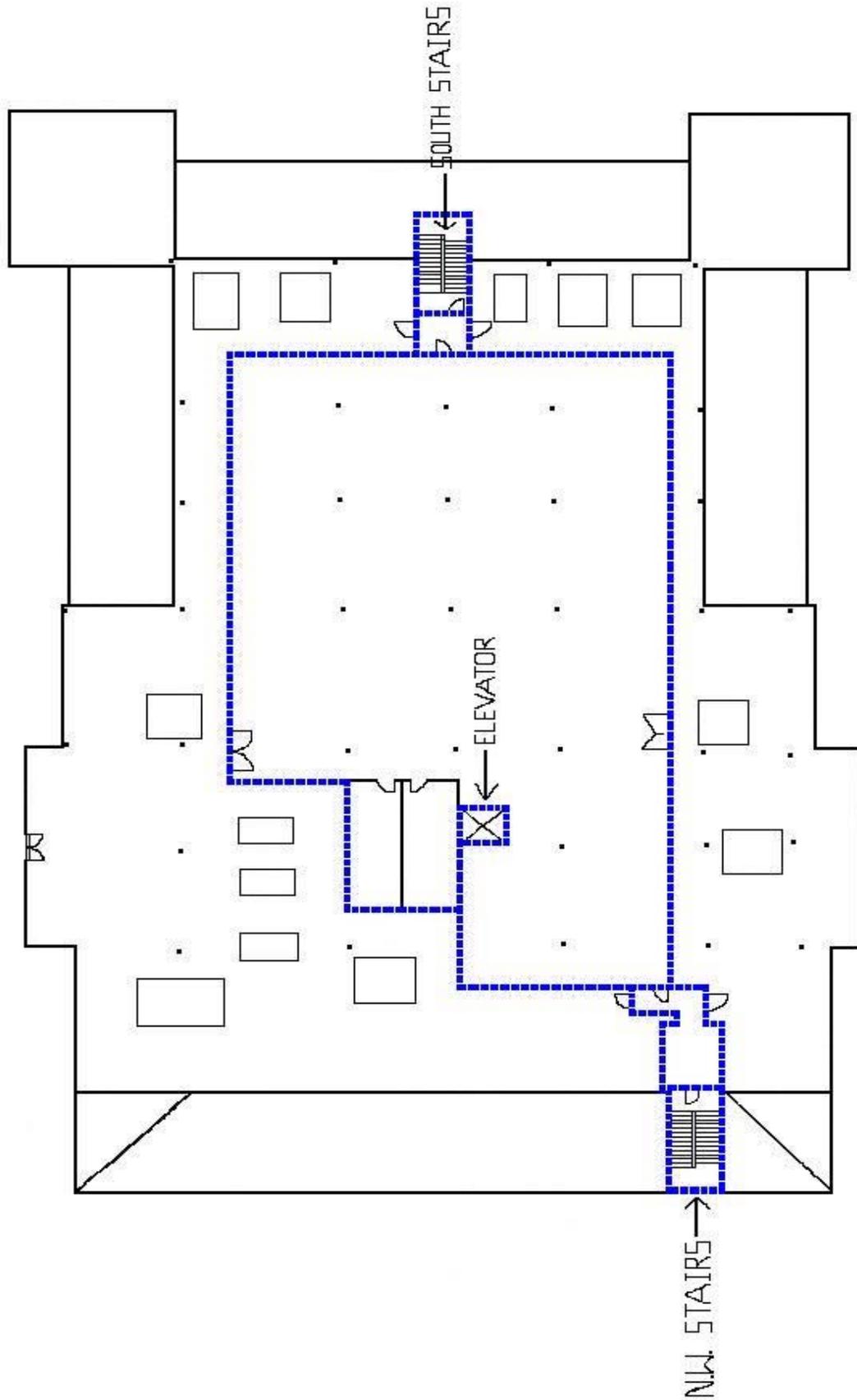


7. Drawings, Sheet A1.6 - The attached Fireproofing Schedule dated June 30, 1993 shall be used in lieu of the schedule shown on A1.6.
15. Drawings, A1.6 - Stair #1 (S-10) shall be modified to provide a 2-hour enclosure from first floor slab to underside of roof deck. Modify plans, schedules and details as required.

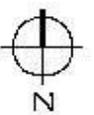


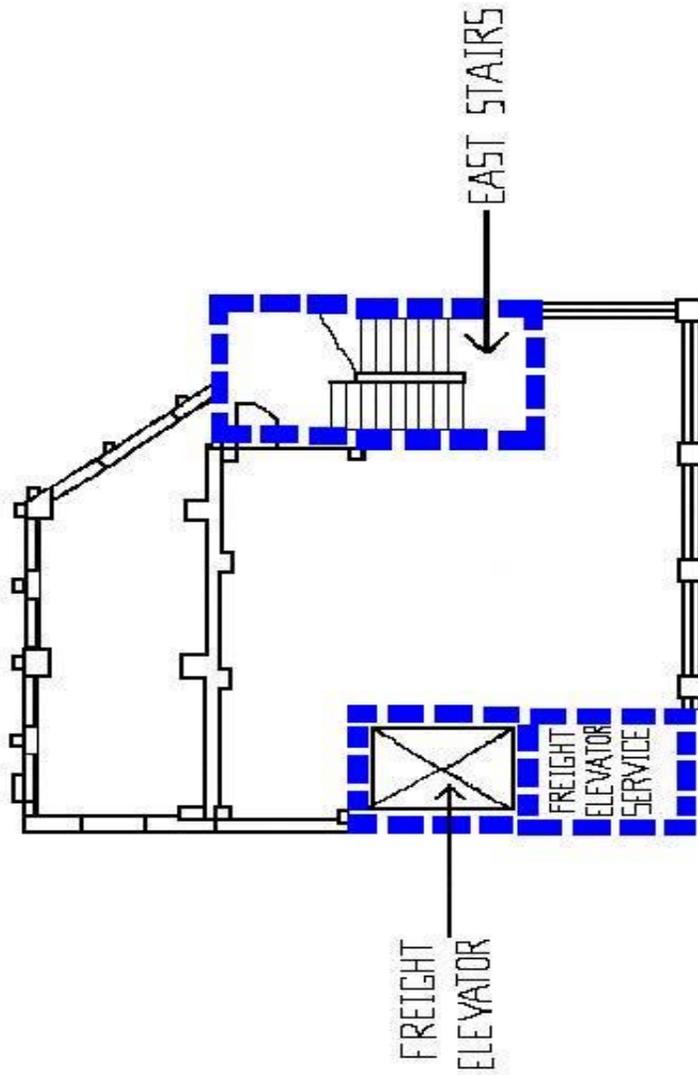
FIRST FLOOR FIRE SEPARATION PLAN  
SCALE 1/16" = 1'-0"



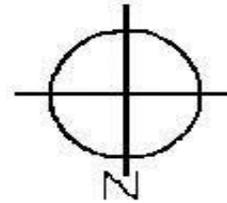


THIRD FLOOR FIRE SEPARATION PLAN  
 SCALE 1/16" = 1'-0"  
 Built Jan-July 2002





**BASEMENT FIRE SEPARATION PLAN**  
 SCALE 1/16" = 1'-0"





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Document Number: **PS-18**  
Title/Topic: Emergency Response Plan  
Effective Date: 07/01/1999  
Revision Number: **PS0018.R04**  
Category: Policy Statement

**EMERGENCY RESPONSE PLAN**

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[PS18 R04 \\_ Attachment A-revised 4 2007.pdf](#)

Policy Statement Number: **PS-18**  
Title/Topic: **Emergency Response Plan**  
Effective Date: 07/01/1999  
Revision Number: **PS0018.R04**

## **EMERGENCY RESPONSE PLAN**

### **PURPOSE**

To establish policy and procedures regarding University response to natural and manmade disasters and other emergencies, herein referred to as emergencies.

### **GENERAL POLICY**

1. University emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University property.
2. Recognizing the different kinds of emergency events that could possibly occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.
3. Emergency response decision-making shall be in accordance with the University chain of command by which the Chancellor or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect lives and property.
4. For emergencies requiring immediate response that occur during the absence or unavailability of the Chancellor or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking necessary action.
5. Vice Chancellors and other administrative officers reporting directly to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative areas.
6. Designated elements within the Office of Public Safety and the Office of Facility Services shall serve as the primary operating units for general emergency response implementation.
7. Administrative areas having specialized emergency response needs unique to those areas, i.e., Public Safety, Facility Services, Residential Life, Veterinary Medicine, and others, are responsible for developing emergency response plans for implementation during periods of emergency.

### **OPERATING PROCEDURES**

The following Operating Procedures are hereby established.

#### **Initial Notification**

1. It is the responsibility of any employee who learns of an actual or impending emergency to report it immediately to the LSU Police Department (telephone 388-3231), which is operated 24 hours a day, every day of the year.
2. The LSUPD will notify the senior administrative officer available beginning with the Chancellor, the Executive Vice Chancellor, the Vice Chancellor for Finance & Administrative Services, the Executive Director of Public Safety, and such other administrative personnel as is appropriate to initiate the emergency response decision making process.

#### **Emergency Response Procedure**

1. During periods when the University is in full operation, and unless existing emergency conditions require an immediate response, the Chancellor, Vice Chancellors and other personnel designated in Attachment A shall meet to review available information and establish a response to the emergency. A primary purpose of this meeting shall be to determine whether normal University operations should be continued, reduced or suspended. Once a response is determined, each Vice Chancellor is responsible for notifying his or her administrative areas as to necessary emergency response actions.
2. At all other times, the LSUPD shall notify the Chancellor or next most senior administrative officer available who shall initiate the response decision-making process in telephone consultation with other administrative personnel including the Director of University Relations. Each administrator listed in Attachment A is responsible for maintaining home telephone numbers of other administrators to be contacted.
3. An existing or impending emergency may require immediate action by the LSUPD or other University personnel to prevent loss of life and property. Examples could include chemical spills, gas leaks, fires, and other emergencies requiring immediate evacuation of part or the entire campus or some other immediate response. Under such conditions, the emergency response shall be initiated before or concurrently with notification of senior administrative personnel through the chain of command and shall be implemented by the senior University representative available and able to initiate emergency response action. Follow-up response to the emergency would be made in accordance with procedures described above.

#### **Public Announcements**

Announcements as to whether the University will reduce operations or suspend operations because of emergency conditions will be made by the Chancellor through the Office of University Relations for release to the public media as follows:

1. If classes only are to be dismissed but all other normal operations of the University are to continue, the announcement shall be:

**"All classes, public events and related activities at LSU are suspended today (or until further notice). However, all departmental offices will be open and all employees, including faculty and graduate assistants whose work extends beyond conducting classes, are expected to report to work."**

2. If University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state:

**"All classes, public events, and related activities at LSU are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and staff are not to report for work unless previously and specifically told to do so."**

#### **Essential Employees**

1. Designated employees in support and service divisions of the University are required to report to or remain at work in order to maintain essential operations of the University, whether the University has otherwise suspended operations or not. The following departments and divisions will remain in operation and their employees are required to be at work during times of emergency closure or reduced operations:

Occupational & Environmental Safety  
LSU Police Department  
Facility Services  
University Dining Administration  
LSU Union  
Residential Life  
Student Health Center

Upon approval of the appropriate Vice Chancellor, operations in these units may be reduced to minimum requirements and individual employees retained for work or released from work as determined by the existing conditions.

2. With the approval of the appropriate Vice Chancellor, other units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.

#### **Employee Emergency Leave Conditions**

Leave conditions during times of reduced or suspended University operation or otherwise during emergencies are governed by PS-12, Leave Guidelines for Academic, Administrative/Professional and Classified Employees.

NOTE: This Policy Statement revises PS-18 and incorporates herein PS-58 which is hereby rescinded.

**ATTACHMENT A**

<b>Chancellor</b>	<b>Sean O'Keefe</b>
<b>Interim Executive Vice Chancellor &amp; Provost</b>	<b>Harold Silverman</b>
<b>Vice Chancellor for Finance &amp; Administrative Services</b>	<b>Jerry Baudin</b>
<b>Vice Chancellor for Research &amp; Economic Development</b>	<b>Brooks Keel</b>
<b>Vice Chancellor for Student Life &amp; Academic Services</b>	<b>F. Neil Mathews</b>
<b>Executive Director of Public Safety</b>	<b>Gary Durham</b>
<b>Associate Vice Chancellor</b>	<b>Joe Kelley</b>
<b>Vice Chancellor for Communications &amp; University Relations</b>	<b>Michael Ruffner</b>
<b>Chief Information Officer</b>	<b>Brian Voss</b>
<b>Chief of Police</b>	<b>Ricky Adams</b>

(Attachment A updated as of 4/2007)



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Document Number: **PS-58**  
Title/Topic: **Emergency Response Plan**  
Effective Date: **07/05/95**  
Revision Number: **PS0058.R03**  
Category: **Policy Statement**  
**PLAN OF ACTION FOR NATURAL DISASTER AND OTHER EMERGENCIES**

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[ps58Rev3.pdf](#)

PS-58 has been rescinded and replaced by PS-18.



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### **Policies and Procedures**

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Document Number: **PS-19**  
Title/Topic: Occupational & Environmental Safety  
Effective Date: 06/01/96  
Revision Number: **PS0019.R04**  
Category: Policy Statement

UNIVERSITY OCCUPATIONAL & ENVIRONMENTAL SAFETY

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[ps19Rev4.pdf](#)

**PURPOSE**

To establish a comprehensive occupational and environmental safety policy that facilitates the protection of life and property by providing a campus work and learning environment that is free of recognized hazards that are causing or are likely to cause injury, illness or property damage.

To set forth safety and environmental responsibilities, to provide support for safety rules and procedures, and to establish activities/programs which are necessary for the successful implementation of the University's occupational and environmental safety program.

**GENERAL POLICY**

The University has a strong commitment to the health and safety of all employees, students, and visitors at LSU. In keeping with this commitment, the University Occupational and Environmental Safety Policy is as follows:

1. In the interest of providing the safest environment possible for employees, students and visitors, University activities will be conducted in accordance with applicable safety codes such as NFPA, ANSI, ASME and ASTM, and by all governmental safety and environmental standards such as OSHA, EPA, DOT, NRC and other similar agencies during the **design, construction, operation** and **maintenance** of University facilities, even though in some cases these standards may not be legally binding on the University because it is a State institution. Guidelines of the State Office of Risk Management will form the foundation for the University Safety Program.
2. Safety and environmental rules and procedures in the University Safety Manual are very important to our safety program, and shall be vigorously enforced by supervision, using disciplinary action where appropriate. In addition to enforcement activities, supervisors are responsible for planning and assigning work that is within the training, capability and skills of the workers.
3. Critical program elements such as periodic safety inspections, safety training, accident investigations, and safety

meetings shall be implemented for all work groups as outlined in the Occupational and Environmental Safety Program Manual.

4. Recognizing that proper training is critical to employee safety, the University will provide safety and skills training to achieve a highly skilled and safe work force.
5. Each and every employee is responsible for his/her own safety, and for promoting the safety of their co-workers. Employees are encouraged to report all safety concerns relating to facilities or procedures. Failure to follow appropriate safety standards may result in disciplinary action, up to and including termination of employment.
6. Vice Chancellors, Deans, Directors, and Department Heads shall implement the program in their areas of administrative responsibility and shall be accountable through their respective administrative channels for the control of accidents and hazardous exposures in the work environment.
7. The Office of the Director, Occupational and Environmental Safety is the principal provider/coordinator of all University safety and environmental requirements. This includes providing resources for the identification, evaluation, and control of hazardous situations; developing and issuing rules and procedures; consulting with employees and management; and providing safety training, hazardous waste disposal, and occupational safety and health exposure evaluations. (Radiation safety is the responsibility of the Radiation Safety Committee on campus).
8. The University Safety Committee shall provide recommendations to the administration that will enhance the University Occupational and Environmental Safety Program.



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### **Policies and Procedures**

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Document Number:	<b>PS-49</b>
Title/Topic:	Building Coordinator
Effective Date:	10/01/99
Revision Number:	<b>PS0049.R04</b>
Category:	Policy Statements BUILDING COORDINATOR

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[ps49Rev4.pdf](#)

**PURPOSE**

To set forth duties and responsibilities of Building Coordinators.

**DEFINITION**

The Building Coordinator is an appointed person in a building or building group responsible for coordinating maintenance requests and activities within that building or building group. In an emergency situation, (fire, gas leak, utility outage, etc.), the Building Coordinator will be the single point of contact between Facility Services and the building or building group.

**GENERAL POLICY**

Building Coordinators are appointed for terms of at least one year by the Vice-Chancellor, Dean, Executive Director or most senior academic or administrative officer domiciled in a building or building group. The Chief Facility Officer, specifically the Executive Director of Facility Services, is responsible for maintaining the list of Coordinators. Memos of appointment should be directed to this Office. Building Coordinators are responsible for coordinating maintenance requests and activities within the building, including, but not necessarily limited to, the following:

1. Building Security. Coordination of key and card access to building. Maintain a record of all building keys issued, both entrance and room keys, review and approve requests for issuance of keys, obtain return of keys in the possession of persons no longer authorized for them, report violations of building security to the LSU Police Department or Facility Services, as appropriate.
2. Serves as primary contact person in dissemination of information to all building occupants regarding utility shut downs, project coordination, fire drills and other emergency situations.
3. Report missing or expended fire extinguishers and non-functioning or malfunctioning fume hoods and fire alarms to Facility Services Work Control.

4. Collect all requests for repairs, maintenance and bulb or ballast replacement of building lighting and submit to Facility Services Work Control.
5. Report all plumbing, air conditioning, heating and electrical problems to Facility Services Work Control. This includes any changes in the scheduling of air conditioning or heating for offices and classrooms.
6. Report any changes in dates and times for locking or unlocking classrooms or buildings to Facility Services Work Control.
7. Report all malfunctioning clocks to Facility Services Work Control.
8. Report any damaged desks, chairs, lecterns or other furniture that requires repair or replacement to Facility Services Work Control.
9. Forward requests for floor cleaning and waxing, carpet shampooing and painting of offices to Facility Services Work Control.
10. Report all landscape maintenance problems, including drainage problems or grounds upkeep, to Facility Services Work Control.
11. Report building maintenance requirements in building public areas to Facility Services Work Control.
12. Coordinate use of hallways and storage areas so that these are kept in compliance with fire regulations; report needed maintenance concerning fire regulations to Facility Services Work Control.
13. Report building safety hazards to Facility Services Work Control.
14. Report building custodial problems such as trash removal, building cleanliness and custodial service to Facility Services Work Control.

15. Attend a yearly Building Coordinator meeting.
  16. Assign an alternate to take the Building Coordinator position in the absence of the Building Coordinator.
  17. Notify Facility Services of any changes in the Building Coordinator position. (Name, Room Number, Telephone Number)
  18. Report problems with food vending equipment to LSU Union Vending.
  19. Conduct quarterly safety inspection of building in accordance with the checklist and instructions from the Office of Occupational and Environmental Safety. Completed inspections are forwarded to OES for assistance in correcting deficiencies and record keeping purposes.
  20. Building Coordinator List will be maintained on the Facility Services web site ([www.lsu.edu/guests/workctl](http://www.lsu.edu/guests/workctl)).
  21. To make changes, additions or request copies of the list, contact Facility Services at 388-6968.
- Source: PS-49 as issued July 1, 1978**



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Document Number: **PS-97**  
Title/Topic: **Emergency Evacuation Plan for Disabled Persons**  
Effective Date: **03/16/95**  
Revision Number: **PS0097.R00**  
Category: **Policy Statement**  
**EMERGENCY EVACUATION PLAN FOR PERSONS  
WITH DISABILITIES**

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[ps97Rev00.pdf](#)

## **PURPOSE**

To state procedures to be followed in evacuating persons with disabilities from campus buildings in the event of a fire or other emergency.

## **EMERGENCY EVACUATION PLANS**

Emergency evacuation plans are posted throughout campus buildings. The plans show the direction of exits to be used in the event of a fire or other emergency. All employees are expected to be familiar with the plan in their area.

## **RESPONSIBILITIES**

### **BUILDING COORDINATORS:**

1. Assign Area Monitors responsible for directing an orderly evacuation in the event of an emergency.
2. Assign assembly areas. Assembly areas must be located a minimum of 100 feet from the building and must not interfere with emergency personnel or emergency vehicle access.

### **AREA MONITORS:**

1. Shall select assistants to assist in clearing all rooms of an assigned area, including restrooms.
2. Instruct all persons NEVER TO USE ELEVATORS IN THE EVENT OF FIRE!!
3. Check to see that all personnel have evacuated the building.
4. Check emergency exits to assure accessibility.
5. Once assembled, identify all personnel.
6. Report any missing persons presumed to be in the building to LSU Police or Campus Safety personnel.
7. Await LSU Police Department's instructions before returning to the building.

### **FACULTY AND STAFF:**

All persons are to regard the sounding of a fire alarm as a serious matter and are to evacuate the building and report to their designated assembly area in an orderly manner.

### **ASSISTANCE FOR THE DISABLED:**

1. It is the responsibility of every employee to assist persons

with disabilities out of the building in the event of an emergency.

2. Students with disabilities who may need assistance in the event of an emergency are responsible for identifying their needs to teaching faculty members. In addition, it is the responsibility of each student to identify fellow students willing to assist them in the event of an emergency. If a student is unable to locate an assistant, a request for volunteers can be made through the teaching faculty member.

3. If a teaching faculty member is disabled, he/she is responsible for preplanning his/her own evacuation strategy utilizing employee or student assistance.

4. A non-teaching faculty or staff member is responsible for identifying and relating the type of assistance he/she requires in the event of an emergency to their supervisor and the Building Coordinator.

5. The Coordinator of Services for Students with Disabilities should be notified immediately in the event of a noted lack of cooperation with the emergency evacuation plan by a disabled student, staff or faculty member.

### **PROCEDURES IN THE EVENT OF FIRE OR OTHER EVACUATION EMERGENCY**

1. Take appropriate action to extinguish any small fire.

2. If there is any doubt about your ability to handle the emergency, do the following:

A. Pull the nearest fire alarm.

B. Call the LSU Police Department at 911 or 8-3231 and report the fire or other emergency. **State your name, building and location of fire or emergency.**

C. Assist injured and/or disabled persons out of the building. If circumstances allow, ask the person with a disability to identify the process for their evacuation.

D. In the event a person with a disability cannot be immediately evacuated from the building, he/she should be directed to the nearest stairwell to await the arrival of emergency personnel. LSU Police Department and Baton Rouge Fire Department should be notified immediately upon

arrival that a person with a disability is in the building.

E. Follow the appropriate evacuation plan for your area and leave the building in an orderly manner. **Remember: Use the stairs. DO NOT USE THE ELEVATOR. Elevator use in an emergency is restricted to emergency personnel.**

F. Gather in designated assembly area.

G. Stay in designated assembly area until all persons are accounted for.

H. Await instructions from the LSU Police Department to return to the building or to leave the campus.

## NOTES