

ACTIONS IN THE EVENT OF A FIRE ALARM (updated Nov 9, 2009)

WHAT SHOULD I DO IF I SEE, SMELL, OR FEEL SMOKE OR FIRE?

1. If a fire or smoke is seen immediately PULL the closest fire alarm pull station
 - Fire alarm pull stations are located by each stairwell and/or exit
 - If possible, close all doors to prevent the spread of smoke and fire to other non-impacted areas
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your office or classroom to confine the fire
3. CALL the University Police at 568-8999 or 911 and give specific information, such as,
 - Your name and the telephone number
 - The exact location of fire or smoke (building, floor, and/or room number)
 - The type of fire (electrical, flammable liquid, trash, etc)
 - The extent of the fire (severity of the fire and/or amount of smoke)
4. Immediately begin following the Emergency Evacuation Procedures as written below.

WHAT SHOULD BUILDING OCCUPANTS DO WHEN AN ALARM SOUNDS?

1. Evacuate your office or visiting area while leaving the door open.
2. Walk to the nearest stairwell exit. Do not use the elevators.
3. Carefully walk down the stairs. Stay to the right side and allow for traffic to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned outside area of refuge and report to your floor leader.
6. Remain in your area of refuge until an “all clear” is given by the University Police.

WHAT SHOULD A MOBILITY IMPAIRED PERSON DO WHEN AN ALARM SOUNDS?

1. Evacuate your office while leaving the door open.
2. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators. Your location will be provided to the emergency responders.
3. Remain inside the stairwell until assisted by Fire Department personnel or the University Police gives you an “all clear” to return to your office.

Note: Escorts should assist visiting mobility impaired personnel’s movement to the stairwells. If the visitor has no escort, any building occupant can assist. The escort (upon arrival at the area of refuge) shall report the location of the mobility impaired person to the Floor Leader.

WHAT HAPPENS TO THE ELEVATORS IN THE EVENT OF AN ALARM?

The speakers in the elevators will sound. The elevators may or may not be recalled to the first or second floor of the building. If they are recalled, they will remain on the first or second floor (depending on the building) with doors open and speakers that announce there is a fire alarm. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset.

In the event of an alarm, do not use the elevators. If you are on an elevator during an alarm, when the doors open, immediately get off and go to your outside area of refuge using the closest exit door.

WHAT SHOULD I DO IF I AM TRAPPED IN A BUILDING FIRE?

1. Stay where you are and do not panic
2. Feel the door handle and then the entire door.
3. If the door handle or the door is hot, **DO NOT OPEN THE DOOR.**
4. If there is pressure on the door and “puffs” of smoke coming around the door, **DO NOT OPEN THE DOOR.**
5. Close all doors, windows, and any other openings that lead to the impacted area.
6. As a last resort, if there is a window(s) that can supply fresh air open or break it.
7. Use extreme caution while breaking the window. Protect yourself from broken glass.
8. Exercise extreme caution as the large increase of air from the broken window may cause the fire to intensify. Additionally, the breaking glass may cause injury to you or bystanders on the ground.
9. If possible, use a wet towel or blanket to cover yourself
10. Call the University Police at 568-8999 or 911 and give specific information, including:
 - a. Your name.
 - b. Your exact location (building, floor, and/or room number).
 - c. Your pending circumstance and your condition.

HOW DOES THE ALARM SYSTEM WORK IN MY BUILDING?

Each building is equipped with fire detection system that detects smoke or fire and notifies occupants in less than three seconds. There are two types of alarm systems at LSUHSC facilities.

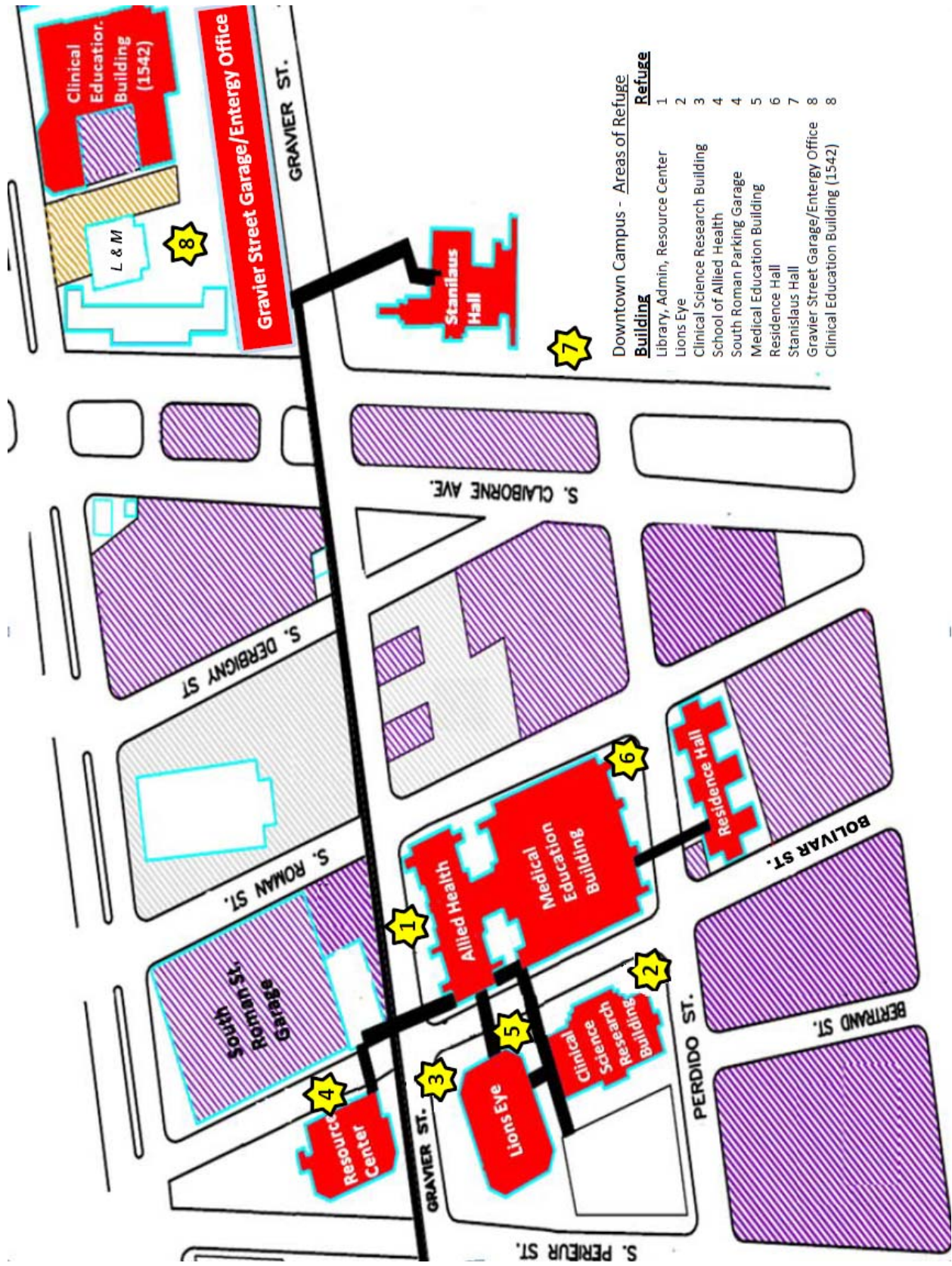
The Resource Center, Lion’s Eye, CSRB and School of Allied Health and Nursing are designed to high rise code and will **ONLY** sound on the impacted floor and on the floor above and below. Once the Fire Department arrives, they will decide whether or not to sound the alarm in additional floors. If the alarm is not going off on your floor, you should not evacuate. For example, a pull station is activated or a smoke detector goes off on the fourth floor. The alarm will only sound on the third, fourth and fifth floors. Upon arrival, the Fire Department will decide whether or not to alarm additional floors.

The MEB, Residence Hall, Stanislaus Hall, Clinical Education Building (1542), all City Park Campus facilities (School of Dentistry Clinic/Administration buildings and the Powerhouse), Roman Garage, and the Uptown Campus Hospital building are general alarms. This means that if the life safety system detects a problem then the entire building goes into alarm and all building occupants will evacuate immediately.

WHERE SHOULD I EVACUATE TO IN THE EVENT OF AN ALARM?

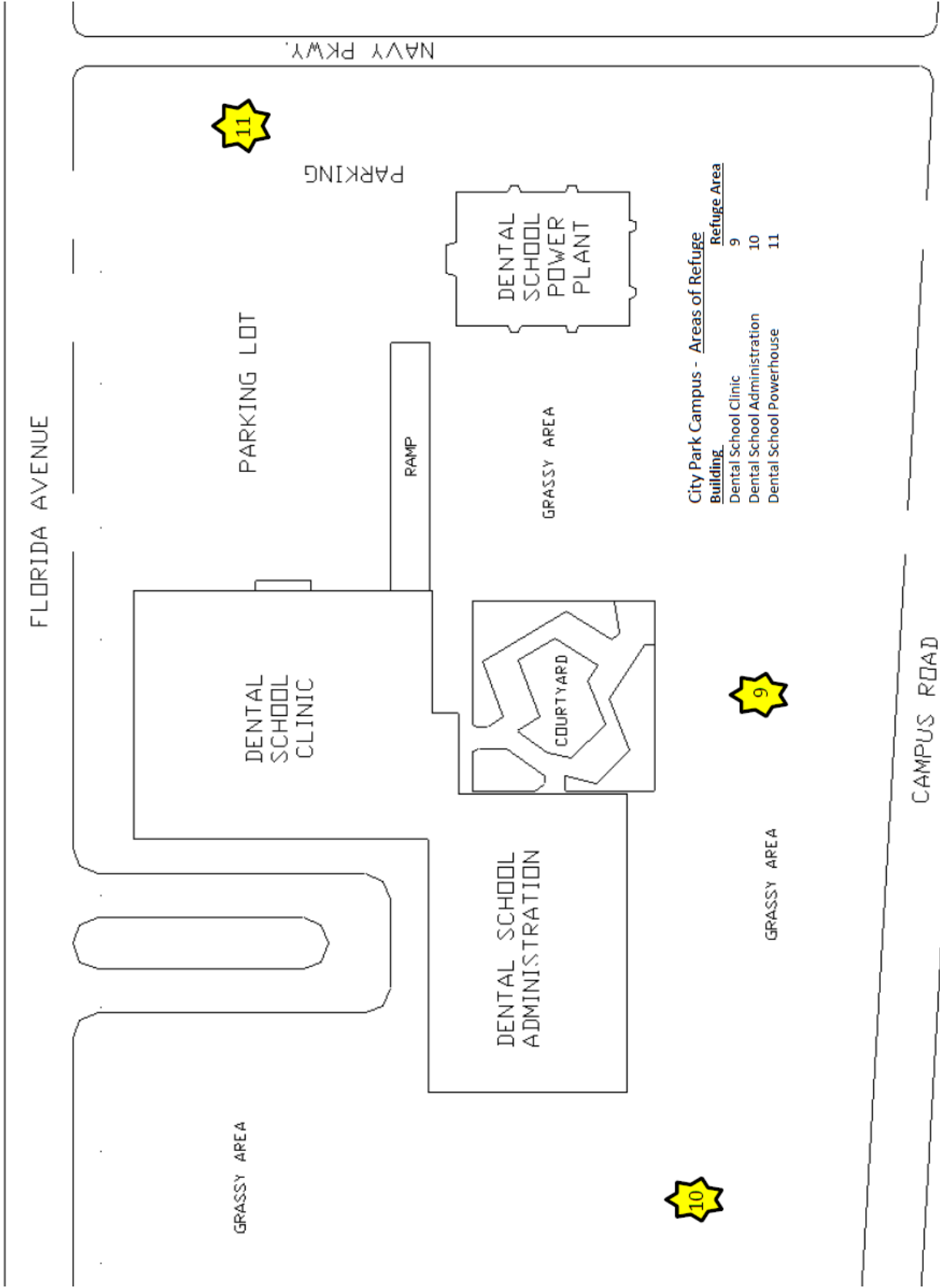
Evacuate to the outside “area of refuge” for your building per the following table. These locations are shown graphically below.

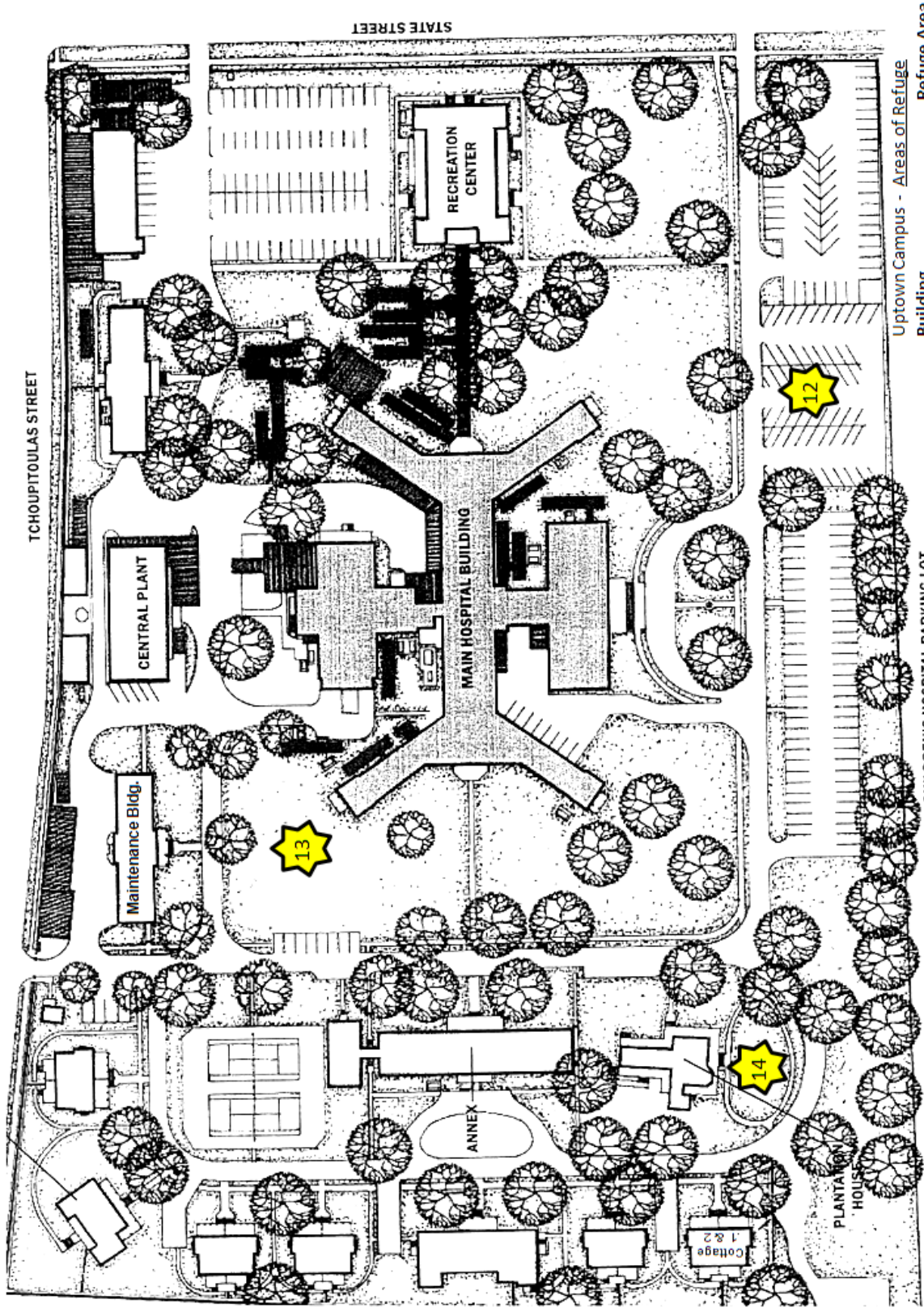
Building	Area of Refuge	Map Location
Library, Administration and Resource Center	School of Allied Health and Nursing Building on Gravier Street.	1
Lions Eye	CSRB at corner of Bolivar and Perdido Streets.	2
Clinical Science Research Building	Lions Eye at corner of Gravier and Bolivar Streets.	3
School of Allied Health and Nursing	Library, Administration and Resource Center on Bolivar Street.	4
South Roman Street Garage	Library, Administration and Resource Center on Bolivar Street.	4
Medical Education Building	Between CSRB and Lions Eye on Bolivar Street.	5
Residence Hall	MEB on the corner of Perdido and S. Roman Streets.	6
Stanislaus Hall	Delgado Nursing School at corner of Perdido and S. Claiborne Streets.	7
Gravier Street Garage/Entergy	Courtyard between Gravier Parking Garage and L&M Building	8
Clinical Education Building (1542)	Courtyard between Gravier Parking Garage and L&M Building	8
City Park Campus - Dental School Clinic	Green space south of Courtyard	9
City Park Campus - Dental School Administration	Green space southwest side of Admin Building.	10
City Park Campus - Powerhouse	North side parking lot.	11
Uptown Campus – Hospital	South side parking across from the main entrance.	12
Uptown Campus – Central Plant/Maint.	Green spaces across the street.	13
Uptown Campus – Cottages 1/2	Green spaces across the street.	14



Downtown Campus - Areas of Refuge

Building	Refuge
Library, Admin, Resource Center	1
Lions Eye	2
Clinical Science Research Building	3
School of Allied Health	4
South Roman Parking Garage	4
Medical Education Building	5
Residence Hall	6
Stanislaus Hall	7
Gravier Street Garage/Entergy Office	8
Clinical Education Building (1542)	8





LSU Health Sciences Center – Uptown Campus

- Uptown Campus - Areas of Refuge
- | Building | Refuge Area |
|-----------------------------|-------------|
| Main Hospital | 12 |
| Central Plant/ Maint. Bldg. | 13 |
| Cottages 1 / 2 | 14 |