

APPENDIX C: LCSC EVACUATION PROCEDURES

The information below on LCSC building evacuation procedures is organized into three parts. Part A contains generic guidelines that apply to all buildings on campus. Part B is a template that is to be completed by each Building Safety Coordinator (BSC) to address any unique procedures or considerations that apply to the specific building for which the BSC is responsible. Part C is a list (by position) of the BSCs for all LCSC buildings. [An up-to-date list of BSCs (by position and name) is maintained on the LCSC Intranet, under “Emergency Response Info” in the Tool Kit on the main page, along with a complete electronic copy of LCSC ERP.]

Once Part B is filled in by the BSC and approved by the Director of Campus Security and Emergency Preparedness, the consolidated Part A and Part B (with any attachments) will constitute the Building Evacuation Plan for that particular building/area. Current copies of the Building Evacuation Plan should be maintained by the responsible BSC, with electronic copies provided to Campus Security. Electronic copies of the combined Part A and Part B for each building will be posted on the LCSC Intranet in the “Emergency Response Info” section, described above.

Part A: General evacuation procedures that apply to all buildings

- A. The following recommended actions apply to any situations that require the emergency evacuation of a building, area, or group of buildings at LCSC, for example, in the event of a fire or bomb threat evacuation. If you receive the original threat call (or if you determine, based on your own best judgment, that evacuation is necessary), you should take the following steps, in order:
- 1) Activate fire/smoke alarms or other available warning systems, as applicable to the emergency, to start the evacuation.
 - 2) Call 911 - - if calling an outside agency from a cell phone (to alert first responders—fire, police, medical response units, etc.) state the building name and address on Lewis-Clark State College campus as cell phones can bounce off Clarkston tower and you might reach dispatch center in Pullman (WITCOM)
 - 3) Notify the Building Safety Coordinator (BSC) for the building. If you cannot promptly contact the BSC, notify individuals in the building to evacuate—seek assistance from any available individuals to help you notify others in the building to evacuate.
 - 4) As soon as evacuation is underway and you are out of immediate danger, contact one of the LCSC authorities below, in the order listed, by any available means of communication, alert administrators and they will activate the LCSC emergency response system

Office	Extension (792-xxxx)
Director of Security	2226, 2815
President’s Office	2216
Provost/Vice President for Academic Affairs	2213
Vice President for Finance and Administrative Services	2240
Vice President for Student Affairs	2218
Dean of Liberal Arts and Sciences	2325
Dean of Career & Technical Education	2225
Dean of Professional & Graduate Studies	2400
Physical Plant Director	2247

If you cannot contact one of the above offices, attempt to notify any LCSC senior official or administrator.

- 5) Remain near the scene, continue to assist with the evacuation, prevent individuals from reentering the building until the situation terminates. Keep track of status, and relay information to first responders and to the College Administration.
- 6) Important Notes: The decision to evacuate the entire campus or a major section of campus will normally be made by the President (or, in the President's absence, by the senior-ranking College administrator on-scene), based on the situation.
- 7) If evacuating a multi-story building during a fire or earthquake, do not use elevators—use stairs or ramps. If during evacuation you discover that someone may be trapped in an elevator, treat this as a separate emergency.
- 8) Continue building evacuation and notify campus officials (Security, Physical Plant) or external responders (Fire Dept.) of the elevator entrapment.
- 9) Untrained personnel should not attempt to perform elevator rescues (see [Appendix B](#) for additional information on reaction to smoke/fire, bomb threats, power failure, elevator entrapments, etc.)
- 10) During an evacuation, attempt to check every classroom, work area, restroom, and office to make sure all people in the building are notified. Provide assistance if needed. If an area is inaccessible or cannot be checked, or if an individual refuses to comply with the evacuation order, continue the evacuation and notify first responders and Campus Security.

B. Building Evacuation Coordinator (BSC) Duties

The primary responsibilities of Building Safety Coordinators (BSCs) are to:

- 1) Upon appointment as BSC, contact Campus Security to receive orientation and training on BSC duties and the LCSC Emergency Response Plan.
- 2) Designate one or more Alternate Building Coordinators, if needed, to assist (or act in the absence of) the BSC with evacuation procedures. Alternate BSCs may be needed for buildings with multiple floors, large facilities, facilities with complicated layouts or special needs, and/or buildings in which large numbers of personnel from different units operate on a daily basis. [Each student residence hall has a designated Alternate BSC under the direct supervision of the Director of Residence Life who is designated as BSC.]
- 3) Ensure that Alternate BSC's (if applicable) and all personnel assigned to the building receive initial and recurring training (at least once each calendar year) on emergency and evacuation procedures. All employees within your building/area should have ready access to the building evacuation plan.
- 4) Use your Building Evacuation Plan (consolidated Part A and Part B) as your primary reference when you conduct initial and follow-on evacuation training for the employees who work in your building. Alternate BSCs (especially in situations where employees from multiple organizations share the same facility) may assist the BSC with evacuation training. Document training in the log provided at the end of your Part B. Notify VPFA or Security as updates to the training log occur.
- 5) Depending on your building layout, designate a central assembly/congregation point within the building for disabled individuals—these are points where disabled or mobility-impaired individuals can be met by “buddies” for assistance in egressing the building (help negotiating stairs, obstacles, etc.).
- 6) For all facilities, designate an outside Assembly Area (see Part C for current list) a safe distance from the facility where personnel will congregate after evacuating the facility.
- 7) Designate “buddies” to assist disabled individuals during emergencies, as described above.
- 8) Review the Building Evacuation Plan at least once a year and update (Part A and Part B) as necessary. Notify Campus Security immediately if any changes/updates.

- 9) Conduct an evacuation drill or simulation for the building at least once each calendar year. Notify VPFA, Security, or other Administration to coordinate your drill in cases where your exercise may impact other units. Document accomplishment of your annual drill/exercise/simulation in Part B, and notify VPFA or Security when changes occur. During testing of the alarm in buildings that are fitted with the alarm, BSC's will ensure the strobes are working properly and the alarm volume is sufficient.
- 10) In the event of an actual emergency, evacuate the building, notify authorities, and prevent individuals from entering or re-entering the affected area. Assist professional responders and the on-scene commander when practicable.

BUILDING SAFETY COORDINATOR QUESTIONNAIRE

Part B: Evacuation procedures and special considerations that apply to this particular building/facility

[Fill in the blanks below: Keep entries concise and clear. When you have filled in the sections below and completed the log on the next page (training and exercise completion dates), send an electronic copy to Campus Security.]

1. Name of Building/Facility: Click or tap here to enter text.
2. Building number (if applicable) and general location of the building with respect to surface streets, other landmarks): Click or tap here to enter text.
3. Name of Building Safety Coordinator (crosscheck the accuracy of the information posted for your building in the BSC list: Click or tap here to enter text.
4. Name of Assistant Building Safety Coordinator and locations/areas in the building for which each Assistant BSC is responsible: Click or tap here to enter text.
5. Location of Assembly/Congregation point(s) within the building/facility where disabled individuals would proceed in order to meet by “buddies” to help them egress the building (for example, assistance with stairs). [Try to pick locations near main exit points (stairways, ramps, gates) to which disabled could be reasonably expected to move without special assistance]: Click or tap here to enter text.
6. Names (or position) of individuals who are pre-designated as “buddies” to assist disabled individuals in the event of an evacuation. [Depending on your particular building or normal activities, these could be specific individuals listed by name, or could be assigned to individuals according to function, e.g., you may wish to designate the assigned faculty members for classes within the building as the “buddies” for their respective classrooms if pre-designated “buddies” are not available. If, in a real-world emergency, pre-assigned “buddies” are not available, do not hesitate to draft additional helpers]:
Click or tap here to enter text.
7. Location of the Pre-Planned Assembly area (outside your building/facility) where, conditions permitting, personnel would move go in the event of an evacuation (crosscheck this information with the consolidated BSC table above): Click or tap here to enter text.
8. Location of fire or other emergency alarms within your building (list here, and depict on the evacuation route diagram(s) for your building): Click or tap here to enter text.
9. Any special public address systems, alerting devices, or intercom systems that could be used in your facility in the event of an emergency: Click or tap here to enter text.
10. Number and location of elevators within your building, if applicable, and location in which elevator emergency keys can be obtained, if applicable [check with Physical Plant to obtain this information]:
Click or tap here to enter text.
11. Emergency equipment locations (as applicable):
 - A. Fire Extinguishers and Fire Hoses: Click or tap here to enter text.
 - B. Emergency Showers: Click or tap here to enter text.
 - C. Decontamination Kits: Click or tap here to enter text.
 - D. First Aid Kits: Click or tap here to enter text.
 - E. Chemical exposure suits/oxygen masks/gas masks: Click or tap here to enter text.

F. Medical Equipment (e.g., athletic trainer equipment, defibrillators, stretchers, etc.):

Click or tap here to enter text.

- 12. Any special hazardous areas or materials located within the building (chemical storage areas, explosives, biological hazards, high-voltage electrical areas, fuels/solvents): Click or tap here to enter text.

Outline any special procedures or important notes that would apply to evacuations or other emergency situations, within this building/facility. Is there any unique information pertaining to your particular facility that goes beyond the guidelines already outlined in Part A, above, and/or Appendix B of the LCSC Emergency Response Plan on guidelines for dealing with various categories of emergencies?

Click or tap here to enter text.

Administration of the Building Evacuation Plan

- 1. All BSCs, upon appointment, should receive initial orientation and training from the Director of Campus Security. BSCs should receive follow-on refresher training at least once each calendar year following initial appointment—one element of that refresher training shall be a review of the LCSC Emergency Response Plan posted on the LCSC Intranet under “Emergency Response.”

Date of Initial BSC Training	
Date of Most Recent Refresher Training for BSC	

- 2. BSCs should arrange for training of all assigned building personnel on evacuation procedures at least once each calendar year and conduct at least one evacuation drill or simulation annually.

Date of Most Recent Unit Training Session	
Date of Most Recent Drill/Simulation	

- 3. BSCs should review their Building Evacuation Plans (Consolidated Part A and B) annually, not later than August 1st, each year. Forward an electronic copy of the plan, including any proposed changes, to Campus Security and VPFA for review and approval (annotate below). Once reviewed/approved, IPRA will post updated Building Evacuation Plan on the LCSC Intranet and add the information to the master emergency response kit for senior administrators.

Date/Initials for Annual Review of Building Evacuation Plan by BEC	
Date/Initials of Review/Approval by Campus Security	

- A. Note: Although all building/facility evacuation plans should be reviewed annually, any substantive changes (including changes in names and points of contact) that might impact safety and/or effective oversight of an emergency situation should be forwarded immediately to Campus Security.
- B. Part B Attachments: [The following are paper “hard copies” to be attached to the paper copy of the building evacuation plan maintained by the BSC.]
 - 1) Copies of floor diagrams for the building showing escape routes
 - 2) Copy of Bomb Threat Checklist [Download from Appendix B of the LCSC Emergency Response Plan, accessible on the LCSC Intranet under “Emergency Response.” BSCs should review Appendix B and be aware that it provides quick reaction guidelines to a wide range of emergency scenarios.]

- 3) Other attachments, diagrams, or references that might pertain to evacuation of your building, as applicable.
- 4) Note: Upon submission of your completed "Part B" to Campus Security, an electronic copy of your Building Evacuation Plan will be posted to the LCSC Intranet (see "Emergency Response Info").

THANK YOU FOR VOLUNTEERING YOUR TIME AND TALENTS TO PROTECT AND SERVE LCSC'S STUDENTS, FACULTY, STAFF, AND COMMUNITY SUPPORTERS