



**GEORGETOWN UNIVERSITY**

**MEDICAL CENTER**

**EVACUATION**

**AND**

**SHELTER-IN-PLACE PLAN**

---

September 2003

# Laboratory Personnel Listing and Training Documentation

PI/Lab Supervisor: \_\_\_\_\_

Department: \_\_\_\_\_

Lab or Room Number (s): \_\_\_\_\_

The Principal Investigator or their representative has provided Emergency Preparedness training instructions to the personnel listed below, on the date specified. Personnel were instructed in general emergency evacuation procedures, gathering-in/shelter-in-place, and specific laboratory information related to life and fire safety requirements.

The undersigned has read and understand the Georgetown University Medical Center Building Evacuation and Shelter-In-Place Plan.

Name (PRINT)	Signature	Start Date	Training Date	End Date
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

**GEORGETOWN UNIVERSITY MEDICAL CENTER  
BUILDING EVACUATION AND SHELTER-IN-PLACE PLAN**

**Table of Contents**

Purpose.....4

Evacuation Planning .....4

Hearing the Alarm.....4

Fire Extinguishers .....4

Responsibilities ..... 4-5

Evacuation Procedures..... 6-7

What to do if:

Your Exit Route is Blocked by Smoke

You Are On Fire

Guidelines for the Physically Impaired .....7

Gathering-In and Shelter-In-Place ..... 8-9

Campus (Medical Center) Evacuation .....10

Definitions .....11

# GEORGETOWN UNIVERSITY MEDICAL CENTER BUILDING EVACUATION AND SHELTER-IN-PLACE PLAN

## Purpose

Georgetown University Medical Center (GUMC) is committed to provide building occupants with guidance and directives to follow in the event of an emergency at Georgetown University Medical Center.

## I. **Evacuation Planning**

### A. Hearing the Alarm

The **fire alarm system** will sound for any situation that requires complete evacuation of the building. This may include but is not limited to fire, threats of violence, gas leaks, and hazardous materials release inside the building. It is important that all employees and visitors completely evacuate the building during alarm situations.

The **campus alert horn** will be used to signal the need for those outside the building to seek refuge indoors. The horn will sound in a series of intermittent 5-second blasts, for a total of 15 minutes. (See Section II. **Gathering-In/Shelter-In-Place Procedures**)

### B. Fire Extinguishers

In accordance with building and fire codes, fire extinguishers are provided throughout each building. **Georgetown University policy during fires is to have faculty, staff, and students evacuate to the designated Evacuation Site without attempting to fight the fire.** Georgetown University believes that protecting life exceeds the value of any property.

### C. Responsibilities

#### **All Employees**

1. All employees **must** evacuate promptly.
2. All employees **must** report to their Building Marshal at the Evacuation Site for attendance count.
3. Individuals working at night should evacuate the building and contact University Department of Public Safety (DPS) at 7-HELP (7-4357). They should also inform DPS if they know of other individuals working in the building who may be trapped.
4. Ensure that you have a survival kit from the Emergency Preparedness Office

#### **Building Marshal**

1. Evacuate to the designated evacuation site as quickly as possible
2. Account for building occupants at the evacuation site.
3. Relay information to the Fire Dept., DPS, EHS, Facilities Management, and other emergency responders.
4. Notify the Floor Marshal regarding changes in personnel.

## **Responsibilities (continued)**

### **Building Marshal (continued)**

5. Formally reviews the evacuation plans every six (6) months or when renovation causes changes in exit pathways.
6. Update personnel if necessary.
7. Designate an alternate.
8. See Building Marshal Handbook for Gathering-In/Shelter-In-Place Responsibilities

### **Floor Marshal**

1. Instruct occupants to evacuate.
2. Account for building occupants from his/her floor and relay this information to Building Marshal.
3. Notify the Building Marshal regarding changes in personnel.
4. See Floor Marshal Handbook for Gathering-In/Shelter-In-Place Responsibilities

### **Principal Investigator**

1. Instruct occupants to evacuate.
2. Account for laboratory/office staff and relay this information to Floor Marshal for his/her area.
3. Train employees and assigned individuals on emergency evacuation plan.
4. Maintain a current list of employee and assigned individuals i.e. visitors, rotational students, visiting fellows.
5. Notify the Floor Marshal regarding changes in personnel.

## **Faculty, Staff, Students**

### **All occupants shall:**

1. Familiarize themselves with the location of fire extinguishers and fire alarm manual stations.
2. Familiarize themselves with the location of the building emergency preparedness information board
3. Familiarize themselves with Building and Floor Marshal
4. Recognize the sound of the fire alarm system and campus alert horn.
5. Know the location and route for your **first** and **second** means of exiting the building.
6. Know how to activate the fire alarm.
7. Know how to notify the University Department of Public Safety.
8. Know the evacuation site and gathering-in location.
9. Proceed directly to the exit whenever the fire alarm is heard.

### **All laboratory occupants shall:**

1. Safely secure all experiments in progress.
2. Ensure that all gas and vacuum lines are shut off.
3. Shut off all heat producing equipment i.e. bunsen burners, hot plates, water bathes etc.
4. When feasible, place lids on all research materials and chemicals i.e. petri dishes, chemicals, chemical and vacuum waste.
5. Close the fume hood.
6. Close laboratory door.

## **D. EVACUATION PROCEDURES**

Complete building evacuation will be deemed in situations involving threats to life i.e. fire, gas leaks, hazardous materials release, threats of violence. Building Evacuation and Shelter-In-Place Plans are posted on the building emergency preparedness information board.

**Any person receiving information or discovering the fire should take the following actions immediately:**

1. **Sound the building fire alarm by pulling the nearest pull station.** If the fire alarm fails to operate, warn other occupants by shouting "FIRE" as you leave the building. **Never attempt to fight a fire that may endanger your life**
2. **Call DPS 7-HELP (7-4357); State (Building, Floor, Room Number)**
3. **If possible:**
  - Take all personal belongs including outerwear.
  - Shut off/down experiments and laboratory equipment.
  - Close doors and windows behind you, especially the door to the burning room.
4. **Evacuate the building immediately using nearest accessible stairwell or exit.**
5. **Walk, don't run.**
6. **Do not use the elevators.** Elevator shafts may fill with smoke or the power may fail leaving you trapped.
7. **Do not reenter the building (even if the fire alarm stops).** Wait until you are advised by the Building or Floor Marshal.
8. **Report to your Building Marshal in your designated Evacuation Site.** Move away from exit discharge doors and congregate in exterior areas (i.e., parking lots, open fields, or streets) away from the site of the emergency.
9. In all instances, follow the directions of fire and security personnel.
10. **Do not re-enter affected laboratories until authorized to do so by EH&S.**
11. If you are physically impaired, which prevents your use of stairways to exit the building, and if your route is not blocked by smoke, seek out an area of refuge in an "EXIT" stairwell.

### **What to do if: Your Exit Route is Blocked by Smoke**

1. **Stay calm, crawl low on the floor under the smoke.** The air is easier to breathe near the floor.
2. **If trapped in a room, close all doors between you and the smoke.** Seal the cracks around the doors and vents.
3. **If possible, open windows slightly at the top and bottom to let fresh air enter.**
4. **Signal at the window to rescuers.** Hang an object out the window (a lab coat, jacket, shirt) to attract the Fire Department's attention. If there is a phone in the room, give the emergency operator your exact location, even if the fire department is on the scene. **Do not jump! The fire department will rescue you.**

## **What to do if: You Are On Fire**

**STOP, DROP, AND ROLL.** If your clothes catch on fire, **Stop, Drop, and Roll**, wherever you are. Rolling smothers the fire.

## **E. Guidelines for the Physically Impaired**

Non-ambulatory persons must proceed to the nearest stairway and wait for assistance. The Floor Marshal will take note of the location and number all non-ambulatory persons as they exit and advise the Building Marshal. If it is safe, follow the steps below to contact the University Department of Public Safety (DPS).

Those with sight and/or sound impairment should develop the “buddy” system with a fellow employee or the Building/Floor Marshal.

### **In an emergency situation, you should:**

1. If on ground floor, exit by normal means
2. If above or below ground floor;
  - a. Telephone DPS 7-HELP (7-4357) and advise the operator that you are still in the building.
    - State your physical disability
    - Your exact location (Building, Floor, Room Number)
    - Proceed to an area of refuge in an **EXIT** stairwell.
  - b. Stay calm, the Fire Department will rescue you.

## II. Gathering-In and Shelter-In-Place

***Gathering-in*** involves providing information regarding a major event (such as September 11) in which we have no indication that we are specifically at risk in Georgetown and there is no apparent need to shelter-in or evacuate. In such a situation, the best place to go is your office/laboratory where you can monitor e-mail, voicemail and news via radios, television or the Internet. Building Marshals will be in contact with the Emergency Operations Center and will provide information, including the operating status of the University, as it becomes available. **You may also proceed to the emergency preparedness information board, where a Building Marshal will be posted to provide information, as it becomes available.**

***Shelter-In-Place*** involves seeking refuge inside your laboratory/office closest available facility, when advised to do so. Georgetown University will implement the following procedures in the event of an emergency that requires Sheltering-In-Place.

### **Sounding the Alarm**

We will alert the campus community to a Shelter-In-Place situation in several ways. Building and Floor Marshals will alert their occupants of the need to stay inside. Broadcast emails and voicemails will be used to relay the same message. Additionally, a campus alert horn will be used to signal the need for those outside the building to seek refuge indoors. **The horn will sound in a series of intermittent 5-second blasts, for a total of 15 minutes.**

### **If you hear the campus alert horn:**

1. You should calmly enter the nearest building and wait for further information. If you seek shelter inside a Medical Center building, Building and Floor Marshals, (identifiable by neon vests and red or yellow hats) will provide assistance and information. Additionally, food and water supplies are being stored in each building to be used should the need arise. The University will also disseminate information, as soon as it is available, via broadcast email, broadcast voicemails, and through 687-SNOW (687-7669), and the Emergency Preparedness Website at <http://www.georgetown.edu/svp/preparedness.html>. The most up-to-date information for the D.C. Metropolitan Area will be available through local television and radio.
2. Close all windows and doors, where possible, and turn off individual office or laboratory heating and air conditioning units, if applicable for your area. Stay away from windows and doors.
3. We will work to provide detailed information as quickly as possible. In any emergency, local authorities may not immediately be able to provide specific information regarding the emergency. In this case, the best procedure is to remain in place until you receive more detailed information. In addition to the aforementioned methods of communication, Building and Floor Marshals are equipped with radios that will allow them to maintain contact with the Emergency Response Team.

4. Information from Building and Floor Marshals, D.P.S. officers, and broadcast email and voicemail will assist in notification of when Sheltering-In-Place ends.

## II.

### Gathering-In and Shelter-In-Place

#### Food and Water Preparation

The University has made preparations to provide food and water to support those individuals who are on campus in the event of an emergency requiring Shelter-In-Place procedure. Building and Floor Marshals will manage the dissemination of these items. However, it is a good idea for employees to have essential items readily available {such as medicines, eyeglasses, etc.} that may be needed in the event of an emergency.

### III. **Campus Evacuation**

In the unlikely event of a Campus Evacuation (Medical Center), we would almost certainly evacuate on foot. Government officials expect that the roads in this region will be in gridlock.

#### **Procedure:**

- A Campus Evacuation will be signaled through the individual building alarms, broadcast email and voicemail, and instructions from Building Marshals or Floor Marshals.
- Follow the procedures for Building Evacuation and proceed to the designated evacuation site. Building evacuation plans are posted on the building information board.
- Building and Floor Marshals will provide additional information at each evacuation site.

In an instance where an event has occurred in the District of Columbia requiring us to evacuate campus, our most likely plan will be to proceed west along Canal Road, toward the Beltway. However, the exact route of evacuation would depend on the location of the event that we are distancing ourselves from, and may not be on Canal Road. In order to expedite an evacuation, we recommend the following guidelines:

Note: These guidelines are subject to change based on the nature and circumstances surrounding the event.

**Leavey Center & North: Exit to Reservoir Road. Proceed west to Canal Road.**

**South of Leavey Center: Exit via Lot C to Canal Road. Proceed west on Canal Road.**

**East of Leavey Center: Exit via Healy Gates to 'O' Street, NW. Proceed south to 'M' Street/Canal Road. Proceed west on Canal Road.**

## **Definitions**

**Area of Refuge** -- An area of refuge is either:

(a) A floor in a building when such building is protected throughout by an NFPA approved, supervised automatic sprinkler and has at least two accessible rooms or spaces separated from each other by smoke resisting partitions, or

*Exception to (a): Two accessible rooms or spaces shall not be required as permitted by Chapters 8-29.*

**Designation of area of refuge must be meet CABO/ANSI A117 requirements**

**Evacuation Site** -- a location where individuals may safely congregate. For fire evacuation purposes, it is located outside the building away from exit discharge doors and the site of the emergency (i.e., parking lots, open fields, or streets). Fire or safety personnel may reassign areas during an emergency.

**Building Marshal** -- The individual responsible for gathering information from Floor Marshal and communicating information to/from DPS, the Fire Department, EH&S and other emergency responder. See Section I (C) Responsibilities for a list of duties.

**Emergency** -- An unexpected and sudden event that must be dealt with urgently.

**Evacuation** -- To withdraw from a place in an organized way for protection

**Fire (combustion)** -- A chemical process that involves oxidation sufficient to produce light or heat.

§ Fuel - Fuel can be any combustible material (solid, liquid or gas).

§ Oxygen - The air we breathe is about 21% oxygen. Fire only needs an atmosphere with at least 16% oxygen.

§ Heat - Heat is the energy necessary to increase the temperature of the fuel to a point where sufficient vapors are given off for ignition to occur.

§ Chemical Reaction - A chain reaction can occur when the other three elements are present in proper conditions and proportions. Fire occurs when this rapid oxidation or burning takes place.

**Floor Marshal** -- The individual responsible for aiding in safe building evacuation and gathering information from Principal Investigators on each floor. See Section I (C) Responsibilities for a list of duties.

**Principal Investigator** -- The individual responsible for a group of labs, offices or individuals working in a specific area. See Section I (C) Responsibilities for a list of duties.