Fire Prevention and Protection Plan

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I. PURPOSE ........................................................................................................................................... 2

II. SCOPE ............................................................................................................................................... 2

III. REFERENCES ................................................................................................................................... 2

IV. RESPONDING TO A FIRE ............................................................................................................... 2
   A. First, call 911...................................................................................................................................... 2
   B. Then, call Community Safety ........................................................................................................... 2
   C. Escape Procedures and Escape Route Assignments ....................................................................... 3
   D. Procedures for Critical Plant Operations .................................................................................... 3
   E. Procedures to Account for All Employees after Evacuation ......................................................... 4
   F. Rescue and Medical Duties ............................................................................................................. 4
   G. Emergency Coordinator Responsibilities ....................................................................................... 4

V. FIRE PREVENTION ......................................................................................................................... 5
   A. Common fire hazards and prevention strategies ........................................................................... 5
   B. All Buildings .................................................................................................................................... 5
   C. Buildings with hazardous materials .............................................................................................. 6
   D. Communication Systems .............................................................................................................. 7
   E. Spill Control Equipment ................................................................................................................. 8

VI. GENERAL PROCEDURES ........................................................................................................... 8
   A. Spill Clean-up Procedures ............................................................................................................. 8
   B. Post Incident Actions ..................................................................................................................... 8
      1. Government Notifications ........................................................................................................... 8
      2. Protective Equipment .................................................................................................................. 9
      3. Casualty Information and Plan Modification .............................................................................. 9
      4. Additional actions ....................................................................................................................... 9

VII. ARRANGEMENTS WITH EMERGENCY RESPONDERS .......................................................... 9

VIII. APPENDIX A: EMERGENCY SPILL PROCEDURES ............................................................... 10
    A. Reed College Emergency Telephone Numbers ............................................................................ 10
    B. Response Flowchart .................................................................................................................... 11

IX. APPENDIX B: EMERGENCY SPILL RESPONSE CHECK LIST ................................................ 12
I. PURPOSE

The Portland Fire Department makes between 15 to 20 calls to the Reed campus each year. Reed College employees and students need to take appropriate fire prevention and protection actions that protect human health, the environment, and the larger community.

II. SCOPE

This Fire Plan covers all employees, students, and visitors at Reed College. All employees need to understand the contents of the plan and follow the procedures of the plan.

III. REFERENCES

• Oregon Fire Code 2014 Chapter 4. Emergency Planning and Preparedness

IV. RESPONDING TO A FIRE

A. First, call 911.
B. Then, call Community Safety:
   - On campus at ext 6666
   - Off campus at 503-788-6666

When making telephone calls to report an emergency, do so from a safe location. Give the following information to local emergency responders.

• Your name.
• Company name (Reed College).
• Type of emergency (chemical release, fire, medical, etc.).
• Address of the facility (3203 SE Woodstock Blvd.).
• Cross street (depending on your location this could be Botsford Drive, 28th, Reed College Place, etc.).
• The exact location of the emergency (Building name, room number, specific address).
• Number of injured.
• Severity of the emergency.
• Call back phone number (either the main switchboard 503-771-1112 or the
You must relay this information to Community Safety immediately as well so that they can meet the emergency responders and direct them to the appropriate location.

Do not hang up until you are sure no further information is required, unless there is an immediate threat to your safety. Other important numbers follow in the separate emergency procedures guide.

C. Escape Procedures and Escape Route Assignments

Each building on campus has evacuation maps/assembly point instructions posted in conspicuous locations. Every employee receives a copy of the Reed College Emergency Procedures located in the Reed College Faculty and Staff Directory. These procedures explain the expected steps to follow in case of building evacuation.

All employees shall:

- Review the building evacuation map for their work area.
- Know the location of the nearest exits.
- Know the designated assembly point for each building they frequent.

When a fire alarm sounds, everyone must evacuate immediately and go directly to the designated assembly area.

Reed College Emergency Procedures provide the following instructions for evacuees:

- Evacuate when the alarm sounds.
- Follow the evacuation plan posted in their building.
- Assist those with disabilities.
- Last one out shuts the door.
- Do not use elevators.
- Move at least 300 feet from building to designated assembly point.
- Do not re-enter the building until instructed by Community Safety.

Supervisors should make sure all personnel in their work area have left before exiting the work area.

D. Procedures for Critical Plant Operations

Only designated individuals thoroughly trained in the emergency shut down procedures of critical equipment or processes will remain behind during an evacuation of the facility. All other employees will evacuate immediately.

Individuals who shut down critical equipment or processes will only do so if they can do the shutdown safely. If the critical equipment or process is involved in the
emergency or is in the hazard area, **everyone** must evacuate the area immediately. This includes those designated to remain behind during an evacuation of the facility and operate the critical equipment or processes.

Individuals designated to shut down critical equipment or processes will receive additional training from their immediate supervisor.

**E. Procedures to Account for All Employees after Evacuation**

Once everyone has safely evacuated the building and personnel have assembled at the designated area, each work area supervisor will account for their personnel. If an employee is missing, and thought to have been in the building, the supervisor will report the possible location of the missing employee to Community Safety or local emergency responders.

Because of the nature of activities at a college, it is not always possible to account for all building occupants. In light of this, if it can be done safely, local emergency responders will sweep through the building to determine whether all occupants have evacuated.

**F. Rescue and Medical Duties**

Employees **will not** attempt any rescue, unless they have appropriate training, have the proper equipment, and the rescue effort does not place them in danger. Employees who have current basic first aid certification may render basic first aid within their capabilities and training.

All employees will notify Community Safety (**ext. 6666 or “0”**) of any events that are or could be considered an emergency. If Community Safety cannot be contacted immediately, call the local emergency response agencies by dialing #9-1-1 and then attempt to contact Community Safety.

**G. Emergency Coordinator Responsibilities**

- Carries out the emergency response until relieved by another emergency coordinator.
- Knows procedures for contacting public and private agencies available in the event of an emergency.
- Can commit full College resources to mitigate the incident.
- Facilitates information exchange between College officials and outside agencies.

If no other emergency coordinator is available, the Community Safety Officer on duty will assume the role.
V. FIRE PREVENTION

A. Common fire hazards and prevention strategies

<table>
<thead>
<tr>
<th>Fire Hazards/ Potential Ignition Sources</th>
<th>Prevention Strategy</th>
</tr>
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| Arson                                   | • Security systems (building entry devices, cameras, 24-hour surveillance)  
• Emergency phone system |
| Cooking                                 | • Limited to kitchen areas in apartments  
• Routine inspection and maintenance of cooking appliances |
| Smoking materials                       | • No smoking policy in all buildings |
| Open flame (e.g., candles/incense)      | • Open flame policy as per Residence Life |
| Electrical (e.g., wiring, appliances, and equipment) | • Routine inspection and maintenance program  
• Use of UL approved equipment  
• Temporary extension cord usage, no multi-plug adapters  
• Turn off equipment when not in use |
| Accumulation of combustible materials   | • Routine inspection of campus facilities  
• Minimize storage of combustibles  
• Maintain clear egress and clearance to electrical/heat sources |
| Improper handling and storage of combustible/flammable liquids | • Approved flammable liquid storage cabinets/rooms  
• Hazardous waste disposal program (40 CFR 260-273)  
• Bonding and grounding |
| Halogen lamps                           | • Use discouraged |
| Space heaters                           | • Use discouraged  
• Only heaters with UL approval, tip-prevent feature  
• Keep at least a 3-foot clearance from combustibles |
| Hot work hazards (e.g., cutting, welding) | • Hot work permit policy (OSHA 29 CFR 1910.252) |
| Residential furnishings                 | • Fire retardant purchasing policy (as per Resident Life) |

B. All Buildings

All buildings on campus with the exception of Eliot Hall, Physical Plant, and the North and West Warehouses have automatic sprinkler systems. Every building has fire extinguishers and emergency lights when required. Facilities Services and the Environmental Health and Safety office provide for the proper maintenance of this
General housekeeping requirements

- Keep all exit doors unlocked during business hours.
- Keep stairwells, exits, and passageways free of obstructions at all times.
- Keep access to fire protection equipment (pull stations, fire alarm boxes, fire hoses, fire standpipes, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment) unobstructed.
- Maintain all exit signs to ensure clearly marked exits.
- Store flammable and combustible liquids in approved storage containers and cabinets. Separate incompatible materials.
- Keep storage 18 inches away from sprinkler deflectors and 24 inches from the ceiling in non-sprinkler buildings.
- Do not obstruct or block open fire doors. Repair fire doors to their self-closing and latching condition.
- Discontinue use of extension cords and multi-plug adapters. Power strips with circuit breakers are acceptable and available at the bookstore.
- Maintain a 3-foot clearance around electrical boxes.
- Regularly empty wastebaskets and recycle containers.
- Follow proper handling and storage procedures for hazardous materials.
- Segregate combustible materials from flammable and oxidizing materials.

C. Buildings with hazardous materials

The buildings that house significant amounts of hazardous materials/waste have the following:

**Hazardous Waste Storage Building:**
This building is of metal construction and is located at the far east side of campus, on the loading dock of the Chemistry building. A dry chemical fire extinguisher is attached to the wall inside this building. Environmental Health and Safety has fire prevention responsibility for this building.

**Chemistry Building:**
This building has sprinklers throughout, has dry chemical fire extinguishers located within each laboratory, in the hallways, and other critical areas. It has a few carbon dioxide extinguishers.

If the fire detection system in the Chemistry Building is activated, Reed College Community Safety Dispatch receives the alarm. The Community Safety Officer on duty immediately checks on the situation and instructs Dispatch to call the Portland Fire Bureau if necessary.

The Chemistry Building alarms can be activated by heat, smoke, discharge of
sprinkler system, or by manually pulling the alarms located at exits to the building. A control pad located at the front entrance to the building has a display indicating the building zone in which an alarm has been activated. The alarm system can be reset at the panel located in room C201.

The department chair oversees fire prevention for this building.

**Biology Building:**
This building is fully sprinklered and has dry chemical fire extinguishers. The extinguishers are located within each laboratory, in the stairwells, and hallways.

The Biology Building alarms can be activated by heat, smoke, discharge of sprinkler system, or by manually pulling the alarms located at exits to the building. A control pad, located in the vestibule at the main south door to the building, has a display indicating the building zone in which an alarm has been activated.

The department chair oversees fire prevention for this building.

**Studio Arts Building**
This building has sprinklers throughout, has dry chemical fire extinguishers located within each studio in the building, as well as in the hallways.

The Studio Arts Building alarms can be activated by heat, smoke, discharge of sprinkler system, or by manually pulling the alarms located at exits to the building. A control pad located at the front entrance to the building has a display indicating the building zone in which an alarm has been activated.

The department chair and faculty oversee fire prevention for this building.

**Physical Plant:**
Dry chemical fire extinguishers are located near the exits of this building. The Assistant Director of Facilities oversees fire prevention for this building.

**Commons Servery**
Part of Gray Campus Center, the Commons has sprinklers throughout, has dry chemical and Class K fire extinguishers where needed. The general manager has fire prevention responsibilities for this area.

**D. Communication Systems**

The emergency coordinator and the Community Safety Officers can communicate with each other, dispatch, and the switchboard via two-way radios. Cellular phones
are also available. Telephone communication is available in all buildings on campus.

E. Spill Control Equipment

The Community Safety Department has access to materials to absorb oil. This equipment includes absorbent booms and pillows for oil spills. Clay absorbent, spill pillows, and booms are also stored in the Physical Plant warehouse building, the Grounds Department garage, and the Hazardous Waste Storage building. Disposable protective coveralls, disposable rubber booties and gloves are stored in the Hazardous Waste Building, the Community Safety department, the Physical Plant, and west of Grey Campus Center by Bon Appetit. Gloves and goggles are stored in the Chemistry Stockroom.

VI. GENERAL PROCEDURES

A. Spill Clean-up Procedures

• Immediately notify the site emergency coordinator.
• The emergency coordinator will assess the size of the spill and attempt to stop any further spillage without endangering personnel.
• The emergency coordinator will then direct personnel how to control and clean up the spill. If conditions warrant, the emergency coordinator will arrange for an outside company (e.g., NRC Environmental Services) to come on site and complete the clean up.
• Clean up will continue until all material, contaminated soil, and absorbent can be removed.

B. Post Incident Actions

1. Government Notifications

• OR-OSHA at 1-800-922-2689
  • Report within 8 hours of the death of any employee (including heart attack) or a catastrophe where 3 or more employees are admitted to hospital. Do not move equipment involved in the accident.
  • Report deaths only if they occur within 30 days of the accident.
  • Report overnight hospitalizations of any employee within 24 hours after occurrence or employer knowledge. Hospitalization for observation is not reportable, nor is emergency room treatment.

• Oregon Emergency Response System at 1-800-452-0311
  • Report within 24 hours following a release, fire, or explosion,
which has (or could have) threatened the environment. Send completed copies of this report to the Environmental Health and Safety office.

- DEQ and the Regional Administrator of the EPA
  - May require written reports depending on the type of incident. The emergency coordinator will determine if these reports are required. The report must include:
    - Name, address, and telephone number of the facility.
    - Date, time, and type of incident.
    - Name and quantity of material(s) involved.
    - Extent of injuries, if any.
    - Assessment of actual or potential hazards to human health or the environment, if applicable.
    - Estimated quantity and disposition of recovered material that resulting from the incident.

2. Protective Equipment
   Clean, repair or replace all emergency and personal protective equipment as soon as possible after the incident.

3. Casualty Information and Plan Modification
   The emergency coordinator needs to prepare a written report, as soon as possible, on the actions taken following an incident involving casualties. The report will include: names of the casualties, their disposition, and an analysis of types of injuries. Send this report to the Community Safety Office.

4. Additional actions
   - Conduct a "debriefing" of personnel involved in the activation of the emergency plan.
   - Analyze plan failures and deficiencies.
   - Modify the emergency plan accordingly.
   - Rehearse modified emergency plan.

VII. ARRANGEMENTS WITH EMERGENCY RESPONDERS

The Portland Fire Bureau is familiar with the layout of Reed College including storage of hazardous materials, and hazardous waste. All responding companies tour our hazardous waste storage facility, Chemistry Stockroom (areas which store most of the hazardous materials on campus), and the Reed Reactor Facility on a yearly basis. Furthermore, the Environmental Safety Director has provided a survey to the State Fire Marshal's Office with maps of the College indicating the location of hazardous materials on campus. This information is available to our local responders through the State Fire Marshal's Office.
VIII. APPENDIX A: EMERGENCY SPILL PROCEDURES

A. Reed College Emergency Telephone Numbers

Reed Community Safety Dispatch ........................ 503-788-6666

Fire/Police .................................................. (From Campus) #911

NRC Environmental Services ............. 1-800-337-7455
(Spill-Clean-Up Contractors) or 503-283-1150

Chemtrec (Specialty Chemical Responders) ....... 1-800-424-9200

Poison Control .............................................. 1-800-222-1222

Safety & Supply Co. (Supplies and Equipment) ...... 503-283-9500

National Response Center .................. 1-800-424-8802

Oregon State Emergency Response System ...... 1-800-452-0311

Oregon OSHA ............................................ 1-800-922-2689

Primary Contact ............................... April Sams, EHS Director

Contact ................................................. Reed: 503-777-7788

Cell: 971-284-4534

Alternate #1 ........................................ Townsend Angell, Director, Facilities Operations

Alternate #2: ..................................... Director, Community Safety

Reed: 503-777-7763 or 503-777-7283

Home: 503-284-4509

Cell: 503-793-3378

Reed: 503-777-7379, 0

Cell: 503-849-6889
B. Response Flowchart

Discover spill

Extinguish all sources of ignition.

Is anyone injured?

Does the spill pose an emergency, or significant threat to the safety and health of employees in the immediate vicinity or the environment?

Do you need help to clean up

YES

This is an INCIDENTAL spill:

- Isolate the area.
- Initiate containment.
- Trained personnel:
  - Clean up spill.
  - Decontaminate.
  - Properly dispose of waste.

Community Safety will:

- Contact EHS Coordinator
- Contact trained CSOs, Facilities Services, or other personnel for assistance, if needed.
- Contact spill response contractor, if needed.

NO

This is a MAJOR spill:

- Isolate the area.
- Immediately call Community Safety at ext 7533: Give exact location and identify hazards.
- Trained personnel may initiate containment and/or clean up.

Emergency Coordinator will:

- Determine appropriate containment/clean up strategy.
- Work with Community Safety to contact spill response contractor.
- Make all notifications to outside agencies as appropriate.
- Provide technical support to trained personnel cleaning up spill.
- Conduct all required follow-up written notifications to applicable agencies, conduct an incident analysis, and develop plans to prevent future releases.

Trained Personnel will:

- Isolate incompatibles or reactive chemical substances.
- Isolate all potential environmental receptors including drains, sumps, soil, etc.
- Recover all material spilled and used to clean up the spill area.
- Decontaminate tools and equipment.
- Collect all absorbents, solvents, and debris for disposal as hazardous waste. Under the guidance of the EHS Coordinator, properly dispose of waste materials.
IX. APPENDIX B: EMERGENCY SPILL RESPONSE CHECK LIST

First on Scene __________________________________________ Name

Arrived on Scene ________________________ Date ________________________ Time

Type of Incident __________________________________________

Time Incident Occurred ____________________________

Call List: Assess Situation and Call Appropriate People from the list below.

Community Safety (503-788-6666) ________ Time

Fire, Police (#-911) ________ Time

Poison Control (1-800-222-1222) ________ Time

April Sams - Reed EHS (Office 503-777-7788; Pager 971-284-4534) ________ Time

NRC Environmental Services (1-800-337-7455) ________ Time

Chemtrec (1-800-424-9200) ________ Time

OERS (1-800-452-0311) ________ Time

National Response Center (1-800-424-8802) ________ Time

OR-OSHA (1-800-922-2689) ________ Time

Townsend Angell - Facilities Operations (Cell 503-793-3378) ________ Time

Lorraine Arvin - VP/Treasurer (503-777-7506) ________ Time

Community Safety Director (503-777-7379) ________ Time

Reed Reactor Facility (See List at Dispatch) ________ Time

Other Emergency On-Call Personnel (See List At Dispatch) ________ Time

Names __________________________________________ ________ Time

________________________________________ ________ Time

________________________________________ ________ Time