




**OFFICE OF STUDENT SERVICES & RECORDS MANAGEMENT**

# **EVACUATION PLAN**

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## Introduction & Overview

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The Office of Student Services & Records Management (OSSRM) Evacuation Plan describes the evacuation plan to address human caused and natural emergency situations including fires, earthquakes and tsunami.

The purpose of the Plan is to provide information that will save lives during extraordinary emergency event and hasten the resumption of normal Office operations during the recovery process. An effective organizational emergency response depends on an informed office whose members are familiar with procedures and understand their personal responsibility for emergency preparedness and response.

This Plan is designed with the hope that it can be easily incorporated by every member of the OSSRM and will provide a measure of confidence concerning quick and organized activation of limited resources during time of extraordinary events.

Implementary of the Emergency Operations Plan incorporates the following priorities into a course of action:

- ▶ Save Lives
- ▶ Protect Office Property
- ▶ Restore Operations



# FIRE SAFETY



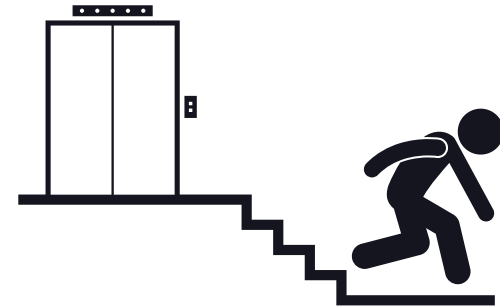
## **ALARM**

**Alert everyone as soon as the fire is discovered**



## **DROP**

**Make sure to drop while looking for the exit to avoid suffocation**



## **EXIT**

**Use stairs or the fire exit. Avoid using elevator**

If a fire is reported, pull the fire alarm (if available) to warn occupants to evacuate. Then Dial 911 to alert Fire Department. Provide the following information:

- Business/Organization name
- Nature of fire
- Fire location (building and floor)
- Type of fire alarm (detector, pull station, sprinkler waterflow)
- Name of person reporting fire
- Telephone number for return call



# ASSEMBLY POINT: FIRE



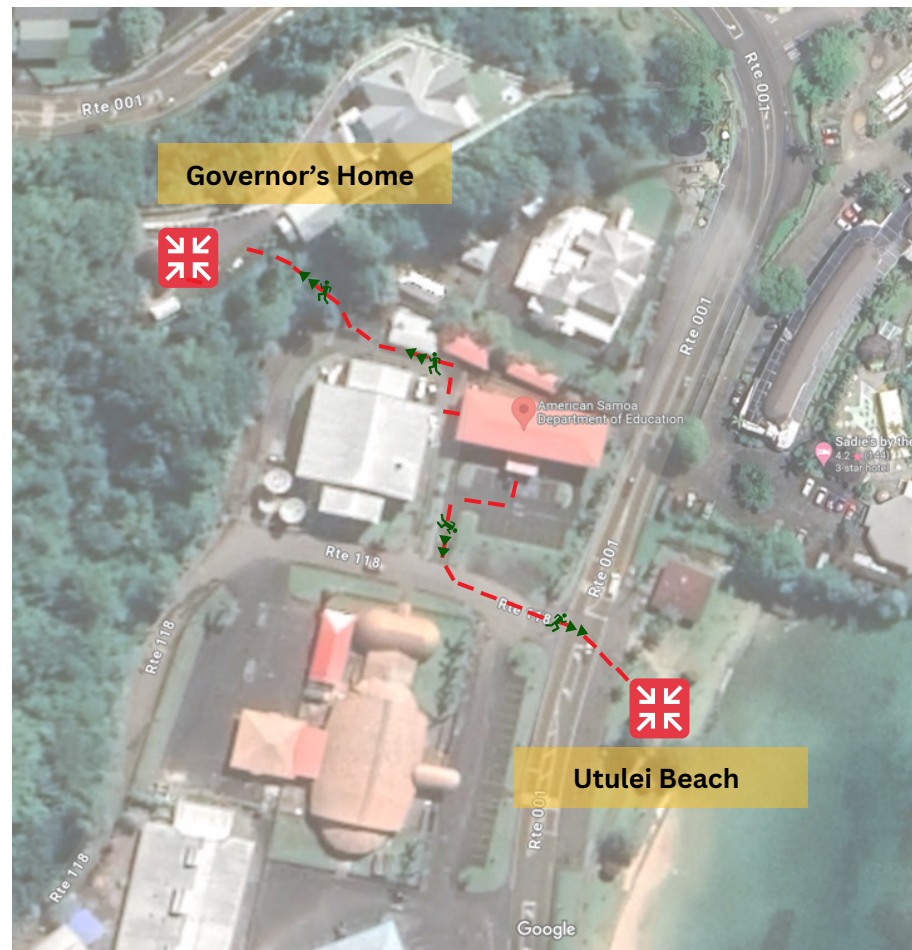
Evacuation Direction



Evacuation Route



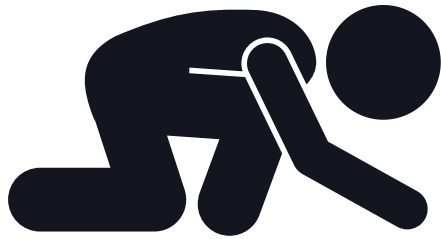
Fire Assembly Point



# EARTHQUAKE SAFETY

## **DROP**

**Drop to the ground and  
do the cover position**



## **COVER**

**Look for a sturdy cover  
and go under it**



## **HOLD**

**Hold tight until the  
shaking stops**



### Stay Safe During:

- If you are in a car, pull over and stop. Set your parking brake.
- If you are in bed, turn face down and cover your head and neck with a pillow.
- If you are outdoors, stay outdoors away from building.
- If you are inside, stay and do not run outside and avoid doorways.
- If you use a wheel chair, lock the wheels and cover your head.
- Avoid windows, hanging objects, mirrors, tall furniture, large appliances and cabinets filled with heavy objects.



# EARTHQUAKE SAFETY

Once the earthquake shaking stops:

- Check the people around you for injuries; provide first aid. Do not move seriously injured persons unless they are in immediate danger.
- Check around you for dangerous conditions, such as fires, downed power lines and structure damage.
- If you have a fire extinguisher and are trained to use them, put out small fires immediately.
- Turn off the gas only if you smell gas.
- Check your phones to be sure they have not shaken off the hook and are tying up a line.
- Inspect your office for damage.

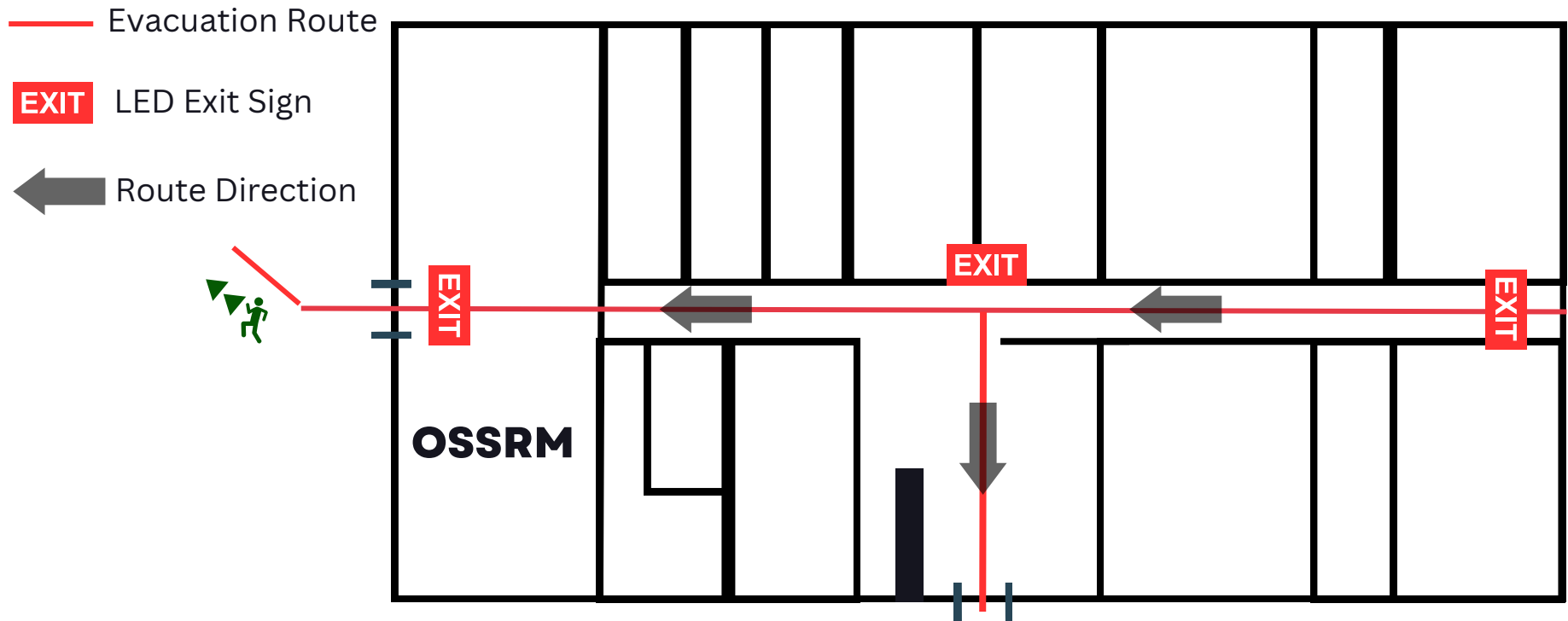
If trapped in debris:

- Move as little as possible so that you don't kick up dust. Cover your nose and mouth with a handkerchief or clothing.
- Tap on a pipe or wall so that rescuers can hear where you are. Use a whistle if one is available. Shout only as a last resort.



# EVACUATION PLAN: TSUNAMI

ASDPE Building 1st Floor Evacuation Route





# ASSEMBLY POINT: TSUNAMI



Evacuation Direction



Evacuation Route



Tsunami Assembly Point

