

**University of California  
Washington Center**

**Emergency Evacuation Plan**

UC Washington Center  
1608 Rhode Island Ave., NW  
Washington, DC 20036

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I. **Purpose of the Plan**

This plan applies to employees, occupants, and residents at the University of California, Washington Center located at 1608 Rhode Island Avenue, NW, Washington, DC. In addition, this plan includes tools and procedures that have been developed to ensure that all students are safely and efficiently evacuated and accounted for from an off-site location in the Washington DC area.

Potential internal and external emergencies such as fires, explosions, bomb threats, spills or chemical/biological releases may require employees, students and other occupants to safely and efficiently evacuate the University of California building located at 1608 Rhode Island Avenue, NW, Washington, DC. In the event of a fire, the Fire Safety procedure should be followed as described in the Handbook for Residential Living.

II. **Building Description**

The UC Washington Center is an eleven story, 107,00 ASF multi-purpose facility housing residential apartments on floors 4-11, classroom and academic space on floors 2-3, and multipurpose space on the first floor. The building also houses a below grade two level parking garage. The building was completed in the fall of 2001 and is fully sprinkled. The building has a horizontal alarm system and is fully monitored by Sonitrol

III. **Definitions**

**Command Center:** An area in which the Emergency Coordinator conducts the building's evacuation. The Emergency Coordinator will assume his/her responsibilities once the Center's Director determines that evacuation is necessary.

**Designated Assembly Area:** An area in the building that generally serves as a staging area that provides relative safety to its occupants while potential emergencies (other than fire) are assessed and decisions are made. Taking refuge within such an area is thus a stage of the total evacuation process. The Designated Assembly Area at the University of California, Washington Center is the Multi-purpose room on the first floor.

For fire evacuation purposes the Designated Assembly Area is located outside the building away from exit discharge doors and the site of the emergency. The current location is 16<sup>th</sup> Street between Rhode Island Avenue and M Street.

The Emergency Coordinator may reassign Designated Assembly Areas during an emergency.

**District of Columbia Emergency Shelters:** When conditions warrant, the DC Emergency Management Agency will operate the established community-based emergency shelters for residents. Persons needing shelter are asked to bring clothing and sanitary supplies, pre-filled prescriptions and other medical needs and special dietary supplies or requirements. The District Emergency

Shelter for 1608 Rhode Island Avenue, NW is Francis Junior High School located at 2425 North Street, NW, Washington, DC.

**Emergency:** An unforeseen combination of circumstances or the resulting state that calls for immediate action.

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

**Secondary Assembly Area:** An area that requires movement of occupants away from the building. This may be the DC Emergency Shelter site or some other site as determined by the Emergency Coordinator.

#### IV. **Fire and Emergency Team Roster**

##### a. Designated Members/Alternates

- i. Emergency Coordinator - Mac Hamlett, Building Manager
- ii. Alternate Emergency Coordinator –TBD
- iii. Fire Drill Coordinator – TBD
- iv. Alternate Fire Drill Coordinator - Community Assistant
- v. Drill/evacuation assistants – CBS Project Coordinator, Community Assistants
- vi. Safety Monitors ( designated by area)

##### b. Duties and Responsibilities

- i. Emergency Coordinator - Person, during a specific emergency, who will be in the Command Center conducting the emergency evacuation. The Emergency Coordinator will make decisions such as location of the Designated Assembly Area and, working with the Center's Director, whether it is necessary to proceed to a Secondary Assembly Area (which may be a District of Columbia Emergency Shelter). The Emergency Coordinator will assume his/her responsibilities once the fire alarm notification has been activated or the Center's Director has determined that evacuation is necessary.
- ii. Fire Drill Coordinator – Responsible for implementing quarterly fire drills. Fire drills will include full evacuation of the building. Will assume duties of Safety Office after normal business hours.
- iii. Drill evacuation assistants – will monitor and direct evacuations of the building upon notification from the building fire alarm system.
- iv. Safety Monitor - Designated Safety Monitors will assist in the evacuation of the building. The individuals who are selected as Safety Monitors by the Emergency Coordinator provide guidance and instruction to other occupants at the time of an emergency. Safety Monitors are trained in the layout of the building and the various primary and alternate escape routes from the building. In addition, Safety Monitors are aware of those occupants in their

areas who require special assistance during evacuation and of any hazardous areas to be avoided during emergencies.

If safe to do so, the Safety Monitors are to check rooms and other enclosed spaces in the building for other staff/students who may be trapped or otherwise unable to evacuate the area, and convey this information to the Emergency Coordinator.

V. **Occupant Responsibilities**

A fire may include visible flames or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely.

**Activate 911.**

a. Immediate Action

i. Person Discovering a fire:

1. Extinguish the fire if you can do so safely and quickly
2. Use the PASS method and make sure you remain safe.

Keep yourself between the fire and the nearest exit.

- a. After the fire is extinguished, call 911 and building security.
- b. Make sure to close the doors and activate the building fire alarm
3. If the fire cannot be extinguished:
  - a. Confine the fire by closing the doors
  - b. Pull the nearest fire alarm
  - c. Call 911
  - d. Alert building security
  - e. Alert other occupants
  - f. Evacuate the building

b. Discovering a Fire

i. Building Occupants:

1. Close doors to your immediate area
2. EVACUATE the building by the nearest exit. Assist others in exiting.
3. DO NOT use elevators
4. Avoid smoke filled areas
5. Proceed to the designated assembly area and remain there until accounted for. Do not return to the building until instructed to do so by emergency personnel

ii. For Persons Evacuating the Immediate Fire Area:

1. Feel door from top to bottom. If it is hot DO NOT PROCEED, go back
2. If the door is cool, crouch low to the floor and open the door slowly. Close the door quickly if smoke is present so you don't inhale it.
3. Once you reach the stairwell, if you encounter smoke, use another stairwell to exit.
4. Proceed exiting the building and go to the designated meeting area and wait until you are accounted for.

5. Remain outside the building. Do not return until instructed to do so by emergency personnel.

## VI. **Fire Drill Procedure**

Fire drills will occur every quarter and will be conducted by the Residential Services Staff . Support will be provided by the Building Manager and staff of the contracted maintenance service company.

- a. Fire Drill Team Roster
  - i. Resident Director
  - ii. Community Assistants
  - iii. Project Coordinator for CBS
- b. Duties and responsibilities
  - i. Resident Director
    1. sets the date and time of the fire drill
    2. Notifies building monitoring company (Stanley, fire department, the Courtyard Marriott (next door), faculty and staff.
    3. Supplies the security desk with emergency materials (resident rosters, flashlights, radios, bullhorn, emergency vests, and special instructions as needed)
    4. Takes post at the Command Center (north east corner of sidewalk in front of building.
    5. Directs exiting residents to the assembly area.
    6. Starts and stops the fire drill procedure.
  - ii. Community Assistants
    1. Take assigned posts at rear fire exit door and assembly area.
    2. Monitor existing residents and direct them to the assembly area.
  - iii. Project Coordinator for CBS
    1. Controls fire alarm simulation.
    2. Activates override of elevators
    3. Activates audible and visual fire alarm notification system
    4. Resets system at conclusion of drill.
- c. Evacuation Procedure
  - i. Fire Drill team assembles in the lobby, reviews procedure, and takes their assigned posts.
  - ii. Head community assistants announces over the two way radio for the drill to begin.
  - iii. The Project Coordinator parks both elevators in the lobby and turns them off. He then activates the alarm notification system from the Fire Control Room.
  - iv. The Resident Director and Community Assistants direct exiting residents to the assembly area at the corner of 16<sup>th</sup> Street and Rhode Island Avenue.

- v. The Resident Director watches for student cooperation and conduct during the drill.
  - vi. After the building has been evacuated, the Resident Director gives the all clear call over the radio and the building alarm is silenced, the elevators are reactivated, and the residents are allowed back into the building (see Re-entry procedure below).
  - vii. After the fire drill the Resident Director prepares a report for the Building Manager on the Fire Drill.
- d. Re-entry procedure
- i. Resident Director decides when the building has been evacuated.
  - ii. Once the call is made by the Resident Director to reset the alarm and reactivate the elevators, the residents are allowed back in.
  - iii. The community assistants monitor all persons entering the building
  - iv. Residents with valid UC Ids are allowed in
  - v. Residents without valid Ids are asked to sign in
  - vi. Community Assistants monitor the elevator usage to assure they are not overloaded during re-entry.
  - vii. Fire Drill Team meets briefly to add any information to the notes.
  - viii. All exterior doors are checked to make sure they are secure.

## VII. **Fire Emergency Procedures**

In the event of a fire emergency the Emergency Coordinator will take a post at the Command Center. The Resident Director and available CA's will take posts at the fire exits and Assembly area to direct exiting occupants of the building. The Emergency Coordinator will be available for emergency personnel when they arrive to provide any information available

- a. Fire Reporting Procedure
  - i. Fires that activate the fire sprinkler system, or activation of the manual pull stations will notify the building monitoring company. That company will report all information to the fire department.
  - ii. Fires in the residential areas that do not activate the fire sprinkler system or require activation of a manual pull station will be reported to the Resident Director. The Resident Director will complete a full incident report of the fire and prepare a report for Clery Act publication.
- b. Evacuation Procedure
  - i. All occupants of the building that can hear an alarm or see persons evacuating the building must evacuate the building.
  - ii. There are two stairwells located in the building (north and south)
  - iii. There are three exits to the building on the first floor (south stairwell exit, north main doors, east side exit)
  - iv. All apartments on floors 4-11 have evacuation maps locate don the rear of each apartment door indicating the primary fire exit route.
  - v. Emergency Coordinator and designated building staff will assist with directing the occupants of the building to the designated Assembly Area.

- vi. Emergency Coordinator will coordinate via radio with building staff to confirm evacuation of building occupants.
- c. Re-entry procedure
  - i. Re-entry will be allowed only when emergency personnel permit it.
  - ii. When allowed to re-enter, the Emergency Coordinator will coordinate with the Resident Director and Security Guard to monitor occupant re-entering the building. All occupants with valid UC ID will be allowed re-entry. Those without valid UC ID will be asked to sign in at the security desk.
  - iii. The Emergency Coordinator will appoint a staff member or CBS staff member to monitor the elevator usage to prevent overload during re-entry.
  - iv. A follow up meeting will be conducted with the Emergency Coordinator, Director, Residential Staff, and others as required.

### VIII. Other Emergency Procedures

- a. Decision to Evacuate
 

The decision to evacuate due to some external or internal emergency (other than a fire) will be made by the Director of the Center or his designee, if he is unavailable to make the appropriate assessment and decision. The evacuation order is of greatest importance in alerting everyone within the building.

Only one type of signal will be used for the evacuation order: **the overhead public announce system will call a Code One and state: Code One, evacuation plan in effect – proceed immediately to (The Designated Assembly Area). Unless otherwise instructed the Designated Assembly Area will be the Multi-Purpose Room on the 1<sup>st</sup> Floor of the building.**

No employee or student will be permitted to re-enter his or her living space or office until advised by the Emergency Coordinator.

The decision to evacuate the building to a Secondary Assembly Area/Area of Refuge will be made by the Director of the Center or his designee, if he is unavailable to make the appropriate assessment and decision. **The Emergency Coordinator may make an announcement to those gathered in the Designated Assembly Area regarding evacuation to a Secondary Site. Such a decision will be concomitantly announced on the overhead public announcement system, stating: This building is now being evacuated; please proceed to our Secondary Assembly Area located at \_\_\_\_\_ (Note: this is announced at the time of the evacuation).**

- **Unless otherwise instructed, the Secondary Assembly Area/Area of Refuge will be the District of Columbia Emergency Shelter for**

**Ward 2: Francis Junior High School located at 2425 N Street NW,  
Washington, DC.**

**IX. Evacuation Plan Maintenance**

- a. The Director of the Washington Center will assure the continued customization, implementation, review and update of this plan as necessary. The Director's office is responsible for the maintenance of the master copy for the facility or building. The Director keeps a list of all building personnel who maintain copies of this plan in their department and all changes to this document are provided to all plan holders as they are made.
- b. Evacuation Plan Maintenance, includes:
  - Review and update of the written plan at least annually or as needed.
  - Safety Monitor and Evacuation Assistant training
  - Notification of all evacuation plan holders of any changes to the written program.
  - Maintenance of training records for Safety Monitors, Evacuation Assistants and building occupants.
  - Collection of all occupant emergency contact data from Campus Program Administrators each quarter/semester.
  - Posting and updating of evacuation procedures and maps.
  - Update of all building specific information and emergency contacts.
  - Coordination of evacuation drills as required and completion and review of the Evacuation Critique.

**X. Emergency Evacuation of Disabled Persons**

- a. Evacuation Assistants - The Evacuation Assistant may be a co-worker or person who is located nearby and can readily assist disabled occupants in an emergency. Individuals requiring Evacuation Assistants may be those, whose mobility is impaired, may be deaf or hearing impaired, may be visual impaired or speech impaired. There may be more than one Evacuation Assistant per floor, depending on the needs of the individuals living/working on each floor.
- b. Locating Persons With Disabilities – Residents or Occupants with disabilities that will hamper their egress from the building in the event of an evacuation will have their normal work/living location posted in the Fire Control Room. Persons with disabilities are encouraged to select an evacuation assistant and to practice with the assistant to eliminate difficulties during emergency situations.
- c. Special Carries  
Following are examples of Special Carry Techniques for assisting persons with disabilities:

**XI. Contact Numbers**

Emergencies	9-911
DC Fire Marshal	202-727-1614
DC Emergency Management Agency	202-727-6161
UC Washington Center Main Office	202-974-6200
CA Duty Line	202-415-9275
Director	202-974-6202
Building Manager	202-974-6365
Security Desk	202-974-6233

**XII. Training**

All employees, occupants, and residents must be informed of the evacuation procedures. Information is provided upon new student and new employee orientation. Employees shall receive an annual review of these procedures or will be advised whenever procedures are revised. Each employee and student shall have, on the back of their UC Washington Center identification card, a summary of the evacuation plan's key locations, including the area of refuge identified.

**XIII. Evacuation Route Maps**

a. Interior Map

Interior evacuation maps are provided for the residents on the rear of all apartment entrance doors.( Fig.1 )

Additional interior maps are available at the elevator lobbies ( Fig. 2 )

b. Exterior Map

The following exterior map ( Fig. 3) indicates the Designated Assembly Area for Fire Drills and Emergency Evacuations.