

**Office of Residential Life
Standard Operating Guideline**

Document # 1-1	Title Emergency Action Plan Evacuation Zones SHS	Dated March 25 TH , 2024
Revision 3	Forwarded By Elisa Ongosia R.D	Date Prepared March 21 st ,2024
Effective Date March 28 th , 2024	Prepared and Reviewed By Christopher Magnani EHSO, AHJ	Date Approved March 27 TH , 2024
Standard NFPA 1 Sec. 10.8.1	Approved by Blake Araki Director of Campus Operations and Facilities	Date Approved March 14 th ,2024

Guidance: Student Housing Emergency Action Plan Procedures

Purpose: To safely and appropriately evacuate housing residents and staff and create accountability

Scope: To coordinate Reslife staff/ Department of Public Safety/ Housing residents and the AHJ

Definitions:

DPS **Department of Public Safety**
FSO **Fire Safety Officer**
FACP **Fire Alarm Control Panel**
ResLife **Residential Life Staff**
HFD **Honolulu Fire Department**
RD/RA **Resident Director/ Resident Assistant**

NFPA 101, Life Safety Code, who is the Technical Committee on Fundamentals manages the requirements for what should be included in the emergency action plan in Chapter 4 of that Code. A minimum of (7) items must be addressed in a facility's EAP:

1. Procedures for reporting of emergencies
2. Occupant and staff response to emergencies
3. *Evacuation, relocation and shelter-in-place procedures appropriate to the building, its occupancy, emergencies, and hazards
4. Appropriateness of the use of elevators
5. Design and conduct of fire drills
6. Type and coverage of building fire protection systems
7. Other items required by the AHJ

Emergency Action Plan

Procedures for Reporting Emergencies

1. Call 911:
 - a. Identify yourself
 - b. Describe the fire and its exact location (if known)
 - c. Give the building name & address
 - d. Wait for the 911 Operator to end the call. Do not hang up as they may need more information.
 - e. Call DPS at 808-956-6911 to notify them of the fire and that HFD was called.

Staff Response to Emergencies

In an emergency, e.g., fire (real or false), bomb threats, structural damage, all residents **MUST** leave the building.

NEVER USE THE ELEVATORS WHEN THERE IS A REPORTED FIRE OR WHEN AN ALARM IS SET OFF INDICATING THE POSSIBILITY OF A FIRE!

1. In a fire situation, **activate the fire alarm** (if not already activated.)

Note: If possible, you may consider using a fire extinguisher to put out the fire. Use an extinguisher only on a small fire that is contained where it has started (i.e. trash can fire, small fire started in a box, etc.) **and use the acronym PASS. P – Pull the pin; A – Aim at the base of the fire; S – Squeeze the handle; S – Sweep side to side at the base of the fire. Be sure to keep yourself between the fire and your means of escape.** If the fire has started to spread, or 30 seconds have passed, evacuate the area immediately. When possible, try to keep the fire from spreading by closing the door and windows behind you.

2. After alarm activation, evacuate the building. **DO NOT USE THE ELEVATORS!** Instruct residents to proceed to the designated evacuation zones. Without putting yourself at risk, visually check for any signs of a real fire as you exit.
3. Hall staff should then meet outside the building at a predetermined location to organize response efforts and roles ~ person in charge/main contact for emergency response, people to stay in evacuation zone with residents, people to monitor points around the perimeter (staying at a safe distance) to direct/redirect residents away from the area.

If ARD/RD/AOC is not present, the first responding RA will be in charge. If the alarm sounds after hours, the RA on call will be in charge. Once the RD/ARD/AOC arrives on the scene, they will be in charge of the situation.

1. If there is **no** known fire:
2. Begin to evacuate the building and meet at the predetermined evacuation location.
3. Contact DPS and report alarm activation and that no observed fire has been noticed. DPS will dispatch an officer to investigate the location of the device to **verify that there is no fire**. Once again, **DO NOT USE THE ELEVATORS!**
4. As long as it is safe, person in charge should remain near the entrance area of the building to coordinate communication between hall staff and:
 - A. Evacuating residents
 - Floor by floor
 - B. DPS, HFD, HPD, and other emergency personnel
5. Secure the building entrance and/or the community desk. Do not let residents re-enter the building until clearance is received from HFD and/or DPS.
6. When DPS and/or HFD arrives:
 - A. Identify yourself.
 - B. Assist with access as needed, **BUT DO NOT ENTER THE BUILDING**
 - C. Provide them with a list of residents with special needs if known (room and/or apartment numbers)
 - D. Be available to DPS or HFD as needed.
7. Contact the Administrator On Call (AOC: 808-956-3277) who contacts:
 - A. Manager on Call (MOC)
 - B. RD/ARD of that community (via cell or home number)
 - C. Director of Residential Life (unless false alarm)
8. When DPS and/or HFD gives clearance to re-enter the building, complete and submit all paperwork and reports (i.e. incident report, statement forms, etc.)

Occupant Response to Emergencies

1. WHEN THE ALARM SOUNDS, ALL RESIDENTS AND THEIR GUESTS MUST EVACUATE THE BUILDING IMMEDIATELY.
2. If the alarm is activated, do not open the door until you have:

- A. Checked for smoke seepage around door cracks.
 - B. Feel the door for heat with the back of your hand. If the door is hot, DO NOT OPEN IT!!
 - C. If you cannot leave due to smoke or heat, seal cracks around the door with wet sheets or clothing, open windows slightly, and hang a sheet out of the window to signal rescuers.
 - D. If it is safe to evacuate, close all doors and windows behind you and open the door slowly (be prepared to shut it quickly if there is fire on the other side). Proceed to exit the building via the stairwells. Take your room keys with you. DO NOT USE THE ELEVATOR.
3. Exit the stairwell to the ground floor and proceed to the designated evacuation zone.
4. YOU MUST STAY CLEAR OF THE BUILDING IN THE DESIGNATED EVACUATION ZONE UNTIL STAFF GIVES THE ALL CLEAR TO RE-ENTER BUILDING.

EVACUATION PROCEDURES FOR RESIDENTS WITH DISABILITIES

1. At the beginning of each semester, the hall staff should maintain a list of residents who may have special needs during a fire evacuation using voluntarily disclosed information or any other available information from residents after check-ins. The RDs/ARDs will compile the list and secure it in the on call log. **All information should be handled with strict confidentiality.**
2. Due to the sensitive nature of the situation, the hall staff should cover the following with all residents after check-in (at all-hall, floor/area meetings):
 - A. Give residents a confidential forum to share with hall staff any special needs in case of emergency evacuation.
 - B. Review the hall's evacuation process.
 - C. Review the emergency system (including what visual/audio signals to expect) and components of the system.
 - D. Escort the resident through the evacuation routes and provide any information that may help the resident evacuate in a safe and timely manner.
 - E. If the resident is unable to safely evacuate, they should remain in their room (unless the fire has originated in or reached their room). Use the phone to alert a staff member that they are in their room. If they are unable to reach a staff member, call DPS at 808-956-6911. Hang a sheet out the window to alert emergency personnel.

- F. ResLife administrators (Associate Director, Assistant Directors) may contact the KOKUA Office for additional information on how to best assist residents.
3. During a fire or other emergency, the staff on call at each building should notify a firefighter in the first responding emergency vehicle of the location of any known residents who have disclosed a need for assistance in an evacuation. The responding unit will be responsible for the evacuation of the individual. The HFD personnel have training and equipment to assist with the evacuation of wheelchair users and other mobility impaired persons.

Evacuation Locations per building Occupancy

Designated Evacuation Zones:

The following are designated areas in which residents are to be directed to in the event of an evacuation. They were reviewed by the UH Fire Safety Office for a safe evacuation path and for maintenance access for any emergency vehicles.

For accessible residents, accessible paths of travel must be used to evacuation zones.

Other instructions:

1. If possible, refrain from crossing busy streets.
2. Remain upwind at all times. The prevailing northeasterly trade winds are the dominant wind factor that governs Oahu.
3. Due to emergency situations, evacuation to other areas may be necessary.
4. Be aware of arriving response vehicles.

HALE ANUENUE

Athletics/ROTC parking lot

HALE LAULIMA/HALE KAHAWAI

Hale Laulima: Ball courts and open yard area between baseball field and HL

Hale Kahawai: Open grass area between Lincoln Hall and Hale Kuahine

JOHNSON HALL A/B

Johnson Hall A: Courtyard between Law School and the Law Library

Johnson Hall B: Area fronting Johnson Hall A

Johnson Hall A (option): Gateway parking lot

Johnson Hall B (option): Mānoa Walk between Gateway House and Frear Hall

GATEWAY HOUSE

Gateway - Ewa Wing: Gateway parking lot; Grass area fronting Johnson B

Gateway - Diamond Head (DH) Wing: Mānoa Walk near Dole Street; Mānoa walk along fence line by Biki Bikes

FREAR HALL

Frear Hall - Dole Wing: Mānoa Walk near Dole Street; Mānoa walk along fence line by Biki Bikes

Frear Hall - Quarry Wing: Open yard adjacent to Frear Administration Offices; Mānoa walk along fence line fronting the Student Housing Services Office

HALE ALOHA

Hale Aloha - Lehua Tower: Parking lot between Lehua and Frear Bike Cage; Mānoa walk along fence line starting at the Bike Cage.

Hale Aloha - Ilima Tower: Open yard adjacent to roadway

Hale Aloha - Mokihana Tower: Open yard adjacent to roadway; Hale Aloha Courtyard starting by the bbq area

Hale Aloha - Lokelani Tower: Hale Aloha Courtyard; Paved area where mopeds are parked

Note: All towers may gather in the courtyard as an optional area.

HALE NOELANI

Hale Noelani - Buildings C, D, and E: Open yard adjacent to stream

Hale Noelani - Buildings A, and B: Open yard adjacent to stream

HALE WAINANI

Hale Wainani - Buildings G, and H: Open yard adjacent to stream; Basketball courts behind Hale Noelani/Hale Wainani G

Hale Wainani - Building Towers F, and I: Parking lot adjacent to building I; Basketball courts behind Hale Noelani/Hale Wainani G

For **Flood Evacuations**, first floor residents of all buildings at Hale Noelani and Hale Wainani shall evacuate to the second floor.

Conducting Fire Drills

1. Fire drills are required each semester. The RD/ARD is responsible for the scheduling of these drills. The fire drills will be announced and will be scheduled within the first two weeks of the semester. Notify OPS, FSO and DPS of the date, location, and time of each fire drill. DPS Officers will reset the alarm panels and let the RD/ARD know that it's okay to re-enter the building.
2. Prior to the drills, prepare by making sure that the evacuation routes are free from obstruction. Also advise hall staff on the location of each area's specific designated evacuation zone.

3. Documentation: The RA on call or the RD/ARD will fill out the Fire Drill Report form and submit it to the appropriate Assistant Director. Count the number of residents participating in each drill.

UNIVERSITY OF HAWAII
Student Housing Office
Honolulu, Hawaii 96822

FIRE DRILL REPORT

(One announced & one unannounced required per semester)

Please fill out in duplicate (AD-Retain one for area files; and send one to Operations Section)

HALL:

DATE:

ANNOUNCED: ____ UNANNOUNCED: ____

NAME OF STAFF PARTICIPATING:

NO. OF STUDENTS PARTICIPATING: _

FIRE DRILL WAS HELD AS FOLLOWS:

DATE: TIME: EVACUATION TIME:

BRAND OF SYSTEM (Simplex, Notifier, etc.): _____

IS FIRE ALARM ADEQUATE AND AUDIBLE: _____

For AC use: If no, note follow up information:

IS THE ROUTING (EVACUATION) SATISFACTORY? _____

For RLC use: If no, note follow up information:

—

PULL STATION PULLED:

REMARKS: _____

ARD/RD initial _____

AD initial

Email Residents before Drill

Fire Drills (Announced) - NOTIFICATION BEFORE the drill

(Send 2 business days in advance of the drill)

Aloha e BUILDING residents,

Once a semester, we conduct an announced fire drill. The purpose of the drill is for hall staff to practice with the guidance of Fire Safety personnel and for residents to learn proper evacuation practices and routes.

This semester's fire drill will occur on date & time. Our designated emergency evacuation site is in this area: location description.

You are expected to exit the building when the fire alarm is ringing regardless of whether or not you can see/smell smoke or fire. It is also expected that you remain in the designated evacuation location until the "all clear" is given by university personnel.

Note: Any fire alarms AFTER this drill are NOT scheduled and should be taken seriously.

Mahalo,
RD Name

Notify Residents after drill

FIRE DRILLS (Announced) - AFTER the drill

A fire drill was conducted today as is required by University policy. Residence hall staff conducted the fire drill and were assisted by UHM Fire Safety Officers.

For your safety in the event of a fire emergency, please know the following:

1. Locations of all building exits.
2. Locations of fire extinguishers.
3. If you have a temporary or permanent disability and would need assistance in an emergency, please see hall staff to create a safety plan.

Also for your safety, know the fire evacuation procedures:

1. In the event of a fire alarm, evacuate the building immediately.
2. Exit via fire exit stairwells and exit doors. DO NOT use elevators.
3. Move away from the building and keep access clear for emergency response personnel.

4. Meet at the designated emergency evacuation location for the building.
5. Remain at the emergency evacuation location until the “all clear” is given.
6. Do not re-enter the building until informed that it is safe to do so by university or emergency personnel.

For further information, please contact the Residential Life Office at 808-956-8300.

Miscellaneous Follow-Up:

- Call AOC/MOC for assistance and follow-up on emergencies.
- Fill out a service request (Pilikia form) for any necessary repairs, i.e. glass repair to fire extinguisher cabinet, etc. AOC will call SHS Operations staff for any concerns that cannot wait until the next business day.
- Clean up all broken glass and any necessary items to prevent any injuries to others.
- AOC will call the Operations staff and leave a message for any recharging of the fire extinguishers and leave the location of where the empty extinguisher has been left.
- Follow up email to residents explaining occurrence of events.

FIRE ALARM ACTIVATIONS

Key: **Yellow highlight** = RD fill in information

At (**time**) on (**date**), the fire alarm was activated in (**building**). Please note that this was NOT a fire drill. Fire drills were conducted at the beginning of the semester and will not occur again until the start of the next semester.

Department of Public Safety (DPS) officers and/or Honolulu Fire Department (HFD) personnel responded. No fire occurred.

For your safety in the event of a fire emergency, please know the following:

1. Locations of all building exits.
2. Locations of fire extinguishers.
3. If you have a temporary or permanent disability and would need assistance in an emergency, please see hall staff to create a safety plan.

Also for your safety, know the fire evacuation procedures:

1. In the event of a fire alarm, evacuate the building immediately.
2. Exit via fire exit stairwells and exit doors. DO NOT use elevators.

3. Move away from the building and keep access clear for emergency response personnel.
4. Meet at the designated emergency evacuation location for the building.
5. Remain at the emergency evacuation location until the “all clear” is given.
6. Do not re-enter the building until informed that it is safe to do so by university or emergency personnel.

If you have knowledge of false (non-accidental) fire system activations, please let hall staff know. False activations of fire alarm systems are a violation of Federal and State law and cause everyone unnecessary distress and inconvenience.

For further information, please contact the Residential Life Office at 808-956-8300.

REF:

NFPA 101, 28.1.1.4 General

Any dormitory divided into suites of rooms, with one or more bedrooms opening into a living room or study that has a door opening into a common corridor serving a number of suites, shall be classified as an apartment building.

NFPA 101, 28.7.3 Drills in Dormitories

Emergency egress and relocation drills in accordance with Section 4.7 shall be held with sufficient frequency to familiarize occupants with all types of hazards and to establish conduct of the drill as a matter of routine. Drills shall be conducted during peak occupancy periods and shall include suitable procedures to ensure that all persons subject to the drill participate.

NFPA 1, 10.8.1 Emergency Action Plans

Fire Code, requires in Section 10.8.1 that emergency action plans be provided for high-rise, health care, ambulatory health care, residential board and care, assembly, day-care centers, special amusement buildings, hotels and dormitories, detention and correctional occupancies, educational, underground and windowless structures, facilities storing or handling materials addressed in Chapter 60 (hazardous materials), or anywhere required by the local AHJ.