

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

POLICY:

The Cary Institute maintains a strict fire alarm procedure. All alarms must be treated as an actual fire and the proper procedure followed.

1. If you discover a fire, pull the fire alarm (at the pull station) and if it is safe to do so prior to evacuation call (9) —911. Pull stations (fire alarms) are located at the main exits.
2. There are fire extinguishers in all buildings that are used to put out **minor** fires. **Always** be sure to pull alarm and then dial (9) —911 before using extinguisher on even a "small" fire. If in doubt about your ability to extinguish the blaze, **leave the building**. Do not endanger yourself.
3. If primary and alternate exit routes are blocked due to fire, exit feet first through any window, hang from windowsill and drop to the ground.
4. **IMPORTANT** - Keep the roadways clear and proceed to **muster area** staying together as a group. Each office and dormitory building maintains its own set of guidelines and these are posted in each dormitory on the back of each bedroom door.
5. Evacuation routes are posted in all buildings. Please familiarize yourself with these routes. Assigned fire monitors for PSB and Gene E. Likens Lab are notified of their assignment and lists of monitors are posted.
6. Fire drills for the Plant Science Building will be conducted bi-annually by the Safety Officer

Searchers: Search a designated area to make sure that everyone has evacuated the building and reports to the Muster Coordinator any findings. This may include any potentially hazardous chemicals that may have been left in the lab hood or sinks after fire alarm was sounded or anyone who is unable to evacuate the building.

Muster Coordinators: Wears a bright orange vest and carries a two-way walkie-talkie. The muster coordinator stands in the Muster area and receives information from the searches as to whether everyone is safely out of the building.

Incident Commander: The IC receives information from the Muster Coordinators of any potentially unsafe conditions in the building or missing persons and reports this information to the fire department.

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

PLANT SCIENCE BUILDING

1. When alarm sounds, close all open exterior windows.
2. Leave the building by the nearest exit away from smoke or flames. **Do not** use the elevator.
3. In the event of an actual fire or explosion, laboratory workers should hit the shunt button (next to door in labs) when leaving laboratory to exit building.
4. Monitors assigned to various locations take a quick check to ensure people are out of their area with all doors (office and corridor) and windows closed.
5. All persons will muster in two locations away from the building and out of the way of fire apparatus and personnel.
 - a. Location 1: Parking lot next to modular building.
 - b. Location 2: Parking lot behind Likens Lab (as close to Bacon Flats as possible).

The muster area is not intended as a head count, but rather to keep people together so they may be informed on the situation.)

6. Notify *Muster Coordinator* of the location and type of fire, if known, (i.e. lab, chemical, electrical, etc.) The *Muster Coordinator will advise the Incident Command Coordinator who will inform the fire department upon arrival.*
7. **Do not** re-enter the building until notified to do so by the Muster Coordinators (they will be notified by Incident Command).

GENE E. LIKENS LABORATORY

1. When alarm sounds, close all open exterior windows.
2. Leave the building by the nearest exit away from smoke or flames.
3. Prior to exiting the lab, make sure all lab hoods are down, lights are off and doors are shut.
 - a. If you are mixing a chemical in the hood and it is possible to do so, close the container and leave chemical in the lab hood.
 - b. If you are working with a compressed gas, close the cylinder or shut off the gas, if it is safe to do so.

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

- c. *Inform the Muster Coordinator of any fire or explosive hazards that may exist in your lab (example: hydrogen gas cylinders located in the PSB cylinder bunker closets where left in the open position). The MC will then identify the hazards on a facility map which will be handed to the Fire Department (see map of PSB upper/lower levels).*
4. In the event of an actual fire or explosion, laboratory workers should leave laboratory immediately to exit building.
 5. Monitors assigned to various locations take a quick check to ensure people are out of their section, with doors (office and corridor) and windows closed.
 6. All persons will muster in two locations away from the building and out of the way of fire apparatus and personnel.
 - a. Location 1: Parking lot next to modular building.
 - b. Location 2: Parking lot behind Likens Lab (as close to Bacon Flats as possible) *(The muster is not intended as a head count, but rather to keep people together so they may be informed on the situation.)*
 7. Notify Muster Coordinator of the location and type of fire, if known, (i.e. lab, chemical, electrical, etc.) The Muster Coordinator will advise the Incident Command Coordinator who will inform the fire department upon arrival.
 8. **Do not** re-enter the building until notified to do so by the Muster Coordinators (they will be notified by Incident Command).

AUDITORIUM

1. When alarm sounds, close all open exterior windows.
2. Leave the building by the nearest exit away from smoke or flames.
3. Monitors assigned to various locations take a quick check to ensure people are out of their section, with all doors (office and corridor) and windows closed.
4. All persons will muster away from the building and out of the way of fire apparatus and personnel.
 - a. Location 1: Parking lot next to modular building.
 - b. Location 2: Parking Lot near Bacon Flats

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

5. *The muster is not intended as a head count, but rather to keep people together so they may be informed on the situation.)*
6. Notify Muster Coordinator of the location and type of fire, if known, (i.e. lab, chemical, electrical, etc.) The Muster Coordinator will advise the Incident Command Coordinator who will inform the fire department upon arrival.
7. **Do not** re-enter the building until notified to do so by the Muster Coordinators (they will be notified by Incident Command).

GIFFORD HOUSE

1. Alarm horn signifies that all persons must leave the building. Do not attempt to turn off the alarm.
2. If exterior windows are open, close them and then leave immediately.
3. Leave the building by the nearest exit away from smoke or flames.
4. Monitors assigned to various locations will take a quick check to ensure people are out of their section and doors and windows are closed.
5. All persons will muster in a location away from the building and out of the way of fire apparatus and personnel.
 - a. Muster Location: Far end of front parking lot (Gifford Tenant House area). *(The muster is not intended as a head count, but rather to keep people together and informed of the situation.)*
6. Notify Muster Coordinator of the location and type of fire, if known, (i.e. lab, chemical, electrical, etc.) The Muster Coordinator will advise the Incident Command Coordinator who will inform the fire department upon arrival.
7. **Do not re-enter the building** until notified to do so by the Fire Department.
8. During unoccupied hours, security will unlock doors, leave the building, and stand by to assist firefighters as requested.

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

CARRIAGE HOUSE (CURRENTLY UNOCCUPIED)

1. Alarm horn signifies that all persons must leave the building. Do not attempt to turn off the alarm.
2. If exterior windows are open, close them and then leave immediately.
3. Leave the building by the nearest exit away from smoke or flames.
4. All persons will muster in a location away from the building and out of the way of fire apparatus and personnel.
 - a. **Muster Location is at the Gifford House.** (The muster is not intended as a head count, but rather to keep people together and informed of the situation.)
5. **Do not re-enter the building** until notified to do so by the Fire Department.
6. During unoccupied hours, security will unlock doors, leave the building, and stand by to assist firefighters as requested.

REARING FACILITY COMPLEX: REARING BUILDING, HEAD HOUSE AND COLD STORAGE BUILDING

1. When alarm sounds, close all open exterior windows.
2. Leave the building by the nearest exit away from smoke or flames.
3. Monitors assigned to various locations take a quick check to ensure people are out of their section.
4. All persons will muster away from the building and out of the way of fire apparatus and personnel.

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

FIRE ALARM PROCEDURE FOR DORMITORIES

The Cary Institute maintains a strict fire alarm procedure. All alarms must be treated as an actual fire and the proper procedure followed.

1. If you discover a fire and if it is safe to do so prior to evacuation, sound alarm and then dial (9) —911. The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory. The Head Resident of each dormitory is responsible for fire safety.
2. There are fire extinguishers in all buildings to be used to put out **minor** fires. **Always** be sure to pull alarm and then dial (9) —911 before using extinguisher on even a "small" fire. If in doubt about your ability to extinguish the blaze, **leave the building**. Do not endanger yourself.
3. If primary exit route is blocked due to fire, exit feet first through any window, hang from windowsill and drop to the ground.
4. Each dormitory building maintains its own set of guidelines and these are posted in each dormitory on the back of each bedroom door.

ARMAND LOVELACE APARTMENTS

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.

1. When alarm sounds, quickly evacuate the building.
2. Remain outside away from building until notified by firefighters to return.
3. **Do not** touch the fire alarm. It will be reset by the fire department.

Armand Lovelace Upper Apartment:

Leave by way of the main stairs unless blocked by smoke or fire then exit by way of window in hallway and go down fire escape.

Armand Lovelace Lower Apartment: Exit by way of front door or back door depending where the smoke and/or fire is. 4. **Must**er across the road in the woodshop's red barn parking lot.

BACON FLATS LODGE DORMITORY

Program/Policy:	Effective Date:	Revised Date:	Approval Date:
Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory. The Head Resident of each dormitory is responsible for fire safety.

1. Leave by most expedient way; all bedrooms have sliding doors at ground level.
2. When alarm sounds, quickly evacuate the building.
3. Remain outside away from building until notified by firefighters to return.
4. **Do not** touch the fire alarm. It will be reset by the fire department.
5. Muster in the parking lot near the dumpsters.

CONOVER HOUSE DORMITORY

The fire alarm is activated by heat or smoke. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.

1. Evacuate building as follows:
 - a. **Room #1:** Exit room through door, go left down the stairs, left at the bottom of stairs and out through the exterior door. If the route is blocked due to fire, exit feet first through the center window, hang from windowsill and drop to the ground.
 - b. **Room #2:** Exit room through door, go down the stairs, left at the bottom of stairs and out through the exterior door. If route is blocked due to fire, exit through the designated window, walk to the edge of the roof and drop to the ground in an unobstructed area.
 - c. **Room #3:** Exit through the room door, go right down the stairs, left at the bottom of stairs, and out through the exterior door. If route is blocked due to fire, exit feet first through the designated window, hang from windowsill and drop to the ground.
 - d. **Room #4:** Exit room through door, go left down the stairs, left at the bottom of stairs and out through the exterior door. If route is blocked due to fire, exit through the window and go down the fire escape stairs.
 - e. Muster in the parking lot by the dumpster area.

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Fire Evacuation Plan (Fire Alarm Policy)	May 2008	03/29/2016	12/07/2013

CREAR HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames.

If there is a fire and if it is safe to do so prior to evacuation, call the 911. Muster as far away from the house as possible without blocking the roadway of emergency vehicle access.

GIFFORD TENANT HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames.

If there is a fire and if it is safe to do so prior to evacuation, call the 911. Muster in the field between Gifford Tenant house and Gifford House.

HENRY HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames.

If there is a fire and if it is safe to do so prior to evacuation, call the 911. Muster at the far end of the lawn next to garden.

KNAPP HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames.
3. **Do not** touch the fire alarm. It will be reset by the fire department.
4. Remain outside away from building until notified by firefighters to return.
5. Muster at the bottom of the driveway in the lawn.

LEE LOVELACE DORMITORY

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1. When alarm sounds, quickly evacuate the building.

Lee Lovelace – third floor residents

- a. Leave by way of fire stairs to second floor. Exit through fire door and go down fire escape.
OR
- b. Exit by regular stairs to second floor and out the back door.

Lee Lovelace – second floor residents

- a. Leave by back door to the parking area.
OR
- b. Go down front stairs and out door to the front lawn.
- c. Muster in parking area to the extreme end (away from fire).

SMITH HOUSE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames.
3. If there is a fire and if it is safe to do so prior to evacuation, call the 911. Muster in the parking lot of the Millbrook Training Center.

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SMITH COTTAGE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Leave the building by the nearest exit away from smoke or flames..

If there is a fire and if it is safe to do so prior to evacuation, call the 911. Muster in the parking lot of the Millbrook Training Center.

TOWN LINE COTTAGE

1. When alarm sounds, leave immediately. The alarm automatically calls alarm headquarters, which sends the necessary fire departments to the dormitory.
2. Evacuate building by doors or windows. If there is a fire and if it is safe to do so prior to evacuation, call the 911.
3. Muster in the driveway away from the house.

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