**Purpose**
The purpose of this plan is to establish procedures for the systematic, safe, and orderly evacuation of the building at 1202 Jacobs Drive, Eugene in case of any emergency.

**Objectives**
The primary objective of this plan is to prevent and/or minimize injuries and property damage.

The secondary objective is to provide proper education as part of the continuing training program for all tenants, to assure the prompt reporting of a fire and the proper response to fire alarms, and the immediate initiation of fire safety procedures to safeguard life and contain fire until the arrival of the fire department. This Evacuation Plan is applicable to each floor of the building and will be placed into effect by the designated emergency evacuation personnel, upon activation of fire alarm system, or notification of any fire emergency condition.

**Equipment Information**
The design of our building incorporates the following features to ensure maximum fire and life safety.

Automatic smoke detection system:

*The first floor has 39 ceiling mounted detectors located:*
Lower level – West: 1 office, 1 foyer, 1 living room, 1 private dining room, 1 library, 1 outside library, 1 beauty shop, 2 outside beauty shop in hall, 3 in 1st hallway, 1 by elevator, 1 laundry room, 1 outside laundry room, 2 third hall and 1 stairway.
Lower level – East: 1 stairs, dining room, 1 kitchen, 2 back kitchen/dishwasher, 1 outside electrical room, 1 hall to stairs, 3 first hallway, 1 outside elevator, 1 laundry room, 1 outside laundry room, 2 third hall and 1 stairs.

*The second floor has 22 ceiling mounted detectors located:*
Upper level – West: 3 first hallway, 1 hall #1, 2 hall #2, 1 second hall and third halls.
Upper level – East: 1 hall, 1 second hall, 3 first hall, 1 second hall, 2 elevator/stairs, 1 third hall and 3 fourth hall.

Manual Fire Alarm Pull Stations are located on all floors entrance and exit doors. Pulling any of these stations will activate the fire alarm system.

An emergency lighting system (battery powered) will provide sufficient lighting for evacuation purposes. (Stairwell and corridor lights).

Fire extinguishers (5 pound ABC, general purpose, and dry chemical) are conspicuously located on each floor.

Emergency exits are marked with illuminated EXIT signs.
**Evacuation Safety Team**
To effectively implement the provisions of this Fire Emergency Evacuation Plan, an Evacuation Safety Team is established and staffed as follows:

- Executive Director (Manager)
- Office Manager Maintenance
- Manager Activity Director

**Floor Wardens**
Floor Wardens are volunteer tenants who will assist in the evacuation of occupants from specific building area in the event of emergency or fire.
See recall list for contact information.

**FIRE/LIFE SAFETY DIRECTOR AND PERSON CALLING 911**
Monday – Friday 8 AM to 5 PM -- Office Manager
Every evening from 5 PM to 8 PM - Kitchen staff member (assigned to carry the building cell phone)
Every night from 8 PM to 6 AM Night shift staff
Every morning from 6 AM to 8 AM -- Kitchen staff member (assigned to carry the building cell phone)
Receptionist Saturday and Sunday 9 AM to 5 PM

**FIRE/LIFE SAFETY DIRECTOR**
The Fire/Life Safety Director shall be an individual who is knowledgeable of its operation and the staff members who work in the building. The Director’s duties will include, but will not be limited to the following:
- Be thoroughly versed with this Fire Emergency Evacuation Plan. Periodically review the plan to insure that it is current.
- Insure that Fire Wardens and other team members are assigned for each floor.
- Conduct fire/evacuation drills.
- Insure someone is assigned to meet the fire department at all times and provide sets of keys to the fire department.
- Keys to include: Grandmaster key, elevator key – located in the lock box in the office, fire alarm pull station and control panel keys, keys to locks or fire equipment.

**FIRE/LIFE SAFETY DIRECTOR**
The building will be under the direction of an assigned staff member whom will be the Fire/Life Safety Director, who is responsible for the total evacuation of the building with assistance from floor wardens (volunteer tenants) selected from among building residents to assist in the evacuation of occupants from specific building areas in the event of a fire alarm or emergency and conduct the accountability.
procedure for their area. (The specific zones and floors within the building). He or she shall:

- Report to the Fire/Life Safety Director on the status of their floors or areas of evacuation and any persons still in the building or unaccounted for.
- The Fire/Life Safety Director and floor warden will conduct a search of designated floor or area and direct occupants/visitors/vendors to the nearest safe exit. Areas searched should include restrooms, common areas, etc. that may be occupied.
- **DO NOT ALLOW ANYONE TO EXIT BY USING THE ELEVATOR, DIRECT OCCUPANT TO STAIRWAY OR NEAREST EXIT.**
- Once the designated area has been searched, report to the Fire/Life Safety Director (assigned staff person) on the status of your floors or areas evacuation and any persons still in the building or unaccounted for.
- During the inspection of your assigned area, searchers will advise all occupants to proceed to assigned exit or stairwell to designated place of assembly.

**FIRE/LIFE SAFETY DIRECTOR (STAFF PERSON) CALL 911**

- The Fire/Life Safety Director (staff person) will be responsible for calling the fire department (911) in the event of any fire emergency evacuation or fire alarm activation. Give your name, company name, address, phone number, location of fire, and as much information as possible about the fire emergency.
- The Fire/Life Safety Director (staff person) is responsible for taking a head count of occupants gathered at the assembly areas. Identifying the name and last known location of anyone not accounted for, to aid the Fire Warden and fire department in accounting for all occupants.
- Report any missing persons to the fire department.

**Sound Alarm Procedure**
If the fire alarm sounds, Fire/Life Safety Director (staff person), walks briskly to the “room board” in the office and determines the location “zone” of the alarm. The Fire/Life Safety person responding to the alarm sound is to respond to the identified “problem area”. Take the Solvang cell phone and master key set and walk briskly to the location of the alarm. Follow the fire evacuation plan.

**Evacuation in event of fire emergency**
In case of fire emergency, the Fire/Life Safety Director (staff person) will first insure that the fire alarm has been sounded and that the fire department has been contacted by dialing 911. Upon sounding of the fire alarm, **BEGIN IMMEDIATE EVACUATION OF THE ENTIRE BUILDING. DO NOT SILENCE OR RESET THE FIRE ALARM SYSTEM WITHOUT PERMISSION FROM THE FIRE DEPARTMENT.** The building response staff person will begin to assist in the evacuation of the building. All occupants must proceed in an orderly fashion to the nearest exit or stairwell. While exiting down the stairs remember to stay to the right side on the stairs so that emergency personnel can also use the stairs. If unable to lead occupants through hall, direct occupants to go out
to their patio or balcony. All of the occupants and visitors will proceed to the assembly area located on the Emergency EXIT ROUTES MAP, or as directed by fire department.

**DO NOT RE-ENTER THE BUILDING WITHOUT PERMISSION FROM THE FIRE DEPARTMENT!!**

**Alternative method of notifying occupants in the event of the fire alarm not sounding:** Staff person and floor warden will knock on tenants apartment doors.

**IF YOU DISCOVER A FIRE, SEE OR SMELL SMOKE – RACE**
R – Rescue persons in immediate danger if you can safely do so.
A – Activate fire alarms by pulling the nearest fire alarm station and call the fire department at 911.
C – Contain fire and smoke by closing as many doors to the fire area as possible.
E – Evacuate by directing residents to immediately go to the assembly area. Extinguish with portable fire extinguisher only if:

- the evacuation has already begun
- the fire department has already been notified
- the fire is very small and contained
- you have been trained on how to operate a fire extinguisher
- **DO NOT** put yourself or anyone else in danger!

Contact the Executive Director for additional information:

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**Evacuation Drills and Training**

Fire Evacuation drills will be conducted as required by Lane County Building Code. All persons occupying the building will participate in the drills. Details of drill and the evaluation of its effectiveness will be maintained by the Evacuation Director (Executive Director/Manager). This information will be available for examination by Eugene Fire Department personnel as requested. All drills will begin with the sounding of the fire alarm system in the building. All occupants of the building and fire evacuation team members shall be trained on evacuation procedures of this plan as needed.
**EMERGENCY PROCEDURES**

**Emergency Call List:** In the event of an emergency or disaster, the following telephone tree shall be implemented:

1. **First Call**
   - Emergency Assistance 911

2. **Second Call**
   - Resident Emergency/Incident 911 Call Resident’s Family/Responsible
   - Quinn Cardwell Maintenance Person Cell Phone # 541-246-4963 If minor or major problem with physical plant/facility
   - Local Emergency / Fire Marshall or designee Phone# 911 Emergency, Fire or Evacuation
   - Transportation of Residents Name / phone Emergency requiring evacuation or housing
   - Additional Staff to come to work, if needed for an emergency

- Karen Ellingson Executive Director Cell Ph # 541-408-4318
  - Family / Responsible Party in the event of Evacuation, Major Injury, Missing Resident

updated on 3/21/2013
SOLVANG EMERGENCY CALL LIST

STAFF:
Executive Director: 541-408-4318
Maintenance Director: 541-246-4963
Office Manager: 541-514-1975
Dietary Manager: 541-515-1642
Activities Director: 541-870-8628

PHONE:

FLOOR WARDENS:

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Apt. #</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lower level – East</td>
<td>Glenn Baker</td>
<td>148</td>
<td>541-689-4963</td>
</tr>
<tr>
<td>Lower level – West</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upper level – East</td>
<td>Ruth Nelson</td>
<td>208</td>
<td>541-689-4020</td>
</tr>
<tr>
<td>Upper level – West</td>
<td>Carl Nielsen</td>
<td>249</td>
<td>541-688-6145</td>
</tr>
<tr>
<td>Upper level – West</td>
<td>Jeanette McBride</td>
<td>228</td>
<td>541-914-4300</td>
</tr>
</tbody>
</table>

UTILITY CONTACT LIST

<table>
<thead>
<tr>
<th>Utility</th>
<th>Telephone number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity: EWEB</td>
<td>541-484-2300</td>
</tr>
<tr>
<td>Gas: NW Natural</td>
<td>1-800-882-3377</td>
</tr>
<tr>
<td>Water: EWEB</td>
<td>541-484-2400</td>
</tr>
<tr>
<td>Sprinkler Company TruGreen</td>
<td>541-928-1283</td>
</tr>
<tr>
<td>Solvang Telephone: Integra</td>
<td>503-953-7400</td>
</tr>
<tr>
<td>Cable TV: Comcast</td>
<td>1-800-266-2298</td>
</tr>
</tbody>
</table>

Alarm System:

| Central Station 24 hr service     | 877-928-4844      |
| Central Hot Line                  | 888-967-6200      |
| Account # 30851                   | Pass Code: Dover  |

updated on 3/21/2013