



## Fire Safety and Emergency Response Plan

### Emergency Response Plan

NIU College's Emergency Response Plan includes information about the incident team, operating status parameters, incident priorities and performance expectations, shelter-in-place guidelines, evacuation guidelines, and locating contingency and continuity planning requirements. Collectively, all faculty and staff are responsible for developing contingency plans and continuity of operations plans for their areas of responsibility.

Guidelines in case of an emergency are as follows:

- In the event of fire or other emergency requiring evacuation of the facility, all students and employees shall evacuate immediately following direction from an administrative staff member.
- In the event of an emergency, students, guests, and employees shall evacuate by means of the nearest available marked exit.
- Portable fire extinguishers are provided in the workplace for employee use. In the event of a fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating.
- In the event of an emergency, the following employees are to remain in the workplace to shut down or monitor critical operations before they evacuate: President and/or designated Office Personnel.
- After an emergency evacuation, students and employees are to gather in the following location: near the dumpster in the back parking lot. Faculty must take attendance by completing roll calls.
- After an emergency evacuation, the procedure for accounting all students and employees is: All employees check-in with their direct supervisor, all student's check-in with the educator they were assigned to when they evacuated the building.
- In the event of an emergency (medical, fire, or other), please call **9-1-1**.
- First Aid kits are available in the administrative office and the auxiliary classroom. They are replenished periodically by the staff. If you have hurt yourself or witnessed an accident, please immediately notify a staff member.

### General Evacuation Procedures:

When the fire alarm sounds, leave the building by the nearest stairwell or exit. **DO NOT** use elevators. Move to the rally point for your building and stay in office or classroom groups. Follow instructions from campus police. Do not re-enter the building until told to do so.

### If you see fire or smoke, remember:

Activate the nearest fire alarm pull station, dial **9-1-1**, and report the exact location of the fire. **DO NOT HESITATE IN ACTIVATING THE FIRE ALARM PULL STATION UPON THE DETECTION OF FIRE AND/OR SMOKE.**

Close all doors in the fire area to confine fire and smoke.



## Fire Safety and Emergency Response Plan

When the alarm sounds, immediately evacuate the building by the nearest stairwell or exit; **DO NOT** use elevators.

In order to account for all individuals after a building evacuation, it is important for all evacuees to meet at a certain point outside of the building.

**Special Assistance:** Persons who may need assistance should: Notify Sam Askari. Whenever possible, everyone should evacuate from the building. However, if you are unable to do so for any reason, you should seek refuge in the nearest stairwell. As others exit, please contact other CSA personnel for anyone who may need assistance. If you have any questions about what to do in the event of an alarm, please feel free to contact Sam Askari at 818-347-9400 Ext.104.

### **Fire Safety Tips:**

#### **TO SURVIVE A BUILDING FIRE:**

##### Crawl if there is smoke-

If you get caught in smoke, get down and crawl, taking short breaths through your nose. Cleaner cooler air will be near the floor. Remember, **“GET LOW AND GO!”**

##### Feel the doors before opening-

Before opening any doors, feel the doorknob or handle. If it's hot, don't open the door. If it's cool, open slightly, if heat or heavy smoke is present, close the door and stay in the room. Make contact with campus police and advise them of your location.

##### Go to the nearest exit or stairwell-

If the nearest exit is blocked by fire, heat, or smoke, go to another exit. Always use an exit stairwell to evacuate from upper floors, never an elevator. Elevator shafts can fill with smoke, or the power could fail causing you to become trapped. Stairwell doors are designed to keep the fire and smoke out if they are closed and will protect you until you can get outside.

#### **IF YOU BECOME TRAPPED:**

##### Keep the doors closed-

Seal cracks and vents if smoke comes in. If you're in a room and there's no smoke outside, open the windows slightly at the top and bottom if possible. This will allow heat and smoke to vent out at the top, while letting in fresh air in from the bottom.

##### Signal for help-

Hang an object out the window (a bed sheet, jacket, or shirt) to attract the attention of the fire department. If there is a phone available dial **9-1-1** and report that you are trapped. Give the room number and your exact location so that it can be passed on to the fire department.

##### Sometimes it's safer to stay in place-



## Fire Safety and Emergency Response Plan

If all exits from a floor are blocked, go back to your room, close the door, and seal the cracks, open the windows if it's safe, and signal the fire department or call for help. Try to remain calm until the fire department rescues you.

### IF YOU ARE ON FIRE:

#### Stop, Drop, and roll-

Rolling smothers the fire. If your clothes catch on fire; stop, drop, and roll, wherever you are. Cover your face with your hands to protect yourself from additional burns.

#### Cool burns-

Run cool (not cold) water over burns, immediately, for 5-10 minutes. Don't use ointments. Notify medical personnel immediately.

### PREVENTION-PROTECT YOURSELF:

#### Participate in fire drills-

Fire drills are conducted once year and are done to familiarize you with the sound of your buildings fire alarm system, the emergency exits which you may not normally use, and the location of the rally point for the building. It is important to know where additional exits are before the emergency occurs in case your primary exit is blocked. Everyone should know two (2) ways out.

#### Fire Extinguishers-

Remember the "PASS" method when using a fire extinguisher. Always be certain of your exit, and do not try to fight a fire that is larger than a small trash can.



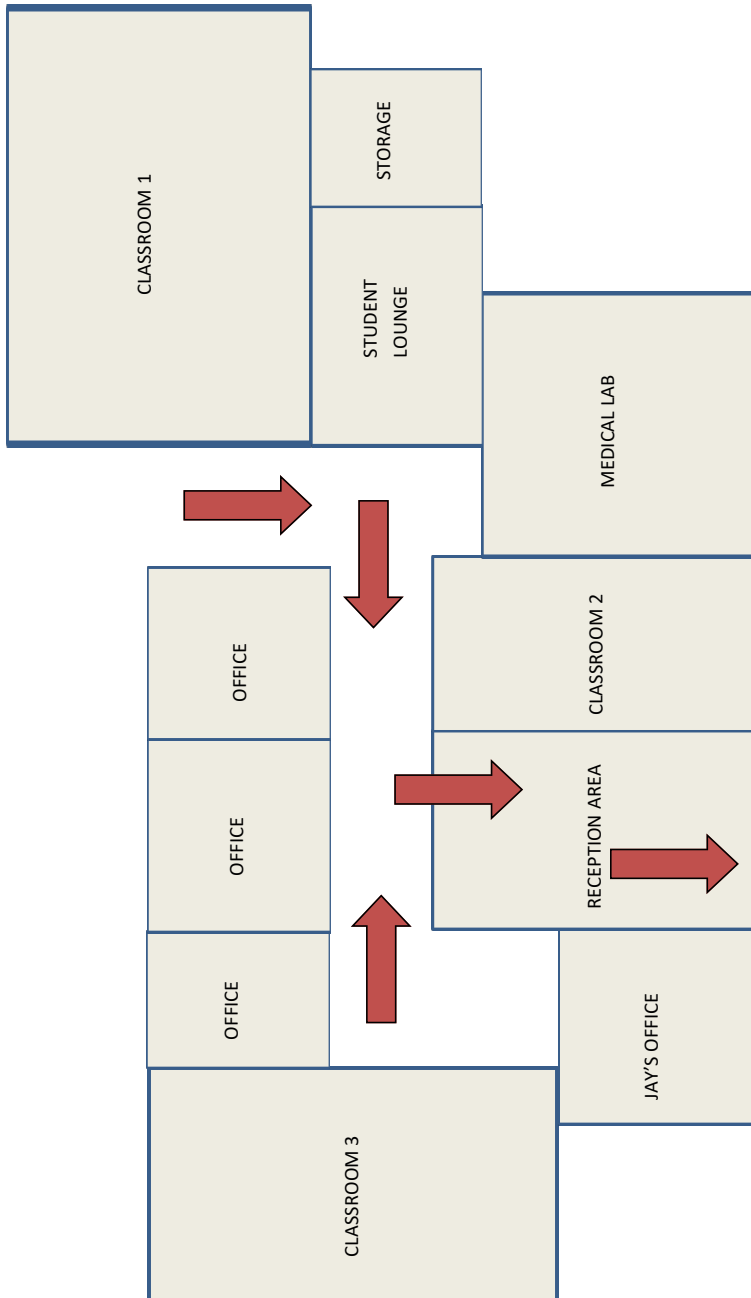
Please review the meeting point maps below to determine where you should go in the event of a fire alarm. If you have any questions please contact Sam Askari and we will be happy to assist you.

- 1. Pull the pin**
- 2. Aim the nozzle**
- 3. Squeeze the handle**
- 4. Sweep the nozzle at the base of the fire**



# Fire Safety and Emergency Response Plan

## NIU COLLEGE EVACUATION PLAN



### IN CASE OF EMERGENCY

In the event that an evacuation of the premises is necessary in response to an emergency situation,

Employees / students / visitors are required to follow the steps below:

- Stop working and shut down any equipment in use.
- Proceed to posted emergency exit, following posted evacuation routes.
- Use stairwells instead of elevators.
- Touch doorknobs / door handles carefully to check for heat.
- Proceed to designated meeting area (unless otherwise instructed).
- Designated staff members will assist anybody with a disability during evacuation.



## Fire Safety and Emergency Response Plan

### Responsible Employees (CSA Taskforce) Organization in an Emergency

NIU College has designated the following employees to coordinate the organization in an emergency:

Sam Askari (818-347-9400; sam@niu-college.com)  
Sheyda Daryabegi (818-347-9400; sheyda@niu-college.com)  
Tonya Parker-Jones: (818-347-9400; tonya@niu-college.com)

### Annual Emergency Notification and Evacuation Drill

NIU College Emergency Response Plan includes information about fire, immediate threats on-campus, including an active shooter. The objectives are to minimize the risk to uninvolved students, faculty, and staff, clear the area and assist local authorities. A designated staff member on campus will communicate to students, faculty, and staff to evacuate through the designated exits in a calm and orderly fashion.

- Date of most recent Annual Test: \_\_\_\_\_
- Time Elapsed: \_\_\_\_\_
- Announced or Unannounced Test: \_\_\_\_\_

### Additional Security Tips:

#### Employee Safety

All Employees shall be required to:

- Keep all unsupervised and unoccupied areas locked at all times.
- Routinely check the alarm system and security lighting to ensure their operational effectiveness.
- Ensure all security contacts are on site during building hours for student. COVID hours are updated on the NIU College website and posted throughout the College facility.

#### Personal Safety

Prevention is the best protection against crime.

- Do not dismiss suspicious people or situations.
- Do not put yourself in harm's way: avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Do not walk alone at night; stay in well-lit areas.
- Park your vehicle in well-lit areas and lock doors.
- Keep valuables out of sight; do not tempt a thief.
- Do not give out your keys as they can be copied.
- Report all crimes and suspicious acts to the authorities.



## Fire Safety and Emergency Response Plan

### Things to do to reduce your Risk

- Lock doors.
- Avoid out of the way places.
- Vary your routine.
- Learn about people before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have your own transportation or use public transportation.

### Auto Theft Prevention

- Always lock your car, even if leaving it for a short time.
- Do not leave keys hidden inside or outside the vehicle.
- Completely roll up all windows.
- Park as close to the destination building as possible.
- Park in a well-lit, attended parking garage whenever possible.
- When parking in a public lot, never tell anyone how long you will be gone. If a key must be with an attendant, only leave the ignition key.
- Do not leave valuables in the car. Lock them in the trunk.
- Do not leave credit cards, checkbooks, or legal papers in the car.

Do not attach address information to your key ring. If it is lost or stolen, it could lead thieves directly to your home.