FIRE and/or LOSS OF BUILDING/AREA

LSA Units

Preparedness

☐ It is the responsibility of unit leadership to ensure that appropriate preparations, training, and notifications on emergency procedures are conducted within the unit.

☐ Ensure U-M Emergency Procedures posters are posted throughout unit. Posters are available from LSA Facilities.

☐ Encourage students, faculty, and staff to register for the University Emergency Alert System via TEXT alerts. Alerts can also be received via Twitter @umichdpss.

☐ Review Emergency Operating Procedures (EOPs) and building evacuation plans with faculty, staff, and grad students at the beginning of each academic year.

☐ Ensure unit Building Incident Response Team (BIRT) members are identified and updated rosters are provided to LSA Facilities and to the unit annually.

☐ Annually inform students, faculty, and staff of what to do and where to go in case of a fire.

☐ In buildings with critical research equipment or areas (such as research animal quarters) that cannot be without power for an extended time period, annually prepare a list of all such equipment and operations, their location, and power requirements.

☐ Annually canvass graduate students, faculty, and staff to determine individuals that may have a mobility impairment that could hinder their ability to exit the building unassisted. This list should be given to each BIRT member.

Immediate Actions—Fire Alarm Activates or Fire Is Reported in the Building

☐ If smoke, fire, or a burning odor is detected or has been reliably reported, pull the closest fire alarm.

☐ Once the fire alarm sounds, the Building Incident Response Team (BIRT) will automatically be activated. BIRT members will commence assisting in the clearing of the building.

☐ If it is safe to do so, the BIRT should ensure that classrooms assigned to the unit for emergency notification purposes (see Appendix A) are evacuated.

☐ At the sound of the fire alarm, all faculty, staff, and students are to stop what they are doing, leave the building, and proceed to the designated building Evacuation Assembly Area, which is designated in green on each floor’s Emergency Evacuation Plan. These plans are mounted on walls in publically accessible areas of all LSA buildings.

☐ Before leaving a lab secure all experiments, fully close fume hoods, and shut off research gases.

☐ Close all doors, including main corridor doors.

☐ If the unit has an LSA Emergency Radio, retrieve it (if it is safe to do so), turn it on (Channel C-15), and report the fire alarm to LSA Facilities. If you cannot raise LSA Facilities, try to contact them via telephone at 734-764-0323.

☐ Personnel should not leave the Evacuation Assembly Area until they receive appropriate direction from their chief administrator/BIRT member. If it is inclement weather, evacuated personnel should seek shelter in a nearby U-M building. This alternative location needs to be communicated to the BIRT, UMPD, and LSA Facilities.
☐ If applicable, provide the list of critical research equipment or areas (such as research animal quarters) that cannot be without power for an extended time period to emergency response personnel when the building is evacuated.

☐ Chairs, Directors, Chief Administrators, Facility Managers, and animal care personnel should ensure that they have their physical building access keys with them when they vacate the building.

### Special Instructions for Assisting Mobility-Impaired Individuals

☐ If a mobility-impaired individual cannot safely egress the building, the BIRT member should report the situation by calling 911 and take the person to a designated Area of Rescue Assistance, if one is known and can be safely reached. Areas of Rescue Assistance for specific floors are designated on each floor’s Emergency Evacuation Plan, which are mounted on walls in publically accessible areas of all LSA buildings.

☐ If an Area of Rescue Assistance is not safely reachable and no other egress route is available, the BIRT member should take the mobility-impaired person to an area adjacent to a stairwell. If possible, the BIRT member should ensure that the mobility-impaired individual has a cell phone or has access to a landline nearby.

☐ The BIRT member should then leave the mobility impaired individual, egress the building and immediately locate a first responder (fire, police, EMS, etc.) and report the location of the mobility-impaired individual and how to communicate with them. Under no conditions should a BIRT member attempt to carry a mobility-impaired person down stairs.

### Recovery

☐ Do not attempt to reoccupy the building or begin recovery/cleanup efforts until UMPD, OSEH, and/Plant Operations have deemed the building safe.

☐ Risk Management must be contacted prior to cleanup efforts so pictures can be taken and damage documented. Units need to maintain a list of damaged equipment/items/spaces and track staff time spent on disaster recovery along with all expenses related to the incident for submission to Risk Management.

☐ LSA Facilities will assist units in the coordination of cleanup efforts with Risk Management, Plant Operations, and outside damage remediation companies. Units should not attempt cleanup efforts on their own until they have received guidance from LSA Facilities, Risk Management, and/or Plant Operations.

☐ If the fire has damaged the building or equipment, compile a list of the spaces and/or damaged equipment for submission to University Risk Management.

☐ When the building is reoccupied, critical research equipment should be checked to ensure that it is operating normally. Problems with the building’s support systems (power, plumbing, ventilation, etc.) should be reported to the Plant Operations Call Center (POCC) at 734.647.2059. Building occupants may not operate power panel breakers.

☐ If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Chief Administrators should make reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with units to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the recovery process post-emergency.

**Chief Administrators** have the authority to release staff from work if all the following conditions are met:

1. Reasonable evidence exists to suggest health or safety issues are imminent.
2. Contacting LSA HR is impractical relative to the risk to employees in the department.
A determination as to whether employees must take vacation time, use excused time without pay, or record some other timekeeping status will be made after careful analysis of the event is complete. If the situation is less urgent or clear, contact LSA HR to discuss releasing employees, secure additional approval, and/or explore other possible options. If an employee chooses to leave work without receiving approval from their supervisor, the employee should understand that, after careful review of the situation, LSA may require use of vacation time, excused time without pay, or possibly unexcused, unpaid time to cover that absence.

☐ LSA Instructional Support Services (ISS) and LSA Student Academic Affairs will work with the Registrar’s Office to arrange for class cancellation and/or reassignment, if required.
FIRE and/or LOSS OF BUILDING/AREA

LSA Facilities

Preparedness
☐ Monitor LSA Emergency Radio system for reports of fire-alarm activation in LSA buildings.
☐ Test the LSA Emergency Radio System during the fall and winter semesters.

Immediate Actions—Fire Alarm Activated or Fire Is Reported in the Building
☐ If the first responders confirm that a fire has occurred in the building, monitor the Plant Operations radio system to ensure that the alarm activation has been received by the Plant Operations Call Center (POCC). If POCC has not reported the fire-alarm activation or fire report, contact POCC over the Plant Operations radio system or by calling 734-647-2059.
☐ Relay situation updates via the LSA Emergency Radio System to units as they become available.
☐ Notify LSA leadership, LSA Instructional Support Services (ISS), LSA Development, Marketing, and Communications (DMC), and the University Registrar of the incident. LSA Facilities will serve as a liaison between Plant Operations and LSA.
☐ Monitor the situation on the Plant Operations radio system and via emergency-authority and media information for updates.
☐ Receive reports from LSA units on buildings’ status, evacuation status, etc. LSA Facilities will need to track, triage, and forward these issues, as appropriate, to POCC.
☐ Dispatch an LSA Facilities staff member to the affected building(s) to coordinate with the BIRT members, the applicable units, and first responders.
☐ If DPSS/UMPD has set up an Incident Command Post (ICP) to coordinate emergency response activities, the LSA Facilities staff member should report to the ICP. The LSA Facilities staff member should bring with them the emergency response supply kit that is located in main LSA Facilities office.

Recovery
☐ If it has not already done by UMPD, Plant Operations, or Risk Management, contact Belfor directly at 800-421-4141. Belfor is the pre-approved U-M vendor for major cleanup and restoration.
☐ If the damage from the fire is extensive and the loss of the building is expected to last a number of days or more, consider activation of the LSA Coordination Center. The LSA Annex to the U of M Emergency Operations Plan (EOP) (available on the LSA Facilities website) lists the actions required by various individuals and areas of the Dean’s Office when the LSA Coordination Center is activated.
☐ If the fire may result in a building(s) and/or classroom(s) not being available to support instructional or academic activities for a period of time, notify LSA leadership, LSA Student Academic Affairs, LSA ISS, and the Registrar’s Office to arrange for class cancellation and/or reassignment.
☐ Coordinate building repair and remediation efforts with Plant Operations, Risk Management, and any outside remediation companies. If the affected building has critical research equipment or operations that cannot be without power for an extended time period, collect the list of the equipment and operations from the affected unit(s) and work with Plant Operations to see if emergency power can be brought in to support that equipment and functions.
☐ If animal research areas are affected by the incident, notify Kathy Gimson (LSA Animal Care Coordinator) by email at kgkids@umich.edu and by cell phone at 734.355.0510 and the
If it is expected that the building will not be able to be reoccupied for an extended period of time (> 1 hour or days) work accommodations should be made for affected staff if staff can reasonably be reassigned to other, temporary facilities. Assist LSA Chief Administrators in making reasonable efforts to secure alternative workspace(s). LSA Facilities and LSA HR will work with units to identify suitable temporary work locations both at the time the emergency arises and on an ongoing basis as part of the recovery process post-emergency.

Chief Administrators have the authority to release staff from work if all the following conditions are met:

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