Policy Title: Fire Alarm Evacuation

Policy & Procedure Statement: The following procedures are established to ensure the safe evacuation of all individuals from the ICOM building in the event of fire alarm or actual fire.

ICOM Fire Alarm Procedures

Each building occupant should learn the location and operation of fire extinguishers in their work area. Employees are authorized and have the responsibility to use the extinguishers in an actual emergency. Each employee should know the location of all the exits from the ICOM building and be able to find exits in total darkness. ICOM building occupants must learn to recognize the evacuation alarm and know how to call the fire department from campus (911).

In the event of a fire alarm or actual fire in the building, all building occupants must evacuate the building immediately using the nearest exit available. A fire alarm would typically involve a Level II Evacuation: (Evacuation to predetermined Assembly Areas).

Exits

The rolling fire door opposite the ICOM Cafe installed at the top of the main stairway (Stairway #1) on the third floor will close automatically, eliminating accessibility to that stairway.
When the fire alarm activates, the elevators will no longer function for building occupants, only for fire department personnel.

Individuals located on the third floor must exit using one of two internal staircases located either in the southwest (Stairway #2) or northeast (Stairway #3) portions of the building. The elevators should not be used.

Floor Monitors

In the event of an evacuation, ICOM staff members identified as Floor Monitors will check each floor of the building, including common areas, group study areas, offices, classrooms, and restrooms to ensure that everyone has evacuated their area of responsibility. The Floor Monitors will be responsible to close all doors in their assigned areas.

Persons Needing Assistance

Prior to an emergency or evacuation drill, individuals who may need assistance with evacuating the building should make this known to the Floor Monitor assigned to their area of the building. During evacuation drills and actual emergency evacuations, persons needing assistance should be assisted to the nearest exit for their increased protection and to make rescue easier for trained emergency personnel. If they are unable to use the stairs, they should be assisted to designated ‘Areas of Rescue’ located adjacent Elevator #1 (Car 1) and Elevator #2 (Car 2) on both the second and third floors. Push-button call boxes are also available adjacent each elevator which dial the 911 operator when pressed.

“Area of Rescue” Call Box
Building evacuees will gather at either the Southeast or Northeast Assembly Areas outside the building. The Floor Monitors will locate one of the ICOM Safety Representatives (On-Duty ICOM Campus Security Officer, ICOM Executive Director, or ICOM Facilities Director) outside the building and report the status of their assigned area and whether anyone is standing by at one of the Areas of Rescue adjacent the second and third floor elevators. This information will be relayed to first responders.

Individuals shall not re-enter the building until the all-clear announcement has been made by Campus Security or Facilities personnel once it has been determined that it is safe to return to the building.

**Quarterly Drills**

Fire alarm and evacuation drills will be conducted on a quarterly basis at the Idaho College of Osteopathic Medicine. The drills will be documented by the Director of Campus Security.
ROLLING FIRE DOOR (RETRACTED)
LOCATED ON THIRD FLOOR OPPOSITE THE ICOM CAFE
NORTHEAST ASSEMBLY AREA
Approved by:

[Signature]

CAO/Dean

Date

8/20/19