



ENVIRONMENTAL HEALTH & SAFETY

STEVENS BARRACKS EMERGENCY PREPAREDNESS GUIDE

Fire Safety and Evacuation Plan:

- During a fire alarm activation, all occupants shall proceed to the nearest sally port and the Stevens Barracks (4th Battalion) assembly area (the assembly area map provided at the end of this form).
- Upon alarm activation, the Barracks watch shall open all sally ports and move any items within the sally port for use for egress from the Barracks.
- All Cadet rooms, including bathrooms, shall be checked for any occupants. All Cadet room doors shall be left in the open, unlocked, and clear position.
 - Any room where a fire is identified, the door shall be closed.
- Upon clearing the barracks, the watch shall post outside the front sally port with Barracks leadership to inform responding fire/emergency personnel that the barracks are clear and report where the fire/emergency is located.
- Barracks leadership shall assign personnel to conduct Cadet accountability in the designated assembly areas on the parade field. Upon getting accountability, Barracks leadership shall be notified.

Evacuation Plan:

- Each Cadet shall be familiar with their designated evacuation assembly area for evacuation accountability.
- Each Cadet shall be familiar with at least 2 ways off/out of their floor and barracks.
- Each Cadet shall be familiar with the location of manual fire alarm pull stations on their floor and the 1st floor.
- Each Cadet shall be familiar with the location of the closest fire extinguisher to their room.
- Each Cadet room shall evacuate without hesitation during the activation of the fire alarm system.
 - Each Cadet shall evacuate, leaving all personal belongings.
 - All freshman Cadet restrictions within the barracks shall be suspended for the evacuation.
- Each Cadet room occupant shall proceed to the nearest stairway or sally port.
- Each Cadet room occupant shall listen to the P.A. and barracks leadership for any additional information given by barracks leadership during the evacuation drill.

Emergency Guild:

- The procedure for reporting a fire or other emergency is to contact the Campus Public Safety Office at 8-1-1 (campus phones only) or (843) 953-5114 and to activate the nearest fire alarm pull station.
- There is a fire alarm system in the barracks. The fire alarm system will notify occupants of a fire emergency from a sprinkler head activation, smoke alarm activation, or manual pull station activation.
- Fire alarm pull stations are located at the bottom of all stairways, in the corners of the 1st floor, and at the entrance of the stairways on the 2nd, 3rd, and 4th floors.
 - To activate a pull station, pull down on the handle. This will activate the fire alarm evacuation signal for the entire barracks. Audio and visual devices will activate to alert occupants to evacuate.
- All rooms are equipped with smoke alarms that provide a room address on the fire alarm system upon activation.
- A sprinkler system is located within this building, protecting all Cadet, electrical, and mechanical rooms. There is no sprinkler coverage in corridors.
- There are 4 ABC-type Fire Extinguishers located on each floor. The sizes vary from 5 to 10 pounds. Extinguishers are located in the corner across from the stairway.
 - To use an extinguisher, utilize the P.A.S.S. method by Pulling the Pin, Aiming the Nozzle, Squeezing the Handle, and Sweeping the Nozzle Side to Side at the Base of the Fire.

If you have any questions about this Barracks Emergency Guide or the fire alarm, sprinkler system, or fire extinguishers in the Barracks, contact the Campus Fire Marshal at (843) 953-6945, jsoares1@citadel.edu.

STEVENS

BARRACKS – 1st Floor

CONSIDERATIONS FOR SAFE EVACUATION

- 1) Fire Safety is EVERYONE'S responsibility.
- 2) Help anyone in immediate danger.
- 3) Alert all personnel in the immediate area by calling out "FIRE!".
- 4) Use the nearest pull station to activate fire alarm and initiate evacuation.
- 5) DO NOT use the elevator during evacuation.
- 6) Call Public Safety. Dial 811 (land line) or (843) 953-5114 (cell phone).
- 7) Confine the fire by closing doors to affected room.
- 8) Only attempt to extinguish the fire if you feel safe in doing so and the fire is manageable in size.
- 9) Report to designated assembly area for accountability after evacuating facility.
- 10) If necessary, cross quad to access closest salleyport and exit building.

LEGEND



STAIRS



PULL STATION



ESCAPE ROUTE



EXIT



FIRE EXTINGUISHER

LEE AVE.

STEVENS

BARRACKS – 2nd-4th Floor

