

EVACUATION PLAN NEEDS FOR SALEM FIRE DEPARTMENT

From **Sound the Alarm**, Deputy Fire Marshal Laird Case need your information from pages 43-48 and that's all - NOTHING ELSE. Examples are found on pages 77-82. Here are his comments for each page.

- **State Building Summary**
Get rid of the EMERGENCY NUMBERS. The page needs to be clean, simple, and clutter-free so his personnel can quickly key in on the important stuff in an emergency.
- **Assembly Area Map**
 - ✧ Rename this the **Building Area Map** since he's not interested in the assembly area locations.
 - ✧ He'd like an enlargement of your building with the surrounding streets named and locations of hydrants and any nearby parking lots identified.
 - ✧ He is interested in the location of the Instruction Area, i.e., where the SEC and Facility person will meet the fire official. Once you have everything filled out, sit down with Laird Case to mutually determine this location. You can also mutually plan the Medical Staging Area, i.e., where people who need medical attention will be met. (Depending on the emergency, the responders will likely determine the Staging Area.)
- **Fire, Medical, and Target Hazard Information Sheet**
Important to fill out everything on this page, except the six boxes in the top row. When you are ready to meet with Laird Case, he'll advise you on filling in that row.
- **Mechanical & Structural Fire Floor Plans**
 - ✧ Again, keep the floor plan very simple, and clutter-free. Do not show cubicles. Laird Case doesn't want names of people in your offices or names of rooms. If layouts for several floors are the same, give only one floor plan for those floors and identify them. This pertains to those floors that have the same corridor layout with the only difference being that offices are on some floors while other types of rooms (e.g. conference rooms) are in those same locations on other floors. (But you still may want your EC's to use a detailed floor plan to help them account for their people in an emergency so you can provide responders with names and locations of anyone "trapped" in the building.)
 - ✧ However, on the plan designate your utility rooms: the electrical room, mechanical room, natural gas shut-off room, if inside, and locations of elevators and stairwells.
 - ✧ If you can drive into the basement, this would be important information for the fire personnel to see noted on a floor plan. All the access points on any floor need to be shown.

The fire department cannot guarantee that it will have the personnel to get disabled persons evacuated. They may be forced to make a tough decision, e.g., will the persons more likely survive if the fire department fights to extinguish the fire or tries to evacuate them?

When you are ready to sit down with either Deputy Fire Marshal Laird Case, contact their local fire station at (503) 581-9881. (You will likely need to ask to leave a written message to request a call back since they're frequently not at the station.) Their address is: Salem Fire Department, 370 Trade Street, Salem, Oregon 97302. Another option is to leave a message at the main department number, (503) 588-6245.

If you have any questions, contact either Randy Morris at (503) 373-2343 or Luella Ackerson at (503) 373-7003.