



Energy Institute

ENERGY INFORMATION CENTER SAFETY PROTOCOLS

POLICY DIGEST

Monitoring Unit: Energy Information Center, Energy Institute

Initially Issued: [Date]

I. PURPOSE

To establish comprehensive building safety policies and emergency evacuation procedures designed to facilitate the safe evacuation of all occupants from the Energy, Coast and Environment Building in the event of fire or other internal emergency.

II. DEFINITIONS

A. **Area Steward.** Designated personnel responsible for directing evacuation procedures and ensuring compliance with emergency protocols within assigned areas.

B. **Assembly Areas.** Designated outdoor locations where building occupants must gather during emergency evacuations.

C. **Fire Exits.** The safe evacuation routes are located on the west and east ends of the building.

D. **Laboratory Doors.** Doors to research spaces that must remain closed according to the fire code and safety requirements.

E. **Emergency Personnel.** LSU Police, firemen, Building Coordinator, Chairman of the Building Committee, or LSU Occupational & Environmental Safety personnel.

III. BUILDING SAFETY POLICIES

A. Laboratory Safety Requirements

1. The [LSU Office of Environmental Health and Safety](#) has requested that all laboratory doors in this building be kept closed in keeping with fire code requirements (so that any fire or explosion can be better contained) as well as for security reasons.
2. Laboratory doors should also be kept closed out of consideration for other building residents to prevent the spread of fumes, noxious odors and/or excessive noise to the hallways and surrounding areas.

B. Signage and Display Policies

1. Flyers and other announcements must be confined to bulletin boards.
2. Only official signs are to be allowed on doors, windows, and walls.
3. No ads are allowed on bulletin boards.
4. The Energy, Coast and Environment Building Committee strongly encourages every department to request that its employees and students exercise courtesy to others and tolerance of the many different political and religious beliefs present on campus by limiting the display of political or religious items to interior office spaces.

C. Hallway Safety

1. Units are requested to act promptly to have all of their furniture and other items removed from hallways.
2. No such items can be permanently left in building hallways.

D. Tobacco-Free Policy

1. [LSU is a smoke free campus.](#)

E. Policy Enforcement

1. All departments are requested to assist in enforcing these building policies.

IV. GENERAL RESPONSIBILITIES

A. Staff Responsibilities

1. It is the responsibility of each staff member to know the location of alarm pull stations and fire extinguishers in the immediate vicinity of their work locations.
2. Develop work methods to minimize the potential for fires or other emergencies.
3. It is also the responsibility of all staff to know their appropriate evacuation route and assembly location.

B. Area Steward Responsibilities

1. Area Stewards should review and discuss both locations of fire equipment and this plan with anyone associated with his or her assigned area periodically.
2. If possible, select someone in the same area to serve as your backup should you be absent.
3. Inform the personnel within your assigned area about these procedures.

V. FIRE DISCOVERY PROCEDURES

If You Discover a Fire (Follow in Order):

A. Immediate Alert

1. Pull the fire alarm at the nearest box or make certain that someone else does so.
2. The alarm will automatically sound throughout the building when the alarm is pulled.
3. Make certain the fire alarm gets pulled before you do anything else at all.

B. Containment

1. Isolate the fire or smoke by closing the doors to the room or area.

C. Emergency Contact

1. Call [LSU Police](#) at 578-3231 as soon as it is safe to do so.
2. Tell them your name and location, the exact location of the fire, and the description of the situation.

D. Fire Suppression (If Trained)

1. If you are trained and know how to do so and it is safe to do so, after first reporting the fire, attempt to fight the fire.
2. Use fire extinguishers to aid in the evacuation and to confine the area of the fire.
3. Always report the fire first.

E. Victim Assistance

1. If it is safe to do so, remove and assist any victims in the immediate area of the fire.

VI. EVACUATION PROCEDURES

A. When the Alarm Goes Off

1. **Immediate Response**

- Remain calm.
- Every fire alarm must be treated as real and requires an immediate and full evacuation.
- All building occupants must exit the building immediately upon the sounding of the fire alarm or upon notification by the Area Stewards.
- Assist and direct visitors to the nearest safe exit.
- Shut equipment down, which is clearly dangerous to leave running unattended.

2. Evacuation Process

- Close doors behind you as you go if you can do so quickly and safely.
- Try to avoid letting fire or heavy smoke get between you and your exit.
- If you get caught in heavy smoke, take short breaths and crouch down or crawl to the exit.
- If fire or smoke keeps you from exiting the building, get to a window, open it or break it, and signal for help.
- If you have a cell phone on you or there is a regular phone available, call LSU police at 578-3231 and report your exact location and status.

B. Critical Safety Rules

1. Never use an elevator or interior stairs during a fire or other emergency.
2. Only use the fire exits on the west and east ends of the building.
3. The interior stairs are not fire safe.

C. Assisting Others

1. Assist any injured or disabled persons from the building or direct emergency personnel to them.

VII. ASSEMBLY AREAS

A. Designated Assembly Areas

1. Report immediately to your designated assembly area.
2. Designated assembly areas are determined by which unit each person reports to.
3. There are two assembly areas for the Energy, Coast and Environment Building:
 - **Units which report to Energy Studies** should assemble in the West building parking lot.
 - **Units which DO NOT report to Energy Studies** should assemble in the East building parking lot.

B. Assembly Procedures

1. Exit the east or west stairways and then walk around to your designated assembly area.
2. If your designated assembly area is hazardous then assemble in the other designated assembly area.
3. If both designated assembly areas are hazardous, then assemble across Nicholson Extension in the student parking lot to the south of the building.
4. Remain with and obey any instructions from your Area Steward.

C. Critical Assembly Requirements

1. **Do not go anywhere else but the correct assembly area.**
2. People need to know that you are alive and have exited the building.
3. If you go anywhere other than your assembly area this may result in people risking their lives looking for you inside the building.
4. Go where you are supposed to go and stay there until told to go elsewhere.

VIII. AREA STEWARD EMERGENCY RESPONSIBILITIES

A. During Evacuation

1. Direct people to assigned exits and assembly areas.
2. Verify that the assigned area is evacuated.
3. Check all persons in your assembly area and identify any missing people.
4. Report missing person(s) presumed to be in the building to LSU Police and/or firemen.

B. Post-Evacuation

1. Remain in the assembly area with your group until receiving instructions from either LSU Police, firemen, the Building Coordinator, the Chairman of the Building Committee, or LSU Occupational & Environmental Safety personnel to re-enter the building or to take other steps.
2. Relocate your evacuees as a group to another assembly area if told to do so or on your own initiative if the regular assembly area becomes unsafe.

IX. CONTACT INFORMATION

If you have any questions, comments or suggestions about building safety and emergency procedures, please contact [Building Safety](#) for more information.