

George Mason University Korea Evacuation Plan

George Mason University Korea
119-4 Songdomunhwa-ro, Yeonsu-gu, Incheon, Korea

Emergency, Health, and Safety Office
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Contents

Section 1 - Evacuation Procedures	1
Evacuation Route Maps	1
Section 2 - Emergency Procedures	2
Fire/Explosion	2
All Fire Alarms	2
Section 3 – Emergency Evacuation for Persons with Disabilities	3
Planning	3
Evacuation Options	3
Personal Emergency Evacuation Plan (PEEP)	4
Emergency Procedures	4
Areas of Refuge and/or Evacuation Waiting Area	4
Section 4 - Evacuation Staff Responsibilities and Duties	5
Evacuation Director Responsibilities.....	5
Door Manager Responsibilities.....	7
Floor Manager Responsibilities	8
Assembly Manager Responsibilities.....	9
Roll-call Manager Responsibilities	10
Section 5 - Evacuation Assembly Point	11
Section 6 – Evacuation Director and Staff.....	12

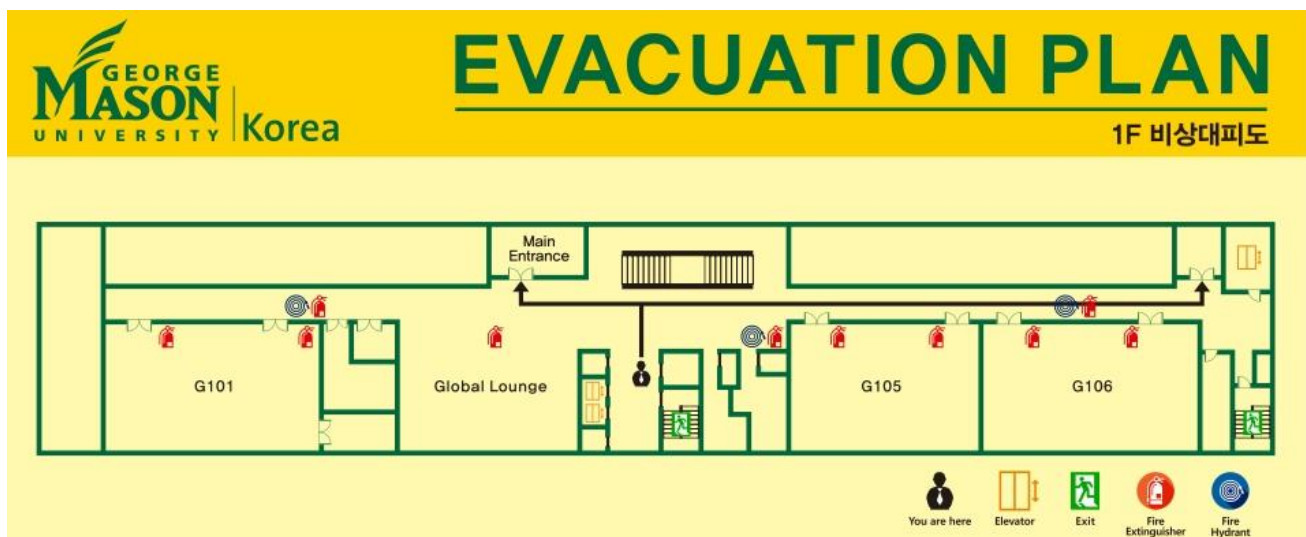
Section 1 - Evacuation Procedures

These procedures focus on evacuation of occupants as a result of a fire or other building emergency.

1. Assume all alarms are real unless an announcement has been made just prior to the alarm.
2. Upon fire alarm, wear face covering if under communicable disease restrictions.
3. Begin immediate evacuation of the building or area as outlined in Section 2 - Emergency Procedures.
4. Take your keys and valuables and close doors behind you as you exit.
5. Evacuate via the nearest stairwell. Do not prop doors open; doors must remain closed to prevent smoke migration in the event of a fire. Do not take elevators or go to the roof.
6. Go to your pre-determined Evacuation Assembly Point (EAP, EAP is a designated area on campus, which are to be used in the case of emergency situations. It is intended to provide a safe area for individuals to stand, while waiting for emergency personnel to respond), typically outdoors at a safe distance from the building and out of the way of emergency services.
7. Persons with disabilities who are unable to evacuate will follow their personal plan to take refuge or report to their evacuation assistant. See Section 3 for specifics

Evacuation Route Maps

Evacuation floor plans help to identify exits and exit routes for the building. Occupants should go to the nearest exit when the alarm sounds. If access to the nearest exit is obstructed, an alternate exit should be taken. Your building's floor plan and evacuation routes are posted throughout the building by the door to each staircase.



Section 2 - Emergency Procedures

All fire alarm activations should be taken seriously. Never assume it is a false alarm. Building occupants must evacuate when the alarm sounds.

Fire/Explosion

- If something is on fire, use the **nearest pull station** to **activate the fire alarm** and then **call 119**. Communicate the details you know about the fire.
- **If trained, use a fire extinguisher for incipient (early) stage fires only.** Before you fight a fire, make sure that you:
 - Have **called 119** or pulled the fire alarm
 - Have an **evacuation route** planned
- If **trapped by smoke or fire**; **stay low** and try to **cover your mouth** with a wet cloth.
 - **Find a room** where you can **seal the cracks under the door** and **call 119**
 - If **near a window**, open but **do not break** it. **Wave or hang something outside** to alert fire personnel.
- If your clothes catch fire: **STOP, DROP and ROLL** to smother the flames.

All Fire Alarms

- If you hear the fire alarm, **evacuate the building or area**. Close all doors as you go.
- Wear a mask if under communicable disease (i.e. COVID-19) restrictions.
- **Do not use elevators.** Evacuate by using the **nearest stairwell**.
- **Go to the Evacuation Assembly Point** (EAP, IGC Soccer Field) and maintain proper physical distancing at the EAP if under communicable disease restrictions.
- **Report to the floor manager or roll-call manager** at the Evacuation Assembly Point.
- **Do not re-enter the building** until authorized by emergency personnel.

Section 3 – Emergency Evacuation for Persons with Disabilities

This section provides a general guideline of evacuation procedures for persons who may have difficulty exiting during building evacuations. Faculty, staff, students and visitors with disabilities are expected to consider these options in advance to determine their best response to a building emergency. Assistance is available through the Office of Student Affairs or the Office of Emergency, Health and Safety.

Planning

Persons with mobility disabilities are encouraged to:

1. Consider evacuation options for the building they occupy.
2. Identify a volunteer who will be responsible to communicate with emergency services on their behalf during a building emergency.
3. Document their evacuation plans on the Evacuation Plan for Persons with Disabilities form and provide it to the building evacuation director who will inform evacuation staffs and retain it for reference.
4. Keep a face mask on their possession at all times if under communicable disease restrictions.

Evacuation Options

Persons with disabilities have five evacuation options as follows with preferred options listed first.

- **General Evacuation:** Use accessible routes to exit the building if the route appears safe. Note that the accessible route may not always be the nearest exit.
- **Horizontal Evacuation:** Horizontal evacuation means moving away from the area of danger to a safer place on the same floor where the individual is at the time of the alarm or emergency. In large buildings, evacuate horizontally to an unaffected area where the alarm is not sounding.
- **Area of Refuge:** Move to an area of refuge (also known as Areas of Evacuation Assistance or Evacuation Waiting Area) which is protected by substantial fire-rated construction. Many building stairwells with large landings serve as very good areas of refuge. Wait near the exit stairwell until everyone has evacuated the floor and traffic has cleared, then enter. Some buildings have designated areas with stairwells that are marked by a sign. Enclosed elevator lobbies and fire-rated exit corridors can also serve as an evacuation waiting area, especially when in close proximity to an exit. Mason Korea's Area of Refuge is each stairwell of the building.
- **Stay in Place:** If evacuation or moving to an area of refuge is not possible, staying in place, in your office or classroom, for example, may be appropriate. An enclosed room with an exterior window, a telephone, and a solid or fire-resistant door may be a good choice. With

this option, the person may keep in contact with emergency services by dialing 119 and reporting his or her location directly. Emergency services will relay this location to on-site emergency personnel who will determine the necessity for evacuation.

- **Assisted Evacuation Device:** In the event of a major earthquake or other campus-wide event that would prevent first responders from responding quickly, an assisted evacuation device, such as a specially designed chair, can be used by **trained personnel** to evacuate mobility disabled persons.

Elevators can be unsafe to use in an emergency and in most buildings they are automatically recalled to the ground floor. Emergency personnel have special keys to over-ride the elevator functions and can use them to assist with evacuation.

Personal Emergency Evacuation Plan (PEEP)

Any student or employee who has a hearing, visual, physical, mobility or other form of impairment should complete a Personal Emergency Evacuation Plan (PEEP, See Appendix A.) questionnaire and return it to the Office of Student Affairs or the Office of HR. The Office of Student Affairs or the office of HR must contact the Office of Emergency, Health and Safety for support in completing the PEEP.

Emergency Procedures

1. If persons with mobility disabilities should evacuate, report to an area of refuge (if available), or stay in place in the event of an emergency requiring evacuation or when the building alarm system is activated.
2. If reporting to an area of refuge or staying in place, contact emergency services by calling 119 and inform them of plans.
3. Volunteers may assist persons with disabilities and reach an area of refuge or should evacuate first, go to the evacuation assembly point and report to emergency services the location and status of the person with disabilities.
4. During pandemic a person who is assisting another person may be required to have a higher level of Personal Protective Equipment (PPE) due to the time of close contact with another person. If this is part of the disabled individual's evacuation plan, an evacuation kit with goggles and surgical masks should be provided for both the disabled person and their helper in the event of a pandemic evacuation.
5. The evacuation director should provide any relevant information to emergency services.

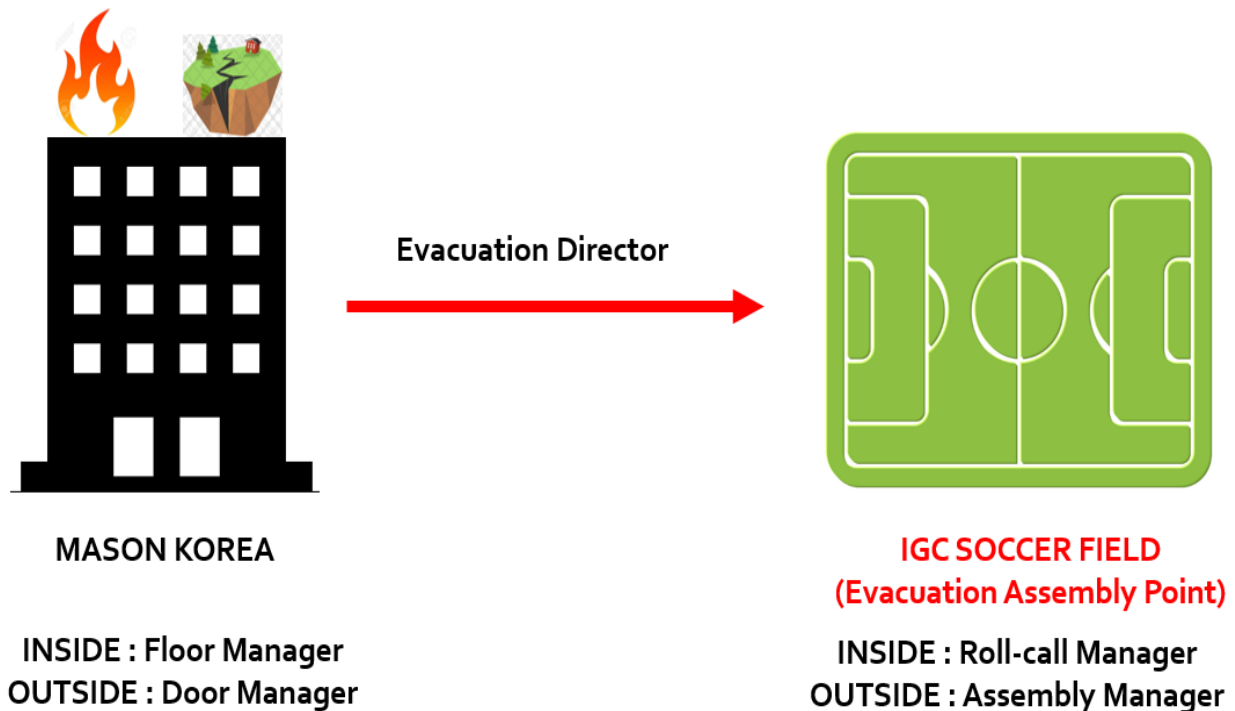
Areas of Refuge and/or Evacuation Waiting Area

Enclosed stairwells are designated to serve as Areas of Refuge in the Mason Korea Building.

Section 4 - Evacuation Staff Responsibilities and Duties

In the event of evacuating the Mason Korea building, five staff roles (Evacuation Director, Floor Manager, Door Manager, Assembly Manager, and Roll-call Manager) perform their specific responsibilities and duties to help occupants escape safely from the building and go to the assembly point.

Evacuation staff are named based on where they should be or what they should do. The Evacuation Director is the administrative lead for the evacuation plan and supervise all other evacuation staff when an emergency occurs. The Floor Manager and the Door Manager are positioned at their designated floor and door respectively inside the building. The Roll-call Manager and the Assembly Manager play their roles inside and outside of the assembly point. Each staff's responsibilities and duties are specified below.



Evacuation Director Responsibilities

The evacuation director is the administrative lead for this plan and acts as the liaison with the responding emergency services in the event of a building emergency. If an emergency occurs when the evacuation director or alternate director is not available, an evacuation staff or a senior employee may serve as liaison.

Evacuation Director Duties

1. Administrative
 - a. Prepare, maintain and distribute the George Mason University Korea Evacuation Plan (MKEP).
 - b. Work with management in all departments occupying the building to include the MKEP in new employee orientation.
 - c. Call periodic meetings with evacuation staffs to review and update the plan.
 - d. Distribute the plan annually to all building occupants and highlight any changes to the document.
 - e. Be familiar with duties and emergency procedures.
2. Preparation Guidelines
 - a. Be familiar with the plan and all relevant emergency procedures. Coordinate with building/department administrators responsible for employee, student and visitor health and safety to ensure all units occupying the building are addressed in this plan.
 - b. Assist with the development of emergency procedures for persons with disabilities.
3. Oversee Evacuation Staff
 - a. Solicit volunteers or request that departments solicit volunteer evacuation staffs and alternates for all areas of the building.
 - b. Ensure staff have attended evacuation training and know what their duties are in case of an emergency.
4. Building Emergency Evacuation
 - a. Evacuate, and report to the evacuation assembly point and act as a building occupant liaison with responding emergency services.
 - b. Receive status reports from area evacuation staffs.
 - c. Identify yourself and communicate your role to incident command (usually Yeonsu-gu Fire Department and Police station) and provide any relevant information you may have about the status of the emergency.
 - d. Offer a hard copy of this plan and attachments to emergency services. Ask if they need any information about the building and help facilitate information sharing between occupants and emergency services.
 - e. Communicate with any personnel who work in the affected space and others who may have information.
 - f. When the fire department has communicated "ALL CLEAR," announce that occupants may re-enter the building. Do not allow re-entry if the alarm is silenced without confirmation of an all clear from emergency services.
 - g. Coordinate with evacuation staffs to allow for a controlled re-entry of building occupants to minimize crowding and ensure physical distancing.

Door Manager Responsibilities

The door managers and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions. They receive special training from the Emergency, Health and Safety (EHS) to serve in their role.

Door Manager Duties

1. Preparation Guidelines

- a. Be familiar with the MKEP and all relevant emergency procedures.
- b. Familiarize yourself with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
- c. Be aware of persons with mobility disabilities and their evacuation plan.
- d. Be familiar with your building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
- e. Become familiar with operations in your area that may require additional time to shut down requiring occupant actions which would delay their exiting.
- f. Participate in evacuation drills as requested by the Evacuation Director.
- g. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation.
- h. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.

2. Building Emergency Evacuation

- a. Evacuate immediately and go to your designated door (B1 door, 1F main door, and 1F side door) with your emergency gear.
- b. Remain at least 15 feet from the designated door.
- c. Tell occupants where to assemble outside and not to re-enter the building.
- d. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
- e. Report the situation to the Evacuation Director
- f. As a general rule, evacuation staff should not fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to go to the assembly point quickly and to notify to the roll-call manager at the evacuation assembly point that you safely escaped from the building.
- g. If fire or smoke is observed, staff must discontinue their activities and evacuate immediately before the space becomes untenable.
- h. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.

Floor Manager Responsibilities

The Floor Managers and their alternates are employees, as well as building occupants who have been appointed (or have volunteered) to serve in these positions. They receive special training from the Emergency, Health and Safety (EHS) to serve in their role.

Floor Manager Duties

1. Preparation Guidelines
 - a. Be familiar with the MKEP and all relevant emergency procedures.
 - b. Familiarized with building exits and locations that are likely to have visitors or persons with disabilities who may need some assistance during a building emergency.
 - c. Be aware of persons with mobility disabilities and their evacuation plan.
 - d. Sweeping an area of the building to motivate non-responsive occupants to exit is optional. If conducted, the sweep should not take longer than two minutes.
 - e. Be familiar with building alarm system and building safety features (general awareness) so that you may accurately interpret alarms.
 - f. Become familiar with operations in assigned area that may require additional time to shut down requiring occupant actions which would delay their exiting.
 - g. Participate in evacuation drills as requested by the Evacuation Director.
 - h. Inform persons with acknowledged mobility disabilities about the guidelines for evacuation.
 - i. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
2. Building Emergency Evacuation
 - a. Go directly to your designated floor with emergency gear.
 - b. Meet your partner (Lead Floor Manager-Assist Floor Manager) at the meeting point where is the center of the hallway.
 - c. Check your designated floor area for visitors and others who may need assistance responding to the emergency. Students and visitors and other transient occupants who may not be familiar with how to evacuate should be informed of the location of the nearest exit. Direct occupants to the exits and tell them where to assemble outside.
 - d. Direct persons with disabilities to follow their individual plan. If they don't have one, direct them to an area of refuge.
 - e. Optional: Sweep your area by walking, calling out, knocking on doors and closing doors if possible as you exit the building. Encourage others to respond promptly. Be assertive when communicating the need to evacuate. As a general rule, evacuation staff should not fight fire with fire extinguishers or otherwise. Their primary role is to encourage occupants to move towards exits quickly and to communicate with the evacuation director at the evacuation assembly point.

- f. Exit the building and communicate with exiting occupants where to assemble outside. If fire or smoke is observed, staff must discontinue their activities and evacuate immediately before the space becomes untenable.
 - g. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
- 3. At the Evacuation Assembly Point
 - a. Once outside, report that your area is clear to the Evacuation Director
 - b. Assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders. Remain at least 30 feet from the affected building.
 - c. If you or anyone from your area have specific information about the nature or location of the emergency, immediately report the information to the evacuation director who will relay the information to first responders at the incident command location.
 - d. Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
 - e. Immediately report to the Evacuation Director any missing persons who you believe, or have reason to believe, may be in the building or in jeopardy.
 - f. At the evacuation assembly point, monitor occupants of the building for the proper use of their face coverings and proper physical distancing. If necessary, communicate to building occupants the need to keep face coverings in place and maintain physical distancing.
 - g. When notified by the evacuation director, help communicate all clear so the building may be reoccupied. Don't reoccupy in response to the alarm being silenced. Await a definitive message.
 - h. Coordinate with other evacuation staff and the Evacuation Director to allow for a controlled reentry of building occupants to ensure physical distancing.
 - i. During the reoccupy phase, monitor and ensure building occupants wear their face coverings and maintain physical distancing.

Assembly Manager Responsibilities

The Assembly managers and their alternates are employees, as well as building occupants who have been appointed to serve in these positions. They receive special training from the Emergency, Health and Safety (EHS) to serve in their role.

Assembly Manager Duties

- 1. Preparation Guidelines
 - a. Be familiar with the MKEP and all relevant emergency procedures.

- b. Familiarized with the emergency assembly point and the shortest route from the building.
 - c. Participate in evacuation drills as requested by the Evacuation Director.
 - d. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
2. Building Emergency Evacuation: Evacuate with your emergency gear and go directly to the Assembly Point.
3. At the Evacuation Assembly Point
 - a. Communicate with the Evacuation Director and update the situation to the Mason Korea Emergency Executive Council.
 - b. Direct the follow-up actions to the Mason Korea Emergency Operations Team.
 - c. Assertively direct people to the evacuation assembly point so they don't obstruct traffic or emergency responders
 - d. Communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point.

Roll-call Manager Responsibilities

The Roll-call Managers and their alternates are employees, as well as building occupants who have been appointed to serve in these positions. They receive special training from the Emergency, Health and Safety (EHS) to serve in their role.

Roll-call Manager Duties

1. Preparation Guidelines
 - a. Be familiar with the MKEP and all relevant emergency procedures.
 - b. Familiarized with the emergency assembly point and the shortest route from the building.
 - c. Participate in evacuation drills as requested by the Evacuation Director.
 - d. Be prepared to communicate to occupants of the building to keep proper physical distancing between all other people at the evacuation assembly point and while reoccupying the building.
2. Building Emergency Evacuation: Evacuate with your emergency gear and roll-call sheet and go directly to the Assembly Point.
3. At the Evacuation Assembly Point
 - a. Account for all personnel (HR-staff, FA-Faculty, SA-Student). Attempt to identify persons who may have remained behind. This is especially important if the building emergency is known and the persons unaccounted for work in or near the affected area. Confer with supervisors and co-workers and use any available lists or floor plans.
 - b. Communicate with the Evacuation Director and update the situation

Section 5 - Evacuation Assembly Point

An evacuation assembly point(EAP) is a safe zone away from a building, marked in advance, where building occupants can congregate in the event of an emergency evacuation. Occupants meet after evacuation so that they may be accounted for or lend assistance as needed.

The Primary Evacuation Assembly Point for Mason Korea is IGC SOCCER FIELD where IGC and other neighboring universities gather.

The Alternate Evacuation Assembly Point for Mason Korea is the empty lot next to IGC Tennis Court.



Section 6 – Evacuation Director and Staff

Evacuation Director				
Area	Primary	Cell Phone	Alternate	Cell Phone
In front of the building	Alicia Junghyun Suh		Hyun Jung Kim	
Door Manager				
Area	Primary	Cell Phone	Alternate	
B1	Crystal Seo		Heather Park	
1F main	Hee Tae Kim		Eric Lee	
1F side	Gloria Suh		Lea Joo	
Floor Manager				
Area	Primary	Cell Phone	Alternate	Cell phone
B1	Heather Park		Saemi Park	
1F	Lead: Doug Kim		Jin Yee Choi	
	Assist: Jaehee Suh		Hyun Jung Kim	
2F	Lead: Eric Lee		Yongmin Park	
	Assist: Youngmin Park		Yunna Park	
3F	Lead: Sang Yong Lee		Hannah Park	
	Assist: Joanna Park			
4F	Lead: Lesile Song		June Mee Jung	
	Assist: Veronica Jeong		Bokyoung Kim	
5F	Lead: Jun Kim		Janet Jang	
	Assist: Hyojeong Lim		Lea Joo	
6F	Lead: Jiye Chang		Seunga Seo	
	Assist: Wonseok Park		Sunny Ahn	
Assembly Manager				
Area	Primary	Cell phone	Alternate	Cell phone
Assembly point	Gbemi Disu		Kelley Chung	
Roll-call Manager				
Area	Primary	Cell phone	Alternate	Cell phone
Staff	Wonki Hwangbo		Robert Matz	
Faculty	Keira Lee		John Crist	
Students	Mihee Cho		Yorgun Marcel	