

# SAFETY COORDINATOR

In order to clarify some questions pertaining to the role required of the designated primary and alternate safety coordinators for each tenant company or organization, here are some guidelines to help answer some of your questions.

The principal role of the safety coordinator is to keep employees informed on the meeting places designated for each multi-tenant building in the event of an evacuation. The coordinator also is to notify emergency personnel if anyone is still left in the building. If the primary safety coordinator is not available, the alternate will take over that person's responsibilities.

The safety coordinator will also be the contact person in each organization in instances where the Research Park needs to disseminate information about fire guidelines, recommendations for additional safety precautions, any training sessions established by the Ames Fire Department, or fire drills.

# SAFETY ISSUES

Two of the primary safety concerns for people residing or working in the state of Iowa are tornadoes and fires. The following information provides a guide for companies within the Research Park to initiate their own safety readiness campaigns.

## *TORNADO SAFETY*

April through September are typically prime months for tornadoes to strike in the Midwestern regions of the United States. Tornadoes come and go so quickly that predicting more than 15-30 minutes ahead of time is almost impossible. The average warning time for a tornado with winds of 158 miles an hour or faster- the type that accounts for most deaths- is 18 minutes. The most important thing is not to be caught by surprise. Plan now what to do and where to go for proper shelter.

In the event a tornado or severe winds are evident, please advise your employees to do the following:

- Take refuge in an inside hallway or room
- Avoid places with wide-span roofs such as auditoriums, cafeterias, or large hallways
- Get under sturdy furniture such as a workbench, heavy table, or bench and hold onto it
- Use your arms to protect your head and neck

Safety does not stop after a severe storm has passed. You should be aware of the many dangers that may exist after the severe weather has moved out of the area.

- Remain calm and try to deal with immediate problems, such as caring for injured people, until professional help can arrive.
- Do not light matches or turn on electrical switches if you suspect damage. Gas leaks are quite likely where buildings have been damaged or destroyed. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone out of the structure quickly.
- Have utilities turned off; always have a professional turn the utility service back on.
- Stay away from downed power lines; they may still be live and you could be electrocuted. Do not attempt to touch or move any downed power lines. Keep children and pets away from fallen wires.

# SAFETY ISSUES

- Immediately clean up or rope off dangerous areas where broken glass, unstable structures, or loose, broken, or hanging tree limbs are located. Use caution when walking through tree areas where high wind or tornadoes have gone.

## *FIRE SAFETY*

Below are the fire safety guidelines that were established at a Fire Awareness seminar with the Ames Fire Department for the multi-tenant facilities at the ISU Research Park.

1. Meeting Areas. In general, individuals should meet in the grassy areas beyond the parking lots for each building. Individuals need to stay away from the parking areas where the fire engines may be as well as remain a safe distance away from the building themselves.
2. Notify Fire Department personnel if anyone is still inside the building.
3. Establish a safety coordinator for each tenant company. Please designate an employee to be the primary safety coordinator as well as an alternate in case that individual is not available. This person will keep employees informed on the items above as well as be the company coordinator with Research Park personnel in case of emergency. If you have not already established a safety coordinator for your company or center, please call Michele with the names of the primary and alternate safety coordinators.

The Research Park multi-tenant facilities are equipped with a fire alarm control panel that automatically alerts Per Mar Security if a fire alarm or sprinkler is activated. Per Mar Security immediately dispatches the Ames Fire Department and also calls Research Park staff to alert us of the situation. If for some reason, someone detects fire or smoke and the fire alarms are not sounding, immediately call 8-911. A more specific plan is suggested for larger tenants with high numbers of employees. If your company would like some additional input regarding establishing a fire drill procedure for your office, please contact the Ames Fire Department @ 515.239.5110.

# SAFETY ISSUES

The guidelines mentioned on the previous page are generalized, a more specific plan is suggested for larger tenants with high numbers of employees. If your company would like some additional input regarding establishing a fire drill procedure for your office, please contact the Ames Fire Department @ 515.239.5110.

**Fire Safety Hints** according to the National Fire Prevention Association:

In the event of a fire: sound the alarm and escape quickly!

- a. Sound the alarm and call the fire department, no matter how small the fire appears to be.
- b. Leave the area quickly, closing doors as you go to help contain the fire and smoke.
- c. Go to the nearest exit that is not blocked by fire.
- d. Heat and smoke rise, leaving cleaner air near the floor. Crawl low under smoke.
- e. Test doors before you open them. Feel the doorknob and the space between the door and frame as high as you can with the back of your hand. If either is hot, use another escape route. If neither is hot, brace your body against the door and open it a crack. Be prepared to slam the door shut if smoke or flame rushes through.
- f. Follow directions from fire and security personnel. Once outside, move away from the building, out of the way of fire fighters. Remain outside until the fire department says you may go back in.



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