



FIRE EMERGENCY ACTION PLAN

FIRE EMERGENCY ACTION PLAN (EAP)

DATE: July 31, 2023 – reviewed and updated

SUBJECT

Salisbury University Fire Emergency Action Plan

REGULATORY STANDARDS

OSHA - 29 CFR 1910.38; NFPA 1 & 101; and Maryland State Fire Code

POLICY STATEMENT

This is a statement of official University policy for the reporting of fire emergencies and for the evacuation of all campus buildings during fire emergencies, in compliance with local, state, and federal regulations.

The Department of Environmental Health and Safety (EHS) is the University's primary point of contact for all fire safety issues and all Federal, State and local fire protection agencies and organizations including, but not limited to, the Maryland State Fire Marshal's (SFM) Office and the Salisbury Fire Department (SFD). **The Salisbury Fire Department (SFD) is the primary point of contact for all fire emergencies.**

DEFINITIONS

- A. University means Salisbury University.
- B. SFD means Salisbury Fire Department.
- C. SUPD means Salisbury University Police Department.
- D. ES means Campus Sustainability & Environmental Safety.
- E. Fire Emergency means:
 - 1. a building fire alarm is sounding;
 - 2. an uncontrolled fire or imminent fire hazard occurs in any building or area of the campus;
 - 3. there is the presence of smoke, or the odor of burning within any campus building;
 - 4. there is spontaneous or abnormal heating of any material;
 - 5. there is the odor of natural gas in any building on campus; or
 - 6. there is an uncontrolled release of a hazardous material.

WRITTEN PLAN

Salisbury University will review and evaluate this standard practice instruction on an annual basis, when changes occur to 29 CFR 1910, or when facility operational changes occur that require revision. Effective implementation of this program requires support from all levels of University management. This written plan will be communicated to all affected personnel. The plan encompasses the total workplace, regardless of number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

GENERAL REQUIREMENTS

University fire alarm systems shall provide warning for fire or other emergencies requiring building evacuation.

University fire alarm systems shall be distinctive and recognizable as a signal to evacuate the work area.

University fire alarm systems shall be capable of being perceived above ambient noise or light levels by all employees in the affected portions of the workplace. Alternative means will be used to alert those employees in areas where they would not otherwise be able to recognize the audible or visual alarm.

TRAINING:

Training is an integral part of the safety and preparedness program. Employees should be aware of emergency procedures associated with their buildings.

Employee Emergency Action Plan Awareness: Each department is responsible for ensuring all of their employees are familiar with the University EAP. This includes EAP awareness, a physical tour of evacuation routes, location of fire extinguishers, AEDs, any special circumstances or emergency procedures associated with the building or plan.

Building Occupants: Building occupants should become familiar with the EAP and refresh their knowledge periodically. Knowledge of evacuation routes, evacuation zones, notification and emergency procedures are critical to successfully managing an incident/emergency/event.

CLASSROOM SAFETY:

Information for faculty and instructors in the classroom:

The importance of emergency preparedness extends to the classroom. Students, even in higher education settings, look to the instructor for guidance and definitive action during an emergency. Faculty and instructors who take a few minutes at the start of each semester to familiarize their students with basic evacuation and emergency procedures will help ensure that they and their students are better prepared for an emergency.

Faculty and instructors are presented with a unique challenge in emergency planning as they travel between buildings and classrooms delivering lectures and guiding lab activities. The one-page guide below titled "Emergency Information for Faculty and Instructors in the Classroom" is intended to assist faculty/instructor in the classroom.

TRAINED EMPLOYEES SHOULD NEVER CHOOSE TO FIGHT A FIRE IF:

- The fire alarm has not been pulled and the building has not been or is currently not being evacuated.
- 911 has not been notified that there is a fire.
- The fire has already spread beyond the immediate area where it started or is already a large fire (bigger than a trash can).
- The fire could block your escape route.

- You are not sure that the extinguisher you have is the proper one to use on this fire or it is not large enough to fight the fire.
- Make sure 911 is called for all fires – even if you think the fire is out.

EMERGENCY INFORMATION FOR FACULTY AND INSTRUCTORS IN THE CLASSROOM

Students, even in the university environment, look to the person at the front of the class as the leader of the group. Whether the class is five students or several hundred, students expect the instructor to have answers and a clear plan when an incident, emergency, or event occurs.

WHAT ARE MY RESPONSIBILITIES AS AN INSTRUCTOR?

- Clearly cover the basic emergency procedures for the class during the first week of class (10 minutes of pre-planning can save lives).
- Know how to report an emergency from the classroom.
- Communicate the evacuation route and Evacuation Zones outside the building in case of evacuation.
- Persons with disabilities, those who self-identify, should be able to provide information on special assistance needs if an incident/emergency/event occurs. Persons with disabilities may need assistance leaving the building during an evacuation.
- Most importantly: Provide leadership if an emergency arises and follow emergency procedures for all building alarms and emergencies.

HOW DO I REPORT AN EMERGENCY?

Report all emergencies by:

- Dialing 9-1-1 from any campus phone or cell phone. (It is preferred during a medical emergency to call 9-1-1, this allows the Dispatcher the ability to triage the call)
- State the nature of the emergency.
- Remaining on the line until the dispatcher hangs up.

SUGGESTIONS ON WHAT I SHOULD CARRY WITH ME TO CLASS?

- Class roster
- Charged cell phone, charging cable (in case of power outage or prolonged lockdown)
- List of important telephone numbers (i.e. dept. leadership, supervisors, or lab managers, if applicable)

HOW DO I EVACUATE THE CLASSROOM?

In many buildings, evacuation routes are posted on building walls at main entrances. Know the evacuation routes for your classroom. Look for illuminated EXIT signs in larger classrooms to determine primary and secondary exits. All fire alarms are mandatory evacuations. Familiarize yourself with fire extinguisher and AED locations.

WHERE DO I GO AFTER EVACUATION?

As your class is evacuating the classroom, ensure that everyone is leaving the building. Evacuate to the nearest evacuation zone or at minimum 150 ft. away from the building. Do not let students re-enter the building once evacuated. Once outside, check class roster to ensure all your students are accounted for.

WHAT ABOUT A PERSON WITH A DISABILITY?

Evacuation options for a person with a mobility impairment:

- Horizontal evacuation to the outside if you are on a floor with ground access. This would be an evacuation to the outside without the use of stairs.
- Stairway evacuation by assisting the person in navigating the stairs.
- Stay in place unless danger is imminent. Report the location of the person to emergency personnel. Stay with the person if possible.
- If necessary, assist in moving the individual to a safe stairwell. Report the location of the person to emergency personnel. Stay with the person if possible.

EMERGENCY PROCEDURES

BUILDING EVACUATION

Occupants are required to evacuate the building when the fire alarm sounds, or when ordered to do so by emergency response personnel, building alarm or emergency notification.

Building evacuation will occur via one of the following:

- When a building fire alarm is sounded
- When a building or campus evacuation order is given via the campus emergency notification system
- Upon notification by Fire Officials, University Police, or emergency personnel.

When an alarm or notice to evacuate the building is sounded, walk quickly to the nearest marked exit and ask others to do the same. Always use the stairs and try to stay to the right to leave a clear path for emergency personnel.

- Do not panic, remain calm.
- Do not ignore the alarm.
- Leave the building immediately, in an orderly fashion.
- Do not use elevators.
- Classes and meetings in session must be dismissed and students directed to leave the building.
- Follow quickest evacuation route from where you are (see posted floor evacuation maps).
- Proceed to the designated evacuation area for your building.
- Report any knowledge you may have of missing persons or injured personnel.
- When possible, assist persons with disabilities in exiting the building.
- Once outside the building, move to your designated evacuation area. Stay at least 150 feet away from any affected buildings or structures. (Do not gather at the building entrance)
- Keep streets and walkways clear for emergency vehicles and personnel.
- DO NOT return to an evacuated building unless directed to do so by University Police, Fire Officials or emergency personnel.
- Once the building is cleared for reentry University Police will inform the occupants by making a perimeter sweep of the building notifying occupants it is now safe to reenter.

Under no circumstances should persons unilaterally decide to ignore a fire alarm, fire drill or a request for evacuation in order to continue activities.

It is University policy that all employees evacuate the building during a fire emergency. Employees are not expected to fight fires. Only employees that are selected and trained in the use of fire extinguishers may voluntarily choose to fight the fire, and only if the fire is very small. If the fire extinguisher does not put out the fire, the employee must immediately evacuate.

Emergency information placards are posted within all academic and residence hall buildings. The placards include floor plans that show exit locations and post evacuation assembly areas for the respective buildings. Building specific plans are also available for review online at

<https://www.salisbury.edu/administration/administration-and-finance-offices/environmental-safety/floorplans.aspx>.

Employees with knowledge regarding the location of the fire shall inform emergency responders.

EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

Evacuation of person with disabilities should be given high priority in all emergencies. In an emergency situation, it is important that you are familiar with the needs of our disabled community during the evacuation process. Disabled persons are encouraged to self-identify and convey any special needs that may be required to the Disability Resource Center. Individuals should become familiar with the building and its exits.

The following guidelines are important to follow:

- Always ask how you can help before attempting any emergency evacuation assistance.
- If you choose to assist someone in an emergency situation, do not expose yourself or others to unnecessary risk by attempting to provide assistance beyond your ability.
- Allow the individual the opportunity to define specific needs and wishes to you. Offer assistance, but let the person explain what help is needed. Respect that the person with the disability may be the best authority on how to be evacuated.
- Carrying a person is not advisable except in the most extreme of circumstances.
- For safety reasons, avoid evacuating people while they are still in their wheelchair. Try to evacuate disabled persons without the wheelchair, empty wheelchairs will be evacuated later if possible. If not, move the disabled person to the nearest stairwell landing and summons help. It may be necessary to leave the person in the stairwell and retrieve assistance from emergency personnel.
- The individual needing assistance should identify assistants who can assist with evacuations.
- Do not abandon the person after exiting a building. Accompany the individual to a safe place with others.
- Most times the best course of action is to shelter in place and await emergency personnel.

Tips to Remember When Interacting with Persons with Specific Disabilities

Persons with Wheelchairs and other Non-Ambulatory Persons

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- A wheelchair is part of the user's body space and should be respected. Never maneuver a person's chair without permission.
- Ask how the chair operates and if there are any special operational instructions.
- Be cautious in attempting to lift an individual from a wheelchair. This should only be done in the most extreme of circumstances. Do not use a wheelchair to transport an individual down or upstairs.
- If unable to evacuate down stairs, position the person in the safest place possible according to the emergency, preferably in an enclosed protected stairwell.

- Alert emergency personnel of the person's location.

Blindness or Visual Impairment

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Provide verbal instructions to advise them regarding the safest routes or directions. Speak naturally and directly. Do not shout.
- Let the individual take your elbow for walking. The person may wish to walk slightly behind you in order to gauge your reactions to obstacles and curbs. Always explain what you want to do ahead of time. You should provide verbal clues when maneuvering around obstacles or corners and going up or down changes in elevation.
- Give other verbal instructions or information

Deafness or Hearing Impairment

- Gain attention by establishing eye contact or tapping on shoulder. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write information out if needed.
- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Face the person directly and speak naturally, even if an interpreter is present. The person may be trying to read your lips. Do not cover your face with our hands or others objects.

Evacuation Options

- Horizontal Evacuation – Use ground level exits to the outside or go into unaffected wings of multi-story buildings.
- Stairway Evacuation – Use stairs to reach ground level exits. Do not use elevators.
- Fire Rescue Sites – landings in enclosed, protected stairwells
- Stay in Place – In sprinkler protected buildings remain in a room with an exterior window, a phone, and a solid or fire-resistant door unless you are in imminent danger.

General Information for Persons with Disabilities

- Individuals with disabilities are encouraged to self-identify and provide assistance instructions, this will be helpful to co-worker during the evacuation process.
- If assistance is not available, stay in place or go to nearest stairwell landing and summons for help.
- The Disability Resource Office will meet with individuals who self-identify to develop and implement a personal evacuation plan.

BUILDING FIRE

Upon discovery of a fire, the employee shall activate the fire alarm using a manual pull station. If no manual pull station is available, they shall begin word-of-mouth evacuation notification, then immediately evacuate. Employees shall, from a safe location outside of the building, dial 911; or, at the emergency blue-light phones located around campus, press the emergency button to be connected to the SUPD who can contact the 911 Center.

If a building fire alarm is sounding, it will be reported immediately to the SUPD. SUPD will contact Wicomico County 911 Center to report the alarm and summon the Salisbury Fire Department, unless deemed false or accidental. SUPD will also notify Physical Plant. Representatives from SUPD and Physical Plant shall respond to the alarm location. The primary responsibility of the University Police Department will be the evacuation of the affected building(s). The primary responsibility of the Physical Plant will be the examination of the fire alarm system to determine the cause of the alarm. The Physical Plant representative shall immediately report the findings to the University Police Communications Center, who will in turn notify the police officer-in-charge.

All fire alarms will be reported to Wicomico County 911 Center, unless deemed false or accidental.

All fires, even if extinguished or found to be extinguished, must be reported to SUPD.

If any condition listed under "Fire Emergency" definition 2 through 6 exists, it will be reported immediately to Wicomico County's 911 Center. As necessary, the SUPD will notify the appropriate internal departments. Representatives from SUPD, Environmental Safety, and Physical Plant shall respond to the location of the fire emergency. If an uncontrolled release of a hazardous material occurs, ES will notify the appropriate external departments/agencies (MDE, OSHA, State Fire Marshal, etc.).

The building specific fire alarm system is the primary tool utilized to notify building occupants of an emergency which will require evacuation. In certain circumstances, such as when a campus-wide evacuation is required, the University's Emergency Alert System may be utilized. Activation of the Emergency Alert System will be guided by the *Salisbury University Emergency Preparedness Plan – Emergency Alert System* policy.

Building occupants are required to evacuate a building when the fire alarm sounds.

1. Inform people in the immediate area to evacuate.
2. If you witness a fire, activate the nearest building fire alarm and exit the building.
3. When safe, immediately call 9-1-1.
4. If the fire is small (wastebasket sized or smaller) and you have been trained to use a fire extinguisher, you may attempt to extinguish the fire. Make sure that you have a safe exit from the fire area and use the buddy system. If you cannot put out the fire in 5 seconds, evacuate.
5. To use a fire extinguisher, remember PASS:

Fire Extinguisher Instructions:

- P - PULL safety pin from handle.
- A - AIM nozzle at base of fire.
- S - SQUEEZE the trigger handle to discharge the extinguisher.

- S - SWEEP from side to side - Keep the extinguisher aimed at the base of the fire and sweep side to side, pushing the fire away from you.



6. On your way out, warn others.
7. Move away from fire and smoke. Close doors and windows behind you, if time permits.
8. Before opening a door, place the back of your hand on the door to check for heat. If cool, slowly check the door handle for heat and proceed to exit.
9. If the door is hot, do not open it. Find or create an alternative exit (windows). If no other exit is available and you only see smoke, open the door slowly, move to a crawling position, staying low, and quickly crawl to an exit.
10. If the door is hot and fire is present, keep the door shut. Place any type material at the base of the door to keep smoke from entering the room.
11. Exit using stairs. Do not use elevators during a fire.
12. Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation zone.
13. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

IN CASE OF FIRE REMEMBER RACE



R

'Rescue'

any person in
immediate danger



A

'Alarm'

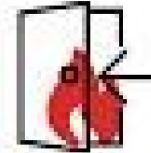
alert others by
activating alarms



C

'Contain'

closing all doors in the
fire area



E

'Evacuate'

extinguish the fire if
trained and safe to do so



BUILDING ALARMS

Most buildings on campus are equipped with a centralized fire alarm system.

Procedures

- The fire/evacuation alarm is a high-pitched annunciator. When you hear the fire/evacuation alarm, leave the building. Follow evacuation procedures located in this plan.
- The fire/evacuation alarm will also be equipped with strobe lights for persons with hearing impairments.
- Procedures which may be hazardous if left unattended should be shut down prior to evacuation, if safe to do so.
- Verify that persons are exiting the building and that doors are closed to reduce the spread of fire and smoke.

Fire Watch

Whenever it is brought to the attention of the staff of residential buildings or departmental personnel that the fire alarm or sprinkler system is inoperable or has been placed out of service, for longer than one hour, a fire watch shall be established.

- Responsible personnel (residential staff, security personnel, etc.) shall be assigned to the fire watch.
- The entire building shall be toured at least once during each hour of the fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.
- Written documentation of the fire watch and completion of tours shall be maintained.

Interruption of Fire Alarm

- No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the fire department officer in charge.
- No person may shut off any fire protection or alarm system during a bomb threat emergency without the permission of the police officer in charge.
- It shall be the responsibility of Physical Plant personnel to reset or cause to be repaired, any fire protection or alarm system after an emergency incident when notified by the fire or police department in charge. Physical Plant personnel shall inspect each system immediately after every emergency incident and place the system in serviceable condition.
- The fire and police departments may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.
- Any person desiring to interrupt service to any fire protection or alarm system must obtain permission from Physical Plant (Ext. 36200) and University Police (Ext. 36222).
- Fire or police department must request Physical Plant personnel to repair or reset a fire protection system, via Physical Plant personnel (Ext. 36200) when needed.

Information Release to Media and the Public

All information regarding fires will be released through the Public Relations Office. No other agency or employee may release official statements regarding the cause, origin, or nature of campus fires.

FIRE SAFETY INSTRUCTION COMPONENTS

For Employees

- All employees are required to follow the evacuation plan in order to provide the safest possible response to emergencies.
- Faculty members are required to instruct each class on the appropriate evacuation routes assigned to the room in which their class is being held at the beginning of each semester.
- Staff are required to respond to emergencies based upon their assigned duties and training.
- NO ONE will be asked or required to place themselves in harm's way.
- IF IT IS DANGEROUS TO YOU – LEAVE!
- Provisions will be made to assist individuals requiring evacuation assistance.

For Students

- In the event of an emergency, students are expected to comply with all directions given by university personnel in order to affect a safe and orderly evacuation.
- Students will be given instruction as to what is expected of them in each class should an emergency occur.

For Visitors

- In the event of an emergency, visitors are expected to comply with the direction given by university representatives in order to affect a safe and orderly evacuation. Your cooperation and understanding are appreciated in this matter.

For Contractors

- Contractors are required to adhere to all current codes, standards and safety rules that are in effect at the time of the work being performed. These include (but are not limited to) building, plumbing, electrical, safety and university personnel/property protection codes.

For Administration Offices

- Building Emergency Plans are posted.
- Evacuation procedures are to be communicated to all personnel in the area.
- Aisles are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18".
- Fire alarm pull boxes should be kept free and clear for instant access.

- Fire extinguishers should be kept free and clear for instant access.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in strips are plugged into wall receptacles and not into each other or extension cords.
- Extension cords are to be used for temporary power – not to exceed 90 days.
- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- When leaving for the day (or in an emergency), the area supervisor shall turn off all appliances and lights and close/lock the door.

For Academic Classrooms

- Building Emergency Plans are posted and Campus Emergency Guides are included in faculty handbooks.
- Evacuation procedures are to be communicated to all personnel in the area.
- Aisles are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18”.
- Fire alarm pull boxes should be accessible.
- Fire extinguishers should be accessible.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in strips are plugged into wall receptacles and not into each other or extension cords.
- Extension cords are to be used for temporary power – not to exceed 90 days.
- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- When leaving for the day (or in an emergency), the faculty member shall turn off all appliances and lights and close/lock the door.

For Laboratory Classrooms

- Laboratory Emergency Guides are posted.
- Evacuation procedures are to be communicated to all personnel in the area.
- Aisles are to be maintained free and clear.
- Exit signs are to be visible from all areas of the room.
- Doors are to be kept unlocked when the room is occupied.
- Sprinkler heads are to be kept unobstructed – no storage of anything within 18”.
- Fire alarm pull boxes should be accessible for instant access.
- Fire extinguishers should be accessible for instant access.
- Covers on electrical switches and receptacles are not broken or discolored.
- Electrical plug in strips are plugged into wall receptacles and not into each other or extension cords.

- Extension cords are to be used for temporary power – not to exceed 90 days.
- All employee provided appliances (fans, coffee makers, lights, etc.) must comply with campus standards.
- Storage of material must not present an overhead hazard.
- Ensure that all chemical containers are labeled as to content and hazards.
- DO NOT STORE CHEMICALS ALPHABETICALLY, except within a hazard class.
- Hazard classes that shall be stored separately include:
 - Caustics (bases)
 - Inorganic acids
 - Organic acids
 - Oxidizing acids
 - Flammable/combustible material
 - Oxidizing materials
 - Pyrophoric materials
 - Radioactive materials
 - Water reactive materials
 - Poisons (Generally laboratory reagents separated into organic and inorganic groups)
- Provide physical separation between hazard classes.
- Store flammable liquids in approved flammable liquid storage containers.
- Store oxidizers well away from flammables.
- Compressed flammable gasses shall be stored 20' from oxidizing gasses or by a physical barrier having a 1.5-hour fire rating.

For Sports and Recreational Facilities

- Prior to events – general instruction to attendees on emergency evacuation will be provided.
- Prior to use as an instructional area – staff will instruct students in the appropriate Emergency Action Plan.

For Campus Housing

- See Residence Life Policies

For Vehicles/Motorized Equipment

- Only authorized campus employees shall be allowed to operate campus vehicles/equipment.
- No Smoking when fueling vehicles/equipment.
- Employees must follow all fueling directions in order to prevent fires.
- Employees must follow proper battery disconnecting/connecting procedures in order to prevent fires.
- Only approved portable safety containers will be used for transporting flammable liquids.
- Approved safety containers will be placed on the ground when filling.

For Physical Plant

- Physical Plant employees by the nature of their jobs have a wide range of responsibilities that affect fire safety on school campuses. They will be involved in all levels of the fire safety program including hazard identification, hazard elimination, and emergency response.
- Physical Plant employees will be trained in fire safety issues for the entire campus.
- Physical Plant employees will provide information assistance to the local fire department in the event of an emergency.
- In the event of a fire emergency, Physical Plant employees will also act in the following roles:
 - Sprinkler Control Valve Attendant: Provided it is safe to do so following any evacuation, ensure the sprinkler valves are open and not shut until instructed to do so by the fire department.
 - Fire Pump Attendant: Provided it is safe to do so following any evacuation, ensure the fire pumps operate as designed.
 - Equipment and Utility Operators: If safe to do so, perform rapid equipment shut down prior to evacuation or as soon as possible. Ensure power is maintained to all fire equipment.
 - Salvage Squad: Once it is safe to do so, supervisors are to respond to the scene and determine what can be salvaged, what actions are needed to prevent further damage to the structure/property and oversee the clean-up activities.

For the Public

- Sound the Alarm – If you discover or suspect a fire, remain calm and proceed in the opposite direction of known hazards toward the nearest exit. Sound the alarm and move at least 300 feet away from the building. If there is no alarm in the building, warn other occupants by knocking on doors and shouting on your way out.
- Leave the Building – When a building alarm sounds or if you are warned of a fire emergency by another occupant, you must immediately exit the building as described above. Never use an elevator to evacuate during an emergency.
- Report the Location - If you have knowledge regarding the location of the fire, inform emergency responders and do not attempt to go back into the building until the fire department or local authority advises that it is safe to do so.
- Disability – If you have a disability to an extent it impairs your mobility, it is your responsibility to inform your supervisor. You are the best judge of your physical limitations. Co-workers and staff will assist you to evacuate only if it places them in no personal danger. Visually impaired persons should have a sighted assistant to guide them to safety. Hearing impaired persons should be informed individually of the emergency. Do not assume they know what is occurring by watching others. If you are unable to evacuate using the stairs, look for “areas of refuge” such as within stair enclosures or on the protected side of corridor fire doors.

BUILDING FIRE SURVIVAL INFORMATION

Feel the Door before Opening – Before opening any doors, feel the metal doorknob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or smoke are present, close the door and stay in the room.

If You Get Trapped - Keep the doors closed and seal cracks and vents if smoke comes in. If you are trapped in a room and there is no smoke outside, open the windows. Lower the top to let heat and smoke out and the bottom to let fresh air in.

Signal for Help – Hang an object in the window such as a towel or jacket to attract the attention of the fire department. If you have a phone, dial 911 and report that you are trapped and provide room number or location information.

Drop and Roll – If your clothes catch on fire, immediately STOP, DROP and ROLL to smother the flames.

Fire Extinguishers – Fire extinguishers are placed in University buildings in accordance with state requirements. It is University policy that all employees evacuate the building during a fire emergency. Employees are not expected to fight fires. Only employees that are trained in the use of fire extinguishers may voluntarily choose to do so if the fire is very small. If the fire extinguisher does not put out the fire, leave immediately.

BEFORE A FIRE OCCURS

Learn the location of fire exits and fire alarm pull stations where you work, live, and when traveling – it may save your life. (Fire alarm pull stations are usually located near building exits.)

Maintain corridors clear of ALL OBSTRUCTIONS.

Report damaged fire equipment.

Fire Doors - Keep stairwell doors and smoke doors in corridors CLOSED unless equipped with automatic self-closing devices connected to a smoke detector or the building fire alarm system.

Exit Signs – Two exits should be visible from all public areas.

Fire Alarms – Keep audio/visual devices and pull stations accessible.

Smoke Detectors – Keep them clear so they can detect smoke easily.

Use only U.L. listed appliances and do not overload outlets. Replace damaged wires.

Participate in fire drills...they are for your life safety.

REVIEW

Department heads are expected to review fire prevention and fire survival policies at the beginning of each semester with faculty and staff, or to schedule such a presentation with ES. Such information is available from ES for use and distribution.

The Sustainability & Environmental Safety Office will provide annual training to the University Police and the Physical Plant personnel who have specific responsibilities pursuant to this Fire Emergency Action Plan.