Purpose

Establish uniform procedures throughout the University for the Provision of reasonable life safety for employees, students, and guests of the University in case of a fire or other emergencies.

Procedures

In case of fire or other life threatening emergencies, evacuate the building. The actions listed in the sections below should be completed using reasonable judgment and provided no persons are endangered in the process.

- An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:
• Don't risk self - leave the area if unsafe.
• Give the alarm by: Sounding the building evacuation alarm by pull box or, if not available, orally notifying occupants of the building.
• Notify Public Safety by University telephone (6290) or by an Emergency 911.
• Isolate the area by closing all doors and windows. Shut down all equipment in the area if possible. Use a portable fire extinguisher to: assist oneself to evacuate, assist another to evacuate, or control a small fire, if you are properly trained.
• When notified of fire or other emergency alarm system or orally, personnel must evacuate the building and move to an area at least 200 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.

**Exception #1** (This exception pertains only to a fire situation.)

If a small contained fire is discovered, the following may be done using good judgment:

• Evacuate the immediate area of the fire using verbal instructions.
• Ask for assistance from a person in the immediate area. Extinguish the fire with a portable fire extinguisher.
• Contact Public Safety at 857-6290 or 911 and wait for their response.
• Contact Occupational Health and Safety immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.
• Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Occupational Health and Safety.

**Exception #2** (This exception pertains only to persons with disabilities that would not permit normal evacuation from a facility.) In case of an emergency a person with a disability shall do the following:

• Proceed immediately to an "AREA OF REFUGE."
• If an "AREA OF REFUGE" is not available proceed immediately to the nearest marked exit and wait inside the stair tower landing.
• Alert a responsible person of your intentions. Wait for trained emergency responders to rescue you.
• Faculty and other supervisory personnel, who note that individuals who may have been in the building are missing, should immediately inform the Fire Department Officer in charge and/or University Police.
• Supervisory personnel should assist in the evacuation of persons from the building. In specific, for faculty/supervisors of persons with disabilities, note the area of refuge your student/employee has occupied and communicate this information to Public Safety at the Command Post once outside the building. Remain at the command post to provide additional information as necessary for the Fire Department.
Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the Public Safety Command Post (University Police car with green light). These individuals shall remain at the Command Post until their help is requested by the Fire Department, Fire Marshal, representative of the Department of Occupational Health and Safety, or University Police.

**Delegation of Authority in Emergency Situations**

When the Fire Department responds to an emergency situation, the Fire Chief or his designee has the ultimate authority for the resolution of the incident.

A Fire Marshal may be called to the scene to act as a liaison to the Fire Chief. This individual is responsible for the investigation of the cause and origin of the fire as well as assuring compliance with applicable codes.

When an emergency situation involves only the University Police, the Department of Occupational Health and Safety and the building occupants, the Department of Occupational Health and Safety has the ultimate authority to resolve the incident to assure the protection of human health and the environment.

The University Police has the responsibility for initial response and crowd control, as well as enforcing directions given by the Department of Occupational Health and Safety. Building occupants/owners shall comply with directives from the Department of Occupational Health and Safety and University Police.