APPENDIX C: FIRE EVACUATION PLAN

**Purpose:** The university has facilities of various occupancies including academic, assembly, business, health care, office, and residential. Each facility must have a plan to evacuate the structure in case of an emergency. This plan must not only be effective for the facility in question, but also must coincide with the campus evacuation plan in the event that the campus needs to be evacuated.

The following guideline has been prepared for university students and employees who generally populate the campus facilities on a daily basis. The primary objective is to have a plan for safe evacuation and accountability of all occupants from facilities. Depending on the facility and occupancy, once an emergency evacuation plan has been established, training of staff and practice drills must be regularly conducted.

**General Requirements:** If a facility needs to be evacuated because of a fire, bomb threat, earthquake, or any life-threatening situation, there must be an established meeting place or a safe haven for ensuring occupant accountability. Occupants of each facility should have a working knowledge of notification capabilities of the facility. Not all building fire alarm systems on the campus automatically notify the university police department dispatch of any building alarms or troubles. It is important to call **3-3000 or 9-1-1** to notify the university police department that a life threatening condition does exist to minimize any delays in appropriate emergency response.

All facilities should have a written emergency evacuation plan. The following are minimum topics that must be addressed:

- duties and responsibilities
- specific information and procedure on activating the facility's fire alarm system, notification of occupants, as well as activating the **3-3000 or 9-1-1** system
- the facility floor plan layout (the exit system layout, location of fire protection systems and fire extinguishers, safe areas of refuge in the facility, special conditions or pertinent information related to emergency evacuation)
- issues related to persons with disabilities
- pertinent contact information and emergency telephone numbers
- accountability (meeting place after exiting the facility to account for everyone)
- a representative to provide the emergency responders with vital information related to the emergency and any person(s) that may still be inside the facility
- a checklist to follow to ensure a safe and efficient evacuation

A fire may include visible flames, smoke, or strong odors of burning. The appropriate emergency action is for persons to evacuate the building quickly and safely and notify the fire department by dialing NAUPD Dispatch **3-3000 or 9-1-1**. If possible the building manager should be contacted. The building manager shall work with emergency responders to provide information about the location of the fire, the cause of the fire, and to assist in a safe and orderly evacuation of the building.
If you discover a fire outside a building:

- If you are on campus, contact NAUPD 3-3000. Off campus, call 9-1-1.
- DO NOT activate the building fire alarm system.

If you discover a fire inside a building:

Immediately implement R.A.C.E.:

- **Rescue** Rescue anyone in danger from the fire if it does not jeopardize your own life.
- **Alarm** Activate a pull station to set off the building fire alarm. Call NAUPD 3-3000 or 911.
- **Confine** Try to confine the fire by closing all doors and windows to trap the fire and slow its progress.
- **Evacuate** Evacuate the building.

If the fire alarm sounds:

- Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it – the fire may be on the other side of the door.
- If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and exit the building.
- DO NOT USE ELEVATORS
- Close doors behind you; do not lock them.
- Notify arriving fire or police personnel if you suspect someone is trapped inside the building, and where the person may be located.
- Gather outside at the designated assembly area. Do not attempt to re-enter the building until instructed to do so by NAUPD or the fire department.

If you are trapped in a room, or otherwise unable to leave:

- Wet and place cloth material around and under the door to prevent smoke from entering the room.
- Close as many doors as possible between you and the fire.
- Be prepared to signal someone outside, but DO NOT BREAK GLASS until absolutely necessary (outside smoke may be drawn into the room).

If you are caught in smoke:

- Drop to hands and knees and crawl toward exit.
- Stay low, as smoke will rise to ceiling level.
- Breathe shallowly through nose and use a filter such as a shirt or towel.

If you are forced to advance through flames (which should be a last resort):

- Hold your breath.
- Move quickly.
- Cover your head and hair with a blanket or large coat.
- Keep your head down and your eyes closed as much as possible.
Using a fire extinguisher:
Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires (no larger than a waste paper basket). Firefighting efforts must be terminated within 15 seconds, or when it becomes obvious that there is risk of harm from smoke, heat, or flames, whichever comes FIRST.

The P.A.S.S. method:
- **Pull** the safety pin from the handle.
- **Aim** the extinguisher at the base of the fire.
- **Squeeze** the trigger handle.
- **Sweep** from side to side to side at the base of the fire.

Responsibility: The responding fire official and the university police department have the primary responsibility for managing fire emergencies.

Decision: The responding fire department incident commander will control and make decisions at the scene of the fire. The fire department will decide when to turn control of the scene back to the university. The university police department will decide when to turn control of the scene back to the facility tenant(s).

Subsequent Procedures/Information: Depending on the nature and degree of the fire incident, other support agencies and university resource units may be brought in for service or assistance. For more information on fire safety and evacuation procedures for a university building, consult the Fire Life Safety area of Capital Assets and Services.