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Title <i>FIRE and EVACUATION SAFETY</i>	Effective Date 05/07/2012

Code Compliance All University facilities must be operated and maintained in compliance with Municipal or State fire codes and other accepted safety standards.

Safe Practices A number of precautionary measures and practices can be taken to help prevent fires or help employees survive a fire. It is the responsibility of all department heads to ensure that their employees are familiar with these fire safety precautions and practices as well as other emergency plan requirements for their particular operations and areas.

Flammables & Hazardous Due to the increased fire risk of Flammable and Hazardous materials, it is extremely important they are stored correctly. For information on proper storage of Flammables and Hazardous Materials, go to http://ehsrms.uaa.alaska.edu/CMS/Policies_and_Procedures/Policies%20and%20Procedures/POL18HazMatManagement.pdf.

- Electrical*
1. Use only coffee pots, hot plates, or other electrical items that have the UL (Underwriters Laboratories) label. Don't use immersion-type heating devices. Electrical desktop coffee cup heater plates (coasters) should also be UL listed and have automatic shutoffs and heat limiters.
 2. Avoid electrical overloading with octopus plugs (more than one plug per electrical outlet). Do not plug high amperage items into electrical outlets without first checking with Facilities Maintenance Services.
 3. Use outlet strips equipped with circuit breakers or fuses for permanent extensions to appliances or equipment. Outlet strips should not be augmented with additional extension cords. **Do not plug outlet strips into other outlet strips (daisy chaining).**
 4. Regular extension cords are permitted only for temporary operations provided the cord is equipped with a three-prong connector and the electrical load is not beyond the amperage capacity of the cord. If your department requires a permanent electrical outlet, submit a work order to Facilities Maintenance Operations. Avoid placing cords

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where moving objects may cause damage to the cord or where they are covered by chair mats. Do not run extension cords through doorways. When working in wet areas, use extension cords equipped with ground fault interruption (GFI).

5. Report overheated or buzzing fluorescent light units to maintenance personnel immediately. These are characterized by pungent, burning odor, melted tar on light lenses, and annoying buzzing sounds from the fixture.
6. Report failure of any electrical office outlets to maintenance and follow up with your department head if corrective action is not taken.

*General
Precautions*

1. Know the location of the fire alarm in your area.
2. Report every fire to the University Police Department.
3. **Fire doors will not be blocked open.**
4. **Don't block the spray pattern of sprinklers, don't hang objects from sprinkler head, and don't paint the sprinkler heads. Materials stored in sprinklered areas may not be stacked higher than 18" from the horizontal plane of the sprinkler heads.**
5. Become familiar with all evacuation exits in your area (at least two) and practice using them. Building floor plans are available at <http://fpgis.uaa.alaska.edu/CampusBuildings.htm>.
6. Don't use open flames in UAA buildings, such as candles, incense, barbeque.
7. Don't exceed the posted occupancy level for a room or area under your direct control. Maximum occupancy levels are sometimes posted above each classroom, lab, or auditorium door or are available by contacting Environmental Health and Safety.

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Extinguishers

1. Know the location of fire extinguishers and how to use them. Don't obstruct them. Report improperly mounted or unserviceable extinguishers to Building Managers or maintenance personnel.
2. Never fight a fire with a fire extinguisher unless you have been trained and feel capable of doing so. Do not increase your risk of injury by staying to fight a fire.
3. Never fight a fire that is spreading beyond the immediate area where it started, is already a large fire, or could block your escape route.

*Fire
Extinguisher
Procedures*

Fire extinguishers are devices having a limited supply of fire extinguishing chemicals that are intended for use on the first stage of fires. Even the larger wheeled units that are intended for larger fires are limited in their capacity to extinguish fires. It is obvious, therefore, that the prompt discovery of the fire and having employees well trained in the use of this equipment are essential to effective action. One of the best uses of fire extinguishers is to aid in building evacuation by suppressing fire along an escape route.

To be most effective, place extinguishers close to the location where they are most likely to be used. The user of the extinguisher should not have to walk more than 75 feet to reach portable fire extinguisher.

Portable extinguishers are classified according to the type of fire for which they are suitable. Ideally, they should be selected and placed with these capabilities in mind. The majority of extinguishers on campus are ABC, which can handle almost every class of fire.

For complete guidance on portable fire extinguishers, consult National Fire Protection Association Publication, NFPA-10, "Standard For Portable Fire Extinguishers."

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Departments that have program specific extinguishers are responsible for ensuring they are properly charged and serviced. Maintenance personnel will arrange for regular inspections of other extinguishers. **Building managers or their designees will be responsible for the monthly required inspections for the extinguishers under their control.**

*Fire or Other
Emergency
Procedures*

The following alarm and fire suppression action should be taken immediately upon detection of a fire or a substantial quantity of smoke or any other situation that compromises the continued safe occupancy of a building. The Department of Emergency Preparedness conduct annual emergency evacuation drills during September. Advanced notice of the drill will be provided.

1. **Call the fire department immediately (911).** Don't hesitate. Employees do not need to obtain approval to summon the fire department. It is not necessary to notify UPD either, as they are notified the instant 911 is dialed on a campus phone (of both that the call is being made and the location of the call). If the room that you are calling from has the yellow emergency response poster designating the exact street address, ensure that address is given to the emergency responders.
2. Activate the building fire alarm before undertaking any fire fighting activities. Make sure that all employees know the locations of the nearest alarm pull stations. **Note: In some cases the building fire alarms do not summon the fire department automatically. They may only alert the occupants.** On alarm, all employees must begin evacuation of the building. Failure to evacuate not only jeopardizes complacent individuals' lives, but could endanger the lives of emergency responders. Failure to evacuate on alarm is also a criminal offense.
3. Use fire extinguishers to aid in building evacuation. **The safety of building occupants is the first consideration during a fire.**

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4. Do not become preoccupied with fighting the fire until it is established that: 1) the fire department has been notified, 2) the fire department has the exact information regarding the location and nature of the fire, and 3) no employees are endangered by the fire situation.
5. Designate an individual to meet the fire department outside the building. This individual should have knowledge of the size and location of the fire and the location of any persons trapped inside.
6. Do not shut off or disable an automatic sprinkler system. It is absolutely vital to the control of a fire that the sprinkler system be allowed to function until there is no question that the fire has been extinguished. Only an officer of the responding fire department has the authority to shut off the sprinkler.
8. Elevators are not considered a safe means of emergency exit from a fire. Elevator service is automatically shut off until a complete evaluation has been made and the building has been determined to be safe by emergency responders. In some cases, upon activation of the fire alarm, all elevators, regardless of previous command, return to ground level where their doors open and remain open. Elevator shafts are similar to chimneys in that they provide a perfect draft area for fires and smoke.
9. If time and the situation permits, a supervisor or designated person in the area should walk quickly through the work area and make sure that everyone is complying with the evacuation. If someone refuses to evacuate, do not waste time trying to convince them to leave. Instead, notify the emergency responders and the appropriate supervisor after evacuating of the building.
10. If time and the situation permits, make sure that all hazardous operations are shut down. If this cannot be done safely, notify the emergency responders about the situation.

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11. During a fire or explosion, flying glass and other debris can cause serious injuries. Therefore, utilize the safe areas designated in the Building Evacuation Plan or other safe buildings nearby to evacuate to and do not permit employees or others to stand within fifty feet of the evacuated building.
12. Whenever possible, perform a head count and do your best to account for everyone in your area. If you believe that individuals have remained in the building, notify the emergency responders about their last known location and any other details that might assist the responders with evacuating them.

*Individuals with
Special
Evacuation Needs*

Each supervisor should be aware of any employees within their areas of control which require special assistance during emergency evacuations. Individuals that cannot use stairs are to report to the nearest fire rated (enclosed) stair well landing and remain within that stairwell or safe refuge, with the landing door closed, until an emergency responder with proper equipment and training can assist with evacuation. Supervisors should compose and practice an evacuation and safe refuge plan for employees needing assistance which includes immediate notification to emergency responders of the location of stranded individuals. A buddy system is recommended for this procedure. Individuals with special evacuation need who are working off-hours should notify the University Police Department of their presence. For the locations of safe refuge areas within buildings, contact EHS/RMS at 786-1178, <http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm> or go to <http://www.uaa.alaska.edu/dss/information/emergency.cfm> .

Instructors who have students with special evacuation needs should discuss those needs with the individuals and formulate plans similar to those suggested in this procedure. Again ... “buddy systems” using volunteer classmates are the preferred method to assist individuals to refuge areas as the “buddies” will more than likely be using the same evacuation route through the safe refuge area. Additional advice for

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students is available from Disability Support Services at 786-4530 or at their web site <http://www.uaa.alaska.edu/dss/>.

During real evacuations and practice drills, individuals who can not use the stairs due to mobility related disabilities or temporary injuries need to remain in safe refuge areas until professional assistance arrives or the all clear is announced. Novices or good Samaritans are not permitted to lift, carry, or otherwise transport individuals down the stairs as there is a high potential for physical injury to both the good Samaritan and the individual being assisted if evacuation is not performed correctly. Individuals who need assistance evacuating due to low vision or blindness should have a buddy who can guide them down the stairs. Individuals who are deaf or hard of hearing should be assisted with visual cues or notes as needed.

Emergency Signs The yellow emergency response poster is available at http://ehsrms.uaa.alaska.edu/CMS/Safety_and_Emergency_Information/Posters%20and%20Postings/Reporting%20an%20Emergency.pdf. Print and fill the address in accordingly.

Evacuation Maps To develop evacuation maps for specific areas and buildings, go to <http://fpgis.uaa.alaska.edu/CampusBuildings.htm> and locate the desired building map. Then print the map and, using red marker, outline the evacuation routes (at least two) for the area of concern.