

FIRE PREVENTION PLAN – EMERGENCY ACTION

1.0 PURPOSE

This Plan is presented for University employees to be informed so that they react safely and effectively during an emergency situation. The Plan also reinforces various safety steps and procedures presented in the University Injury and Illness Prevention Program (IIPP).

2.0 SCOPE AND APPLICATION

The contents of this Plan apply to all University operations. All University employees, staff and faculty members are required to adhere to this Plan.

This plan relies upon department heads, faculty, staff, and supervisors to train, inform and implement the applicable sections of this Plan in their areas.

For reference purposes and in technical support of this Plan, the following University policies, procedures and related safety programs are available for additional, specific details:

- Injury and Illness Prevention Program (IIPP)
 - ❖ Hazard Communication Program
 - ❖ Radiation Safety Program
 - ❖ Written Safety Rules
 - ❖ Chemical Hygiene Plan
 - ❖ Respiratory Protection Program
 - ❖ University Disaster Preparedness Plan
 - ❖ Security Department Post Orders

3.0 RESPONSIBILITIES

3.1 Department of Environmental Health and Safety (EHS)

The Department of EHS is responsible for administering this Plan including the following support duties:

- Identifying areas and University operations that present special application or emergency needs.
- Develop emergency steps and procedures to adequately address special hazards, operations or materials.

- Update the Plan as the need arises, operations change or new exposures are identified.
- Train department heads and supervisors in the application and implementation of this Plan.
- Monitor the effectiveness of the Plan through drills, employee safety meeting discussions or other effective methods.

3.2 **Department Heads, Faculty, Supervisors**

Each employee, staff member and student has the direct responsibility to be familiar with the contents of this Plan as well as follow the rules and procedures provided herein. To meet this responsibility, employees, staff and students will:

- Notifying all students, employees and other involved persons of the contents of this Plan as well as the applicable emergency procedures contained herein.
- Provide adequate training and orientation for students and employees on the contents of the Plan.
- Notify the Department of EHS of any necessary changes, revisions, new operations, or previously unknown potential hazardous conditions that require the Plan to be modified or changed.
- Provide the Department of EHS with the necessary technical support needed to update or modify the Plan.

3.3 **Employees, Staff and Students**

Each employee, staff member and student has the direct responsibility to be familiar with the contents of this Plan as well as follow the rules and procedures provided herein. To meet this responsibility, employees, staff and students will:

- Attend Plan training and orientation sessions
- Participate in drills and Plan review meetings
- Offer constructive input on Plan changes and modifications.
- Provide technical information as necessary.

- Notify supervisor or department heads of previously unidentified hazardous operations or material that may need to be addressed by this Plan.

4.0 TRAINING

Staff, employees, students, and other persons who are routinely on University property will receive training in the contents of this Plan. Mandatory training will be provided for evacuation and alarm notification. Other portions of this Plan can be presented as general information during initial employee or student orientation.

Training will be given periodically, but no less than the following minimal requirements:

4.1 Employees, Staff, and Supervisors

- At time of hire and no less than once annually thereafter.
- Whenever a job transfer involves a new work location (building or laboratory).
- Whenever a new process, material or chemical is introduced into the employee's work environment that presents a potentially hazardous condition or operation.

4.2 Students

- During initial orientation
- Whenever assigned to a laboratory project or ancillary student program that involves chemicals or potentially hazardous equipment.

4.3 Other Persons

Vendors, outside security personnel and other similar persons who are frequently and routinely on University property will receive the applicable training and orientation relative to their business on campus.

The Department of EHS will provide or ensure that security personnel are given training to supplement their post orders assignments. The respective department head or University employee who controls the activities of vendor personnel will assure that applicable training or orientation is provided.

4.4 Recordkeeping

The Department of EHS is responsible for maintaining written records of training and/or orientation sessions. The record will minimally provide the following:

- Training date
- Names of all attendees
- Signature of all attendees
- Brief outline of material presented

5.0 ALARM NOTIFICATION

Alarms that indicate emergency situations can be provided or initiated in several ways. These include:

- Phone notification
 - Employee, student, visitor calls Security 541-259-0301 or extension 0301 and the public 911.
- Verbal notification
 - Employee, student or visitor verbally notifies staff, security personnel and nearby persons.
- Internal alarm systems
 - Automatic fire sprinkler system water flow alarm
 - Smoke detector activation alarm.

Whenever an alarm is given, the University employee of the highest authority level present will initiate the emergency procedures contained in this Plan. These procedures may include equipment shut-down, local or full evacuation, fire fighting, investigation, etc. If there is any danger to the personal safety of building occupants, evacuation will be the first order given.

Once the alarm is given (or received) the immediate employee in charge will direct persons in the affected area to a safe zone which may include evacuation of the building, room or laboratory. The arriving emergency personnel will assume control once the situation has been assessed and is understood by the responders. If the public fire or police department responds, they will assume and be given complete control upon their arrival.

6.0 Emergency Personnel

The following personnel (by position name or title) are deemed to be University Emergency Personnel.

- Director of Environmental Health and Safety
- Facilities Department Personnel
- Contract Security Personnel

Only the Director of EHS or Facilities Director has the authority to designate other University employees as emergency personnel. Under no circumstances will students, vendors or other nonemployees be designated as emergency personnel.

7.0 Designated Potentially Hazardous Areas

The following areas, buildings or University operations, due to their inherent processes, equipment or materials, have been identified as having greater potential for being the site or location of an emergency situation. Each of these areas has special protection, alarms, employee training, and specific safety related policies or procedures developed or provided to prevent emergency situations. However, it is prudent to identify such areas so that persons in these sites are aware and knowledgeable.

The designated areas and special condition(s) that warrant this designation are:

- Embalming Room (hazardous/flammable chemicals)
- Hazardous waste storage area (hazardous/flammable chemicals, materials)
- Labs containing ionizing radiation (radiation source)
- Research laboratories (hazardous/flammable chemicals)
- Facilities shop (paints, welding, woodworking)
- Anatomy laboratory (hazardous/flammable chemicals)

8.0 Special Protection

The following protection systems, materials and/or equipment have been provided to increase the safety for all building occupants as well as to better protect the assets of the University:

- Automatic fire sprinklers present in all teaching buildings.
- Smoke detection systems present in all buildings not protected by automatic fire sprinklers.
- Pull box alarm systems present in all teaching buildings.
- Fume hoods for chemical fume exhaust and control are present in all laboratories having hazardous chemicals.
- Hazardous material containers provided where these materials are used and/or stored.
- Fire extinguishers provided in all campus structures.
- Material Safety Data Sheets in all areas using hazardous chemicals.
- Roving campus security patrols, 24 hours per day, seven days per week.
- Identified evacuation areas for each building.
- Posted evacuation diagrams in all campus buildings.
- Emergency lights in all buildings.

9.0 Emergency Situation Procedures

9.1 Fire or Major Smoke in Building

- Call Security at 541-259-0301 or extension 0301
- Evacuate the involved area and/or entire building
- Verbally notify all others during the evacuation.
- Notify the fire department by calling 911.
- If safe to do so:
 - Fight the fire with extinguishers
 - Turn off electrical equipment
 - Close doors behind last person leaving the area
 - Look for unconscious or injured persons
 - Render aid to unconscious or injured persons
 - Note locate of fire and/or smoke and involved equipment or process
- Assembly in the designated area
- Advise arriving emergency personnel and/or fire department of the situation including:
 - Location
 - Nature of fire and/or smoke condition
 - Involved equipment
 - Presence of hazardous materials in the fire area
 - Location of any injured or unconscious personnel

9.2 Smell of Smoke Only

- Call Facilities
 - Verbally notify personnel in the affected area.
 - Notify Campus Security at 541-259-0301 or extension 0301
 - If smoke increases, evacuate entire building, following steps provided under **FIRE scenario** above.
 - University emergency personnel will initiate a search for the source of the smoke
- OR -
- University emergency personnel notify public fire department by calling 911.
 - University personnel order building evacuation is source cannot be found or if an actual fire condition is found during the search.

9.3 Hazardous Material Release or Spill

- Alert personnel in the immediate area, room or building section.
- Initiate evacuation of the immediate area.
- Be prepared to evacuate the building.

- Call Campus Security at 541-259-0301 or extension 0301
- If safe to do so:
 - Confine the spill
 - Note the exact location of the spill
 - Note container identification and any warning signs on container
 - Note color of fumes, particular odor or smell
 - Turn off all electrical appliances in the area
- Advise arriving emergency personnel (campus or public) of the situation particulars.
- Evacuate to established safe zones as ordered.
- Follow procedures for **FIRE scenario** evacuation scenario

9.4 **Earthquake**

During the actual earthquake:

- Duck and cover.
- Do not evacuate unless instructed by person in charge.
- Stay away from windows, hanging fixtures, large cabinets, wall shelves, etc.
- Do not attempt to restrain falling or shaking objects.

After the earthquake has stopped:

- Check for injured or unconscious persons, render aid.
- Check for exposed electrical sources.
- Check for broken glass.
- Check for natural gas odor.
- Check for smoke and/or fire.
- Check for building damage, especially to doors, stairs, ceiling tiles, etc.
- Do not use elevators, **USE STAIRS ONLY** when moving within or out of the building.
- Check for hazardous chemical or material spills.

If natural gas, hazardous material, smoke or fire is found:

- Evacuate the building following procedures listed under **FIRE scenario**.

If no hazardous situations present themselves, await instructions from University Emergency Personnel to resume normal operations, conduct a slow and orderly evacuation, or move to another area within the building.

9.5 **Electrical Utility Failure**

- Remain calm and wait for emergency lights to operate.

- Stay with your group or class or co-worker.
- Test the phone and if it works, notify Security.

If failure occurs during daylight hours:

- Remain in the room until instructed to leave or resume operations.

If failure occurs during dark (night) hours:

- Wait for emergency lights to operate, then slowly leave the building to the established evacuation zone.
- If emergency lights do not operate, attempt to call Security by phone.
- If the phone does not operate, wait for aid from the responding emergency personnel.

9.6 **On-Campus Civil Unrest or City Policy Activity**

- Notify Campus Security by phone and notify them of the situation as observed or heard.
- Remain in the room and building unless instructed to leave by the city police.
- Stay away from windows and doors.
- Turn off all lights except for those absolutely necessary.
- Do not contact, call out to, or in any other manner attempt to draw attention to yourself with those involved in the civil commotion or police activity.
- Dial radio to local news station, keep volume low.

9.7 **Violent or Threatening Person**

- Do not draw attention to yourself or your group.
- Do not present an aggressive or threatening nature or posture.
- Follow orders given by the person.
- Do not argue with the person.
- Do not attempt to subdue the person.
- Note the person's physical description, clothing, language, identify marks.
- Do not run, always walk.
- Talk softly.
- If physically attacked, cover your head and assume the fetal position.
- Be aware of escape routes, exits,
- Await police response and follow instructions.

10.0 Fire Prevention Plan

10.1 Fire Safety Rules

The IIPP provides relative fire safety rules for employees and the student body. These rules are explained during employee and student orientation. Safety coordinators and department heads are responsible for implementing and enforcing the fire safety rules.

10.2 Fire Inspections

Fire inspections are part of the IIPP process. Safety coordinators, monitored by the Department of EHS, conduct periodic inspections to find and correct unsafe acts or conditions that may or could result in a fire condition.

Fire safety inspections are also conducted by outside agencies and other fire safety professionals. These inspections include the public fire department and fire insurance carrier.

The results of these documented inspections are reviewed by the Department of EHS. Proper corrective action is taken promptly whenever necessary to prevent fire situations.

10.3 Fire Detection and Suppression

All buildings are equipped with hand-held fire extinguishers which are checked monthly and inspected annually for operating condition. Selected employees have received training in the effective use of fire extinguishers.

All educational buildings are provided with automatic fire sprinkler systems. These systems are activated by heat and apply water from ceiling sprinkler heads directly over the fire. If the sprinkler system is activated, an electrical and manual alarm is triggered to a monitoring station which notifies the public fire department of the sprinkler operation.

Buildings which do not have automatic sprinklers are equipped with smoke detection systems. The detectors are monitored by a monitoring company which will notify the fire department whenever a smoke detection signal is received from an activated detector.

All sprinkler and smoke detection systems are periodically tested for reliability. Monitoring company tests are also conducted to ensure reliability. All tests are documented and kept on file.

10.4 **Smoking**

Smoking is not permitted in any structure on campus. Smoking is permitted only in external, designated areas.

10.5 **Hazardous Materials**

Certain laboratory and support operations use hazardous chemical and materials that are flammable or combustible. Each of these materials has been identified for its unique hazardous property.

Proper safety cans and flammable liquid storage cabinets have been provided. Storage safety rules have been published. Storage locations are identified and have been established where protection systems best afford coverage and security.

Involved employees have received training in the proper and safe handling, dispensing and storage of hazardous materials and chemicals. Material Safety Data Sheets (MSDS) are available for all identified materials.

Annual inventories of all hazardous materials are conducted and document. The Department of EHS must approve the purchase of any new materials that have combustible or flammable characteristics.