

# Carnegie

## ***FIRE AND EMERGENCY ACTION PLAN***

for

**University Buildings**

**5000 Forbes Avenue**

Revised- August 2008

Prepared by

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#### BUILDING EVACUATION FLOW CHARTS

Recommended Evacuation Routes (Zoned floor diagrams with printed exit instructions follow this page in the order appearing below).	Appendix
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Third Floor  
Second Floor  
First Floor  
A Level Floor

## **IF YOU DISCOVER A FIRE**

- 1) If you can, quickly put out the fire using a proper fire extinguisher. Report the incident promptly to University Police at x8-2323.
- 2) If you see that a fire cannot be quickly extinguished, **ACTIVATE THE NEAREST FIRE ALARM STATION** and evacuate the area.

## **THE FIRE ALARM SYSTEM**

When activated, the alarm system in your building causes flashing alarm lights to respond and horns to sound continuously throughout the building. Signals are simultaneously sent out to the Pittsburgh Fire Department and to the University Police and the approximate location of the area affected within the building is indicated on a graphic annunciator located at the entry or on the exterior of the building.

Alarm pull stations are activated by completely pulling down a lever located at the lower half of the alarm station cover. Pull stations are located near exits, and at stair entries. Fire alarms can also be automatically tripped by actuation of smoke or heat detectors located in corridors, in storage spaces and in mechanical areas, or by the release of sprinkler systems.

## **BASIC EVACUATION INSTRUCTIONS**

- 1) Whenever an alarm sounds, evacuate immediately. If you can safely close all windows in your area before leaving, do so.
- 2) Close your door as you leave, making certain that you have your keys with you (heavy concentrations of smoke may make your return necessary).
- 3) Help retard the spread of smoke and flames by closing fire doors behind you as you pass through the building. **FIRE DOORS SHOULD NEVER BE OBSTRUCTED OR BLOCKED OPEN.**
- 4) Move quickly to the nearest building exit, but refrain from running.
- 5) **DO NOT ATTEMPT TO USE ELEVATORS FOR EVACUATION PURPOSES.**
- 6) If you encounter heavy smoke, change your exit route to the next available exit. Help guide others if you appear to be more familiar with the building.
- 7) As you exit, move well away from the building exterior to assure for your safety and to provide ample room for responding firefighters and emergency equipment.

**NO ONE IS TO RE-ENTER AN EVACUATED BUILDING UNTIL IT HAS BEEN DETERMINED SAFE TO DO SO BY THE RANKING FIRE DEPARTMENT OFFICER AT THE SCENE.**

## **INSTRUCTIONS FOR ANYONE CONFINED BY SMOKE OR FIRE**

If you notice an increase in room temperature or a strong smell of smoke in your area:

- 1) CAREFULLY FEEL THE DOOR USING THE BACK OF YOUR HAND. If the door is hot, do not attempt to open it. If you feel no heat, then;
- 2) PARTIALLY OPEN THE DOOR WHILE STANDING BEHIND IT FOR PROTECTION. Survey the existing conditions before exiting, if your passage is blocked, then;
- 3) Close the door and use any available material (towels, shirt, blouse, etc.) to seal threshold openings. If a water source is available, soak materials before packing them into place. If you are in an older building equipped with transoms above the doors, make certain that these are closed.
- 4) Use the room phone to contact Security (x8-2323) to let them know your exact location. If no telephone is available, signal your location by waving a cloth or similar material from the window.
- 5) **ONLY IF SMOKE BEGINS TO ENTER YOUR AREA**, should you partially open a window and stay near it, keeping low and breathing the fresher air from outside.
- 6) If you are in a building that does not have windows that can be opened and smoke begins to enter, it may become necessary to break a window to obtain needed oxygen. This must be done only as a last resort and with extreme care, by keeping out of the direct path formed between the window to be broken and the doorway or opening through which smoke is entering. The glass pane must be broken low, to provide easy access to outside air. This can be done by throwing a heavy object at the lower pane, while standing out of the direct path formed between the window and doorway or opening.

## AID TO THE PHYSICALLY CHALLENGED

To reduce the risk of personal injury, attempts to carry immobilized persons are to be discouraged. **Wherever stairs are a part of the evacuation route**, the following procedures are to be applied:

BLIND, BUT MOBILE PERSONS should first be moved out of the rush of traffic, and then promptly assisted to the nearest exit.

DEAF, BUT MOBILE PERSONS may be unaware of the need to evacuate, and should be calmly advised and guided to the nearest available exit.

TEMPORARILY IMMOBILIZED PERSONS include those wearing casts and/or using canes or crutches. The assistance given such people must be based solely upon their ability to maneuver through doorways and up and down stairs.

If they cannot easily move up and down stairs, temporarily immobilized persons must be assisted in the same manner as those who are permanently impaired.

PERMANENTLY IMMOBILIZED PERSONS are those who have either limited or no use of legs, and must rely on crutches, wheelchairs, or walkers for transport in and through buildings.

- 1) As soon as a fire alarm sounds, the physically impaired person is to be quickly moved to reasonable safety, preferably to an enclosed room or space that smoke or flames cannot easily enter. This action needs to be accompanied by a verbal explanation so that the person being assisted understands what is happening and why these actions are being taken. Again, elevators **CANNOT BE USED** safely for evacuation purposes.
- 2) If a telephone is available, University Police (x8-2323) should immediately be contacted and advised of the individual's name and location within the building and the phone number from which the call is being made. If left alone, the disabled person may wish to remain on the phone with the University Police.
- 3) If available, a companion, or other responsible person may stand by to remain with and assist the physically challenged individual.
- 4) Upon clearing the building, a floor marshal (see Page 6 of this plan) or other designated person from the same floor area should alert responding Firefighters and/or University Police Officers to the exact location of the person or persons. If it becomes necessary for removal from the building, this can then be carried out by trained, equipped, emergency personnel.

## **FIRE EXTINGUISHER USE**

Some basic knowledge regarding the safe and proper use of fire extinguishers is essential. Fire Attack, the manner in which an extinguisher is used is critical in determining the effectiveness of any extinguisher. **NO ATTEMPT SHOULD BE MADE TO EXTINGUISH LARGE, SPREADING FIRES.** Structural fires of this type must be handled by trained firefighters.

### **Operation**

Fire extinguishers are easily operated and, when used properly can quickly put out small fires. The basic steps in using an extinguisher are:

- 1) Pull out the locking pin that prevents the extinguisher from accidentally discharging. Twist the pin as you pull to help break the plastic seal that holds the pin in place.
- 2) Point the extinguisher nozzle at the fire and squeeze either a trigger in the handle or the handle grips to release the extinguishing agent.
- 3) Follow the procedure for attacking the fire described below.

### **Fire Attack**

- 1) Initial release of the extinguishing agent should be at a distance of 8-12 feet from the fire. Make certain that your exit from the area is not cut off by the fire.
- 2) While working toward the fire, direct the extinguisher spray in a side to side motion across the base of the flames, not at the smoke.
- 3) Continue this sweeping motion, while spreading the agent from the outside in toward the center of the fire.
- 4) After the flames have gone out, wait a moment and be ready to resume fire attack should the flames reappear. (This condition is called reflash).

### **Classification of Fire**

Fires are classified according to the type of material that is burning, or is in the immediate vicinity of the flames. Extinguishers are marked according to the class of fire for which they are rated for safe, effective use. Today, five different classes of fire are recognized. These are:

- CLASS A** ..... Ordinary combustibles such as wood, paper, or textiles.
- CLASS B** ..... Flammable liquids, i.e., cooking oils, gasoline, solvents.
- CLASS C** ..... Electrically energized wiring and equipment.
- CLASS D** ..... Combustible metals, such as sodium, lithium, titanium.
- CLASS K** ..... Commercial cooking facilities using high heat cooking oils.

## **EMERGENCIES THAT ARE NOT FIRE RELATED**

INITIAL NOTIFICATION OF ANY OF THE FOLLOWING EMERGENCY CONDITIONS SHOULD BE PROMPTLY MADE TO THE UNIVERSITY POLICE.

GAS, STEAM, WATER LEAKS - Shut off leak at its source if you can safely do so without unnecessary personal risk, ventilate the area immediately if combustible or flammable gases are involved. **DO NOT TURN ANY ELECTRICALLY ENERGIZED SWITCHES ON OR OFF, AND DO NOT ACTIVATE THE FIRE ALARM SYSTEM IF ENERGIZED COMPONENTS OF THE SYSTEM ARE LOCATED IN THE VICINITY OF A COMBUSTIBLE GAS LEAK.**

EXPLOSIONS - If an explosion occurs, do not disturb anything. Seal off and clear the area immediately, then promptly report it to the University Police. Advise them on any and all details.

ELECTRICAL - If broken power lines or shorting current is involved, immediately clear the area and summon assistance. During power outages refrain from using open flames of any kind.

RADIATION, CHEMICAL, HAZARDOUS MATERIALS - Immediately clear and seal off the area in which the emergency has occurred. Keep others from entering the emergency area. If someone has been splashed with a harmful chemical, apply the recommended first aid for chemical burns appearing below:

Chemicals on skin: thoroughly wash with water (no soap) for FIFTEEN full minutes. Dry chemicals should be brushed thoroughly from the skin before applying water.

Chemicals in eyes: thoroughly irrigate the eyes with copious amounts of water for FIFTEEN full minutes. In both cases, the injured person should be transported to a medical facility for examination and treatment immediately after receiving aid.

PERSONAL INJURY - Assist the injured person. For serious falls, or bleeding injuries apply the following safeguards.

Falls: never move anyone who has had a serious fall. Instead, encourage them to lie still to avoid further injury, and wait until medical help arrives.

Severe bleeding can be controlled by directly applying pressure to the wound with the palm of the hand, or flatly with the fingers ( not with the fingertips). If injury is on an arm or leg, elevation of the limb may be used along with direct pressure.

## **BASIC INSTRUCTIONS FOR FLOOR MARSHALS**

The position of floor marshall is that of a volunteer, to provide notification to other building occupants in the event of an emergency. They are NOT expected to risk personal safety by delaying their own evacuation from a building, or to perform rescue or structural firefighting activities for which they are not properly trained or equipped.

They are to help achieve safe, orderly evacuations, and provide the best possible aid to others. Floor marshals are to implement these steps whenever a fire alarm begins to sound, or whenever another type of emergency requiring building evacuation occurs:

- 1) Calmly and clearly announce that the building must be evacuated.
- 2) Caution occupants against the use of elevators, and to refrain from running.
- 3) If there are physically challenged persons in the area provide the necessary assistance (guidelines appear on page 3 of this plan).
- 4) With evacuation under way, quickly check your floor area in attempt to assure that no one is left behind.
- 5) As soon as your area has been checked, complete your own evacuation of the building.
- 6) If the recommended evacuation route should become blocked, carefully reroute all evacuees to another available exit.
- 7) Once outside, encourage people to move away from building exteriors and entrances.
- 8) Conduct a "head count" of the people from your floor area when everyone has completely moved clear of the building. If you cannot account for someone, promptly advise Firefighters and/or University Police Officers of their last known location.
- 9) During fire related emergencies re-entry into the building should not be permitted until the RANKING FIRE DEPARTMENT OFFICIAL AT THE SCENE has determined that conditions inside are safe. Permission for re-entry during non-fire related emergencies must be obtained from University Police.
- 10) Conduct semi-annual reviews with all persons normally occupying rooms or areas within your evacuation floor zone.

IF A FLOOR MARSHAL PERMANENTLY LEAVES THE BUILDING, HIS OR HER EVACUATION AREA IS TO BE PROMPTLY COVERED BY A NEW MARSHAL. WRITTEN NOTICATION OF THE CHANGE SHOULD BE MADE TO ENVIRONMENTAL HEALTH & SAFETY.

**EMERGENCY ASSISTANCE TELEPHONE NUMBERS**

Whenever reporting conditions by phone, be sure to provide your name, phone number, location, and a description of the condition you are reporting. Make certain that the call receiver has been given enough time to get all necessary information before hanging up.

UNIVERSITY POLICE ..... extension 8-2323  
(Receive all calls on Weekends, Holidays, and Evenings)

ENVIRONMENTAL HEALTH & SAFETY ..... extension 8-8182  
extension 8-6624

**PROVISION AND MAINTENANCE OF FIRE FIGHTING EQUIPMENT**

Environmental Health & Safety has the responsibility for maintaining all portable fire fighting equipment and stationary fire suppression systems. Any need for service or provision of such equipment should be reported to x8-6624.