

## 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:

- x 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:

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







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 provi

9.0 Emergency Situation Procedures

9.1 Fire or Major Smoke in Building

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

9.2 Smell of Smoke Only

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

9.3 Hazardous Material Release or Spill

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



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

If failure occurs during daylight hours:

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

If failure occurs during dark (night) hours:

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

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

- x Notify Campus Security by phone and notify them of the situation as observed or heard.
- x Remain in the room and building unless instructed to leave by the city police.
- x Stay away from windows and doors.
- x Turn off all lights except for those absolutely necessary.
- x 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.
- x Dial radio to local news station, keep volume low.

#### 9.7 Violent or Threatening Person

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

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