

BYU-Idaho

University Fire Alarm/Evacuation Policy

APPLICATION

To all Brigham Young University - Idaho academic, commercial and residential facilities.
Effective immediately.

PURPOSE

The purpose of this policy is to increase awareness in all University personnel and students of the procedures to be followed in the event of a fire.

POLICY AND GENERAL INFORMATION

1.0 Fire Protocol

1.1 Fire Alarm Procedures

1.1.1 It is the policy of the University that upon discovery of smoke or fire, the fire alarm is to be activated. Because of the potential for underestimating the seriousness of a fire condition, there are no exceptions to this policy.

1.1.2 When the building fire alarm sounds, every University employee, visitor, and student in the building is expected to evacuate. There is no code to indicate if an alarm signifies a drill or a real fire; therefore, every alarm must be treated as a potentially serious fire.

1.2 General emergency instructions for suspicion or discovery of a fire. Do not attempt to fight a fire alone. Portable fire extinguishers are only effective on small fires (i.e., waste basket fires) and can be dangerous when used incorrectly.

1.2.1 Pull the Nearest Fire Alarm

If a fire is discovered and the alarm is not sounding, go to the nearest alarm pull station and follow the instructions printed on it.

1.2.2 Call 911

If you discover a fire, call 911 immediately.

Be prepared to provide the following information: the location of the emergency, including the building, floor, room number, and the name and extension of the individual reporting the incident.

1.2.3 Evacuate

Once 911, or campus dispatch, has been notified of the smoke, fire, or other emergency condition, and/or the fire alarm sounds with the strobe lights, exit the building immediately and proceed to the designated evacuation gathering location. Follow the directions of the designated Building Coordinators. **DO NOT USE ELEVATORS.**

After a building has been evacuated, occupants must wait, at a safe distance, for University Security & Safety, and Emergency Response Staff (Fire Department, EMS) to announce clearance to re-enter.

DO NOT RE-ENTER THE BUILDING WITHOUT THIS CLEARANCE.

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1.3 Assisting with the handicapped

Before a fire alarm happens, supervisors and building coordinators should specifically make sure that any mobility impaired employee is informed of the closest safe refuge area locations and evacuation procedures in the event of an emergency. All other staff members should also be informed of the evacuation procedure for mobility impaired persons.

1.3.1 If a mobility-impaired person is able to exit the building without use of the elevator (i.e. the person is on the ground level of the building) then they should exit the building and go to one of the evacuation areas.

1.3.2 If a mobility-impaired person is located on an upper floor or in the basement, a co-worker or supervisor should escort the mobility-impaired person to the nearest *enclosed* stairwell.

DO NOT ATTEMPT TO CARRY ANYONE UP OR DOWN THE STAIRS!

1.3.3 Instruct the mobility-impaired person to remain in the designated stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because they have a higher fire resistant construction than the surrounding building and a separate ventilation system. A staff member is to remain in the stairwell with the mobility impaired person. Another staff member evacuating shall report to the fire or police department the location and number of people in a stairwell.

1.3.4 Make sure all doors to the stairwell are closed. Open doors will violate the safe "envelope" and might allow smoke, and possibly fire, into the stairwell.

1.3.5 Once outside, the second person who escorted the mobility impaired person into the stairwell shall inform the fire department Incident Commander that someone is in a stairwell and the location of that particular stairwell. The fire department will make the determination to evacuate people in stairwells if necessary.

1.3.6 After the University Security & Safety office, or Fire Department Incident Commander has given the "**ALL CLEAR**", the co-worker or supervisor should go immediately to the safe refuge area and escort the mobility impaired person from the stairwell if not already evacuated from that area.

1.3.7 If it is determined that the stairwell needs to be evacuated the person staying with the mobility-impaired person is to follow the directions provided by the Fire Department and will then stay with that person in the evacuation gathering site.