

<b>Northern Kentucky University</b>	<b>Policy Link:</b> Fire and Life Safety Policy
<b>Issue Date:</b> 11/02/2018	<b>Title:</b> FIRE ALARM EVACUATION PROCEDURE
<b>Revised Date:</b>	

## **OBJECTIVE AND 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. This procedure is administered under the authority of the University Fire and Life Safety Policy.

## **DEFINITIONS**

There are no definitions listed for this procedure.

## **RULES AND PROCEDURES**

### **Fire Alarm Procedures**

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.

- If you discover smoke or fire, pull the nearest fire alarm pull station. Follow the instructions printed on the pull station.
- 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. Exit the building immediately and proceed to the designated evacuation gathering location. **DO NOT USE ELEVATORS.**
- Call University Police once you are in a safe location. University Police can be reached at either 911 on a campus land-line or by dialing 859-572-7777 on your cell phone. University Police must be notified of the location of the fire or smoke condition, including the building, floor and room number, and the name and extension of the individual reporting the incident.
- Do not attempt to use a portable fire extinguisher if not properly trained. Portable fire extinguishers are only effective on small fires (i.e., waste basket fires) and can be dangerous when used incorrectly.
- After a building has been evacuated, occupants must wait, at a safe distance, for University Police and Emergency Response Staff (Fire Department or Safety and Emergency Management staff) to announce clearance to re-enter.
- **DO NOT RE-ENTER THE BUILDING WITHOUT THIS CLEARANCE.**

### **Assisting with persons that are mobility impaired**

Before a fire alarm happens supervisors and faculty should specifically make sure that any employee or student with a mobility disability 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 persons with a mobility impairment.

- If a person that is mobility-impaired 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.
- If a person that is mobility-impaired is located on an upper floor or in the basement, a co-worker or supervisor should escort the person that is mobility-impaired to the nearest enclosed stairwell. **DO NOT ATTEMPT TO CARRY ANYONE UP OR DOWN THE STAIRS!**

- Instruct the person that is mobility-impaired 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.
- A staff or faculty member should remain in the stairwell with the person that is mobility-impaired. Another person evacuating shall report to the fire or police department the location and number of people in a stairwell.
- 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.
- Once outside, the second person who escorted the person that is mobility-impaired 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.
- After the "ALL CLEAR" has been given, the staff or faculty member should go immediately to the safe refuge area and escort the person that is mobility-impaired from the stairwell if not evacuated from that area.
- If it is determined that the stairwell needs to be evacuated the person staying with the person that is mobility-impaired is to follow the directions provided by the Fire Department and will then stay with that person in the evacuation gathering site.

### **Generally Prohibited Conduct**

The following behaviors are inconsistent with fire safety and are prohibited at Northern Kentucky University. These actions could result in legal and financial penalties.

- **Failure to Evacuate:** Failure to leave a building during a fire alarm or a scheduled fire drill or failure to immediately vacate the general vicinity which includes all sidewalks, streets, alleys, yards and porches within a one block or 50 yard radius. This pertains to any structure fire, house fire, street fire, yard fire, trash container fire or dumpster fire.
- **False Alarms:** Activating false fire alarms or the improper use of the fire safety equipment e.g., fire sprinkler heads, fire extinguishers, smoke detectors, exit signs, fire hoses, etc.
- **Igniting:** Anyone identified or apprehended on campus or in the student residential buildings for igniting or attempting to ignite a fire. This includes but is not limited to an interior fire, yard fire, street fire, trash container fire or dumpster fire; contributing in any way to an existing fire; abetting a fire including providing material or accelerants to feed a fire; or by impeding attempts by University or emergency response personnel to extinguish a fire.
- **Risk/Disregard:** Any action that places a people or a facility at risk for fire is strictly prohibited. This includes intentionally or unintentionally causing a fire, failure to immediately report a fire and /or tampering with fire safety equipment/systems.
- **Tampering:** Deactivating, damaging, obstructing and/or destroying fire safety equipment and/or systems.

## **RESPONSIBILITIES**

### **Safety and Emergency Management**

Safety and Emergency Management is responsible for procedure development, review, and compliance with all applicable federal and state regulations. Safety and Emergency Management will coordinate training as needed. Safety and Emergency Management staff are authorized to halt any unsafe work practice that is not in accordance with this or any other NKU safety policy or procedure.

**Chairs/Directors**

It is the responsibility of the chair/director to comply with applicable environmental, health and safety laws and regulations, University policies and procedures, and accepted safe work practices.

Chairs/directors shall ensure that their employees receive required training prior to beginning work and annual/refresher training as needed. The chair/director is also responsible for maintaining their employee training records.

Chairs and Directors may delegate the details of program implementation to appropriate personnel within their authority. The ultimate responsibility, however, for ensuring implementation of these programs at the academic department/administrative unit level remains with the chairs/directors.

**University Police**

The University Police Department shall operate and control the alarm signal receiving equipment, call for the Fire Department within 90 seconds of an alarm, respond to the scene to help in emergency control, furnish a detailed incident report and report to state agencies as required by regulations.

**Facilities Management**

Ensure fire alarm systems are carefully designed, installed, maintained and tested compliant with applicable regulations to provide early warning, protect the lives of building occupants, and guard against catastrophic losses.

**TRAINING**

It is the responsibility of each individual to be aware of the exits and egress paths of any building which he/she is in. Departments shall make all new employees aware of the location of exits, egress paths and places of assembly on the first day and review annually with all employees. Professors should go over evacuation and shelter procedures with their students during the first class meeting of each semester.

***For additional information, forms, training, and other resources visit [nku.edu/safety](http://nku.edu/safety).***