

Carnegie Mellon University

FIRE AND EMERGENCY ACTION PLAN



INI Building 4616 Henry Street

Revised: August, 2018

Environmental Health & Safety

Carnegie Mellon University

Contents

- FIRE RELATED EMERGENCIES 1
 - If You Discover a Fire..... 1
 - Your Building’s Fire Alarm System 1
 - Basic Evacuation Instructions 1
 - Being Confined by Smoke or Fire 2
 - Aid to the Physically Challenged 2
 - Basic Fire Extinguisher Use 3
 - Operation 4
 - Extinguisher Precautions..... 4
- OTHER TYPES OF EMERGENCIES 4
 - GAS, STEAM, WATER LEAKS 4
 - EXPLOSIONS 4
 - ELECTRICAL..... 5
 - RADIATION, CHEMICAL, HAZARDOUS MATERIALS 5
 - PERSONAL INJURY 5
- GENERAL PREPAREDNESS AND MAINTENANCE 5
 - Instructions for Floor Marshals..... 5
 - Emergency Assistance Numbers 7
 - Reporting Service Required to Fire Fighting Equipment..... 7
- BUILDING FLOOR DIAGRAMS..... 7

FIRE RELATED EMERGENCIES

If You Discover a Fire

If you can, quickly put out the fire using the proper fire extinguisher. Report the incident promptly to University Police at (412) 268-2323.

If you see that a fire cannot be quickly extinguished, **ACTIVATE THE NEAREST FIRE ALARM STATION** and evacuate the area.

Your Building's Fire Alarm System

The fire alarm system in your building causes alarm strobe lights to flash and a loud tone to sound, followed by digitized verbal evacuation instructions to sound throughout the building. Signals are simultaneously sent out to the Pittsburgh Fire Department and to the University Police. The location of the area affected within the building is indicated on the alarm control panel near the main entry doors.

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, taking your keys with you.
3. Close, but do not lock 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 FIRE DEPARTMENT.

Being 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 (412) 268-2323 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.

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:

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

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

MOBILITY IMPAIRED PERSONS are those who must rely on crutches, wheelchairs, or walkers for transport in and through buildings. These persons should evacuate along with other building occupants if possible. If evacuation is not possible, seek refuge in the designated area of refuge for your floor. The Floor Marshal is there to assist those persons in moving to the area of refuge, and is responsible for reporting their location to emergency response personnel as they arrive.

1. As soon as a fire alarm sounds, the mobility 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 (x(412) 268-2323) 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 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.

Basic Fire Extinguisher Use

Some basic knowledge regarding the safe and proper use of fire extinguishers is essential. The fire extinguishers provided in your building are designed to fight only very small fires, and must be used correctly in order to be successful. **NO ATTEMPT SHOULD BE MADE TO EXTINGUISH LARGE, SPREADING FIRES. EVACUATE THE BUILDING AND ACTIVATE THE BUILDING FIRE ALARM SYSTEM IF EXTINGUISHING EFFORTS ARE NOT EFFECTIVE.**

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. **AIM** the extinguisher nozzle at the base of the fire.
3. **SQUEEZE** the handle grips to release the extinguishing agent.
4. **SWEEP** the extinguisher slowly and evenly across the BASE of the fire. Continue to apply the extinguishing agent until the fire is out, or you run out of extinguishing agent.

Extinguisher Precautions

1. Life safety is more important than fighting the fire.
2. Before using an extinguisher, make sure that the fire does not cut off your exit path.
3. NEVER turn your back to a fire, even one that you think that you have extinguished.
4. You still must report the fire by calling University Police at (412) 268-2323.

OTHER TYPES OF EMERGENCIES

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.

GENERAL PREPAREDNESS AND MAINTENANCE

Instructions for Floor Marshals

The position of floor marshal is that of a volunteer, to provide information to 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. Assist building occupants, guiding them to the nearest emergency exit.
3. Caution occupants against the use of elevators, and to refrain from running.
4. If there are physically challenged persons in the area provide the necessary assistance (guidelines appear on page 3 of this plan).
5. With evacuation under way, quickly check your floor area in attempt to assure that no one is left behind.
6. As soon as your area has been checked, complete your own evacuation of the building.
7. If the recommended evacuation route should become blocked, carefully reroute all evacuees to another available exit.
8. Once outside, encourage people to move away from building exteriors and entrances.
9. 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.
10. During fire related emergencies re-entry into the building should not be permitted until the Incident Commander has determined that conditions inside are safe. Permission for re-entry during non-fire related emergencies must be obtained from University Police.
11. 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 NOTIFICATION OF THE CHANGE SHOULD BE MADE TO ENVIRONMENTAL HEALTH & SAFETY.

Emergency Assistance 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 **(412) 268-2323**

(Receive all calls on Weekends, Holidays, and Evenings)

ENVIRONMENTAL HEALTH & SAFETY **(412) 268-8182**

Reporting Service Required to 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 (412) 268-8182.

BUILDING FLOOR DIAGRAMS

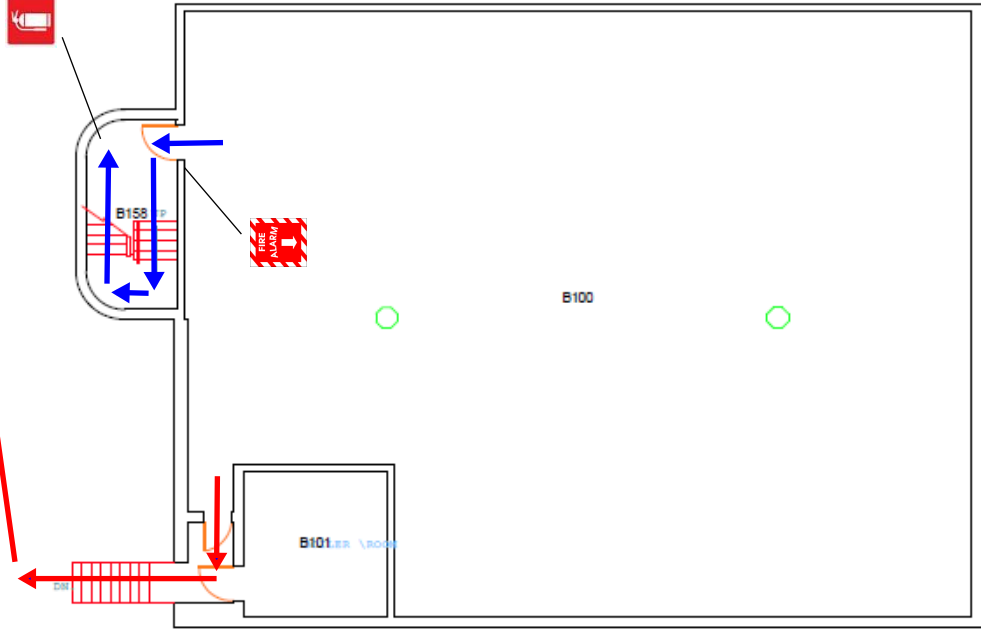
The following pages contain floor diagrams for all levels of the facility, along with identifying exits and emergency assembly points. It cannot be overemphasized how important it is for all building occupants to know two or more ways out of their workspace. In an emergency, the path you normally use may be unusable if it is obstructed by smoke or fire.

4616 Henry Street "B" Level







WINTHROP STREET

ZEBINA WAY

Henry Street



LEGEND

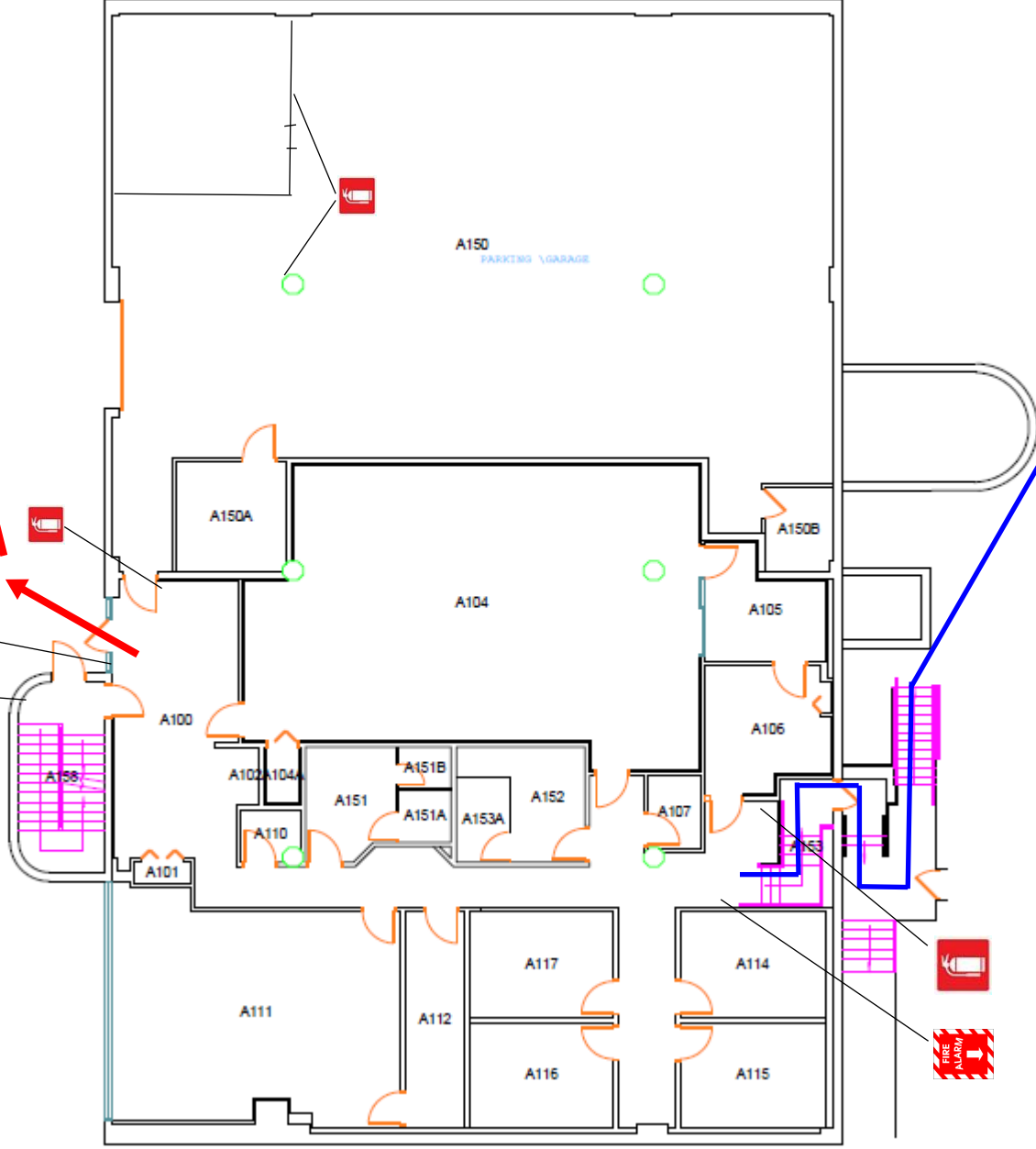
- Your Location 
- Primary Evacuation Route 
- Secondary Evacuation Route 
- Fire Alarm Pull Station 
- Assembly Point 
- Fire Extinguisher 
- Automatic External Defibrillator 
- Area of Refuge 

4616 Henry Street "A" Level









WINTHROP STREET

ZEBINA WAY

Henry Street



LEGEND

-  Your Location
-  Primary Evacuation Route
-  Secondary Evacuation Route
-  Fire Alarm Pull Station
-  Assembly Point
-  Fire Extinguisher
-  Automatic External Defibrillator
-  Area of Refuge

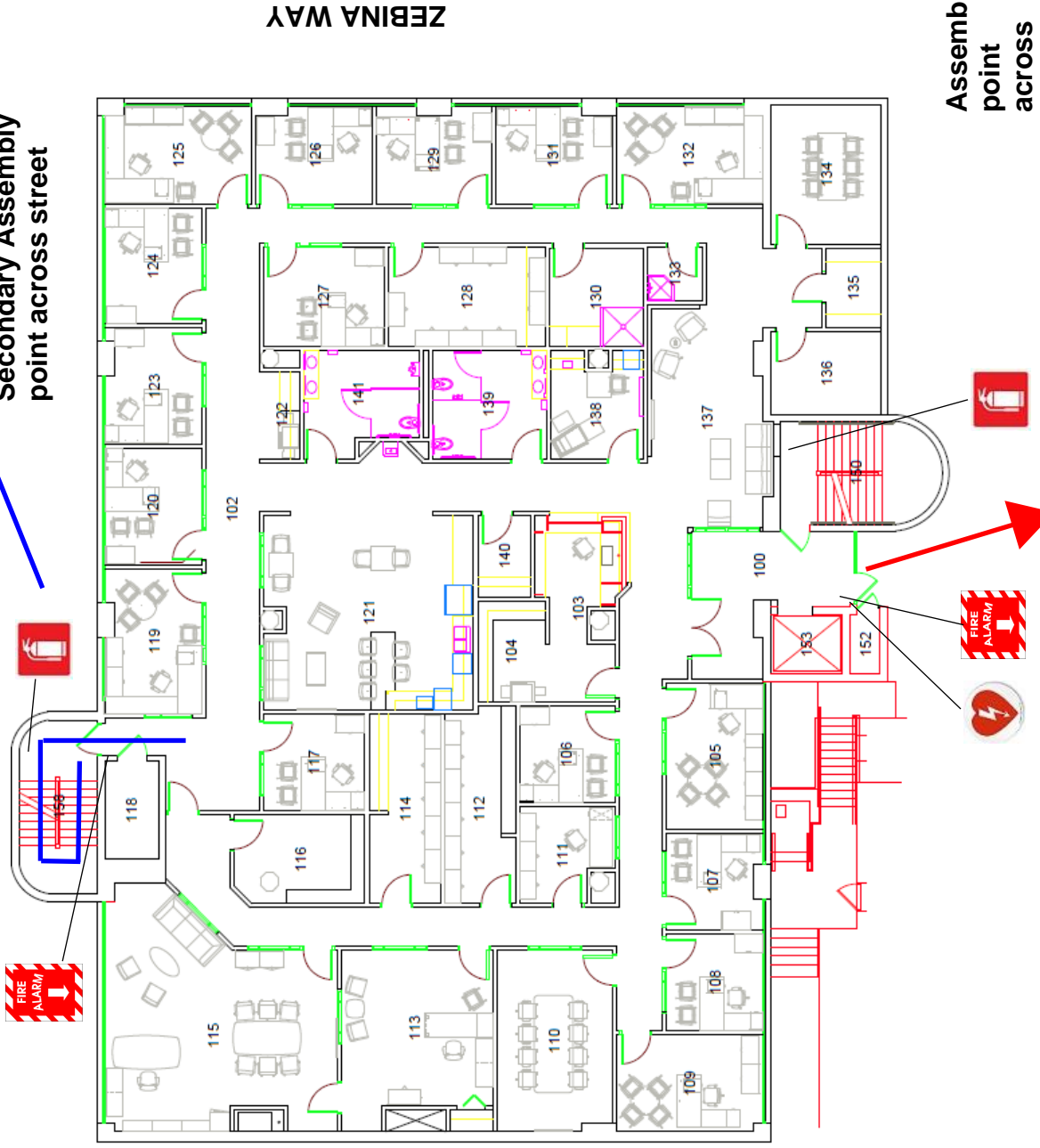
4616 Henry Street First Floor



Secondary Assembly point across street

WINTHROP STREET

Secondary Assembly point across street



ZEBINA WAY

Assembly point across street

Henry Street



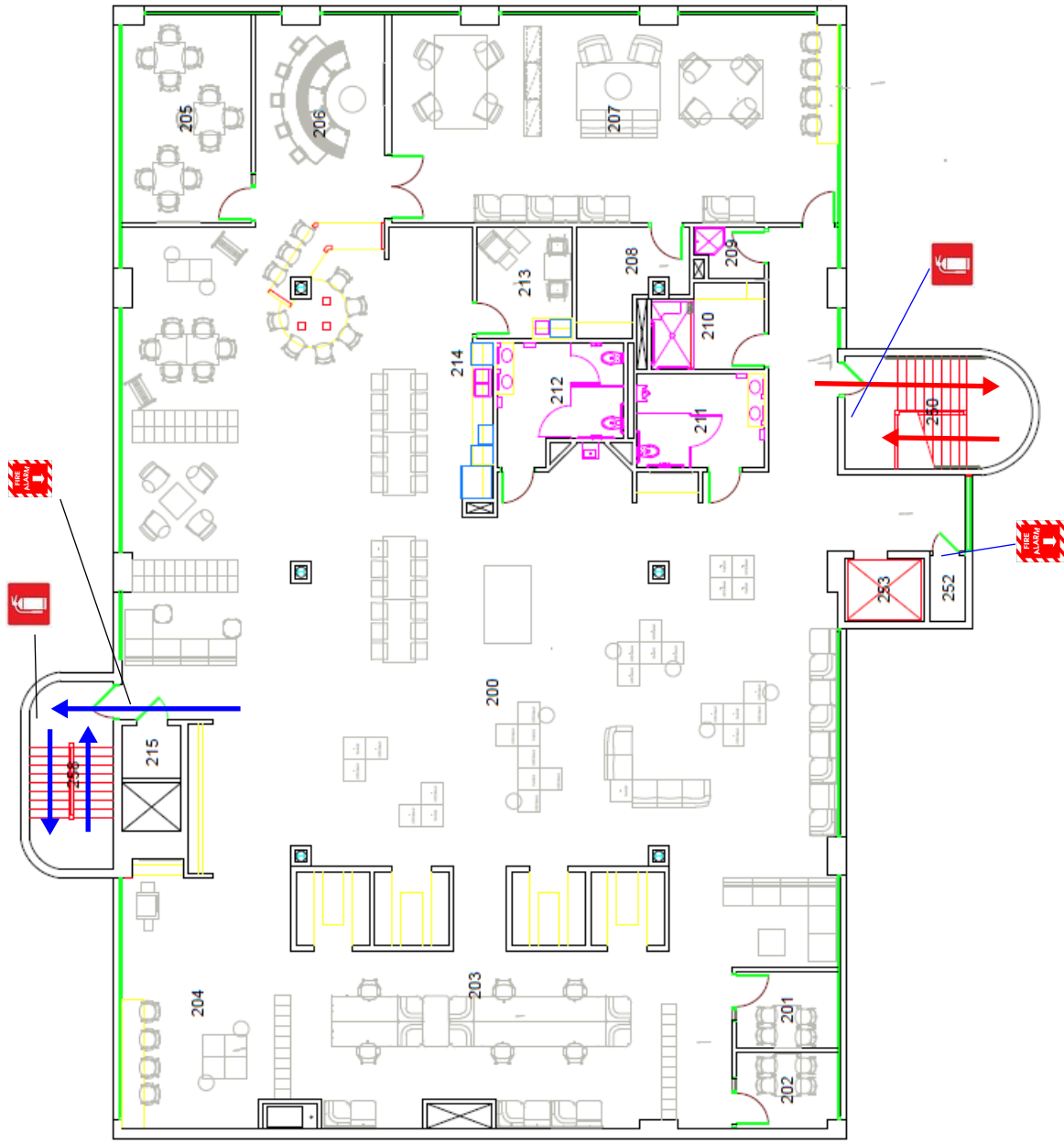
LEGEND	
	Your Location
	Primary Evacuation Route
	Secondary Evacuation Route
	Fire Alarm Pull Station
	Assembly Point
	Fire Extinguisher
	Automatic External Defibrillator
	Area of Refuge

4616 Henry Street Second Floor

WINTHROP STREET

ZEBINA WAY

Henry Street



LEGEND

- ★ Your Location
- Primary Evacuation Route
- Secondary Evacuation Route
- 🚒 Fire Alarm Pull Station
- 🚒 Assembly Point
- 🔥 Fire Extinguisher
- 🚑 Automatic External Defibrillator
- 🛡️ Area of Refuge