

Carnegie Mellon University Environmental Health & Safety FIRE LAB WORK	Environmental Health and Safety Building Fire/Emergency Evacuation and Drill Guideline
	Revision Date: April 2018
	Prepared by: EH&S Fire Safety

1. Introduction

- 1.1 These guidelines are intended to establish the procedures to be implemented in the event of a Building Fire/Emergency Evacuation or Drill which may require partial or total evacuation of a building(s) within the University. Evacuation from buildings may be necessary as the result of fire, explosion, chemical leak, structural fault, equipment failure or bomb threat. These guidelines have been prepared principally for fire emergencies, but they are suitable for use in other emergencies.
- 1.2 These procedures have been developed for Carnegie Mellon University buildings located in Pittsburgh, PA.
- 1.3 In order to avoid delay, confusion, and possible injury in the event of an emergency, it is essential that evacuation guideline are understood and regularly practiced.

2. Purpose

- 2.1 The purpose of the Building Fire/Emergency Evacuation and Drill Guideline is to provide training and education for:
 - Evacuation Drills
 - Fire and hazard prevention;
 - Safe and orderly evacuation of people from the building in an emergency;
 - Early control of the fire or emergency; and
 - Rapid recovery of duties once the emergency is brought under control.

3. Emergency Organization (Coordinator)

- 3.1 The system of coordination for Building Fire/Emergency Evacuation and Drills is outlined below:
 - EH&S Fire Safety
 - Enterprise Risk Management Emergency Management
 - Floor Marshal
 - Housing coordinator or staff

3.1.2 Responsibilities:

The Coordinator shall be responsible for overall coordination of actions in connection with Building Fire/Emergency Evacuation and Drills. He/she is responsible for:

- Before Fire or Emergency:
 - Ensuring that personnel responsible for emergency evacuation are aware of their responsibilities.
- Evacuation Drill:
 - Ensure that notice has been posted and stakeholders are involved.
- In the case of Fire or Emergency:
 - Checking that the alarm has been relayed to University Police 412-268-2323.
 - Ensuring that designated duties are correctly and promptly carried out.
 - Acting as liaison with first responders.
 - Ensuring that all first responders personnel are directed to the building involved in the emergency.
 - Advising building occupants when it is safe to re-enter the building.

4. Assistance For Disabled Persons

- 4.1 Marshals should be aware of disabled persons within their area. In the case of permanent occupants of the building who are disabled, Marshals should make a record of their name and their location to ensure that assistance can be rendered should evacuation be necessary. Information should be updated periodically.
- 4.2 Arrangements should be made for a person to be assigned to assist each disabled person in an emergency. First Responders will determine the method of evacuating disabled persons from safe areas.
- 4.3 During evacuation, disabled persons should be assisted to "safe" areas which should be adjacent to exit stairway. Where possible, procedures should provide for alternative "safe" areas. If no "safe" area is available, it may be necessary to move disabled people into stairways. This should not be done until other people have been evacuated so as not to impede a smooth evacuation.
- 4.4 Disabled persons should participate in regular fire drills.

5. Evacuation of Students and Visitors

- 5.1 When an evacuation alarm is sounded, **any person in charge of a class, seminar or other meeting** should instruct students and visitors to proceed quietly and quickly to the nearest exit. When all students and visitors have left the room, the person in charge should leave and close the door to prevent spread of fire and smoke.

6. In the event of Drill, FIRE or EMERGENCY:

- 6.1 **Before Evacuation Drill, FIRE or EMERGENCY:** All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of fire exits and the operation of firefighting and emergency equipment.
- 6.1.2 **If you discover a fire or emergency:**
- Activate the fire alarm system via pull station
 - Notify the University Police at 412-268-2323 (all hours), giving:
 - Details of location, type and scale of the emergency, and
 - The name and location of the caller.
 - Alert other people in the vicinity.
 - If it is safe to do so, use the appropriate fire extinguisher to put out any fire (do not attempt to fight a fire if the fire is large or if you are not familiar with the use of the fire extinguisher evacuate immediately.)
- 6.1.3 **If you hear the fire alarm or are instructed to evacuate by the Floor Marshal:**
- Walk quietly but quickly to the nearest exit and proceed to the assembly point outside the building to await further instructions.
 - Listen and follow instructions from the Floor Marshals.
 - In order to prevent injury and possible panic during evacuation:
 - Do not run, push, or overtake
 - Use stairs - do not use the elevators or lifts
 - Do not return to your building until the "all clear" is given by the Floor Marshals or First Responders.

For additional questions or concerns please contact EH&S: safety@andrew.cmu.edu