


<p>Carnegie Mellon University Environmental Health & Safety FIRE LAB WORK </p>	<p>Environmental Health and Safety Emergency Evacuation & Fire Drill Guidelines</p>
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1. Introduction

- a. This document was developed to establish guidelines set forth from the International Fire Code (IFC) requirements and health and wellness best practices, to be implemented in the event of a fire drill or emergency evacuation on Carnegie Mellon University (CMU) property. 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 predominantly for fire emergencies, but they are suitable for use in other emergencies.
- b. These guidelines have been developed for CMU buildings located in Pittsburgh, PA.
- c. In order to avoid delay, confusion and possible injury during an emergency, it is essential that evacuation guidelines are understood and regularly practiced.

2. Scope

- a. These guidelines are to not only provide a heightened awareness on what to do in the event of an emergency evacuation, but also to provide preparedness training and education for:
 - i. Fire Drills,
 - ii. Safe and orderly evacuation of people from a building in an emergency,
 - iii. ADA guidance and pre-planning,
 - iv. Health & wellness best practices and pandemic guidelines while evacuating a building,
 - v. Fire Alarm testing, Impairment and Fire watch, and
 - vi. Business continuity during a fire or emergency.

3. Fire Drills

- a. In an effort to practice fire safety awareness and preparedness in compliance with the fire code, Environmental Health and Safety (EHS) works with Facilities Management and Campus Service (FMCS) Life Safety Team, to conduct required drills. The frequency of the drills depends on the building classification or use.
 - i. For the academic and administrative buildings on campus, an annual fire drill is required. These drills are scheduled in the summer.
 1. Notification announcements via email will be sent out prior to fire drill for academic and administrative buildings.
 - ii. For residential housing facilities, quarterly fire drills are required. The first of these drills must be scheduled within the first 10 days at the start of fall semester.
 1. Notification announcements for Resident Housing facilities, should be communicated through the CMU Housing Management and Leadership. If the property is a leased Housing facility, communication of any fire drill should be through the leasing agencies management company.
 - iii. EHS recognizes that these drills may interrupt schedules and can cause some inconvenience; however, these drills are required by fire code and full cooperation and participation is required.
 - iv. The expected duration of a fire drill can range depending on the size of the building. The average duration is 15 to 20 minutes.
 - v. Scheduled days of fire drills with inclement weather will be canceled. Notification will be sent out and the drill will be rescheduled for a later date and time.
- b. CMUSafe Ambassador/Floor Marshals
 - i. Enterprise Risk Management (ERM) Disaster Recovery and Business Continuity (DR/BC) facilitates the CMUSafe Ambassador/Floor Marshal Program. For more information, questions or to become a volunteer, please visit <https://www.cmu.edu/drbc/em/floor-marshal.html>.
 - ii. During a fire drill, if a CMUSafe Ambassadors/Floor Marshal or a Pandemic Safety Officer (PSO) is present, they can assist building occupants to the nearest exit.
- c. During a fire drill, a siren/horn and/or voice command announcement will sound and in some locations, strobes will flash. Follow these safety guidelines during a fire drill evacuation:
 - i. Never ignore a fire alarm.

- ii. If a fire alarm sounds, evacuate immediately in a safe and orderly manner – do not run.
- iii. If needed, shut-off any heat sources or equipment, quickly gather personal belongings (i.e. keys, purse, bag) and proceed to the nearest exit.
- iv. Remember to wear a facial covering and maintain physical distancing of at least 6 ft. or as best as reasonably possible.
- v. It is recommended to have at least two ways out. Proceed to the nearest exit.
- vi. Always use the stairs. Do not use the elevators.
- vii. When you exit, move at least 150 ft. away or further, to a safe location from the building or to a designated meeting area. Again, remember to maintain physical distancing of at least 6 ft.
- viii. Do not re-enter the building until given the all clear to return inside by CMUSafe Ambassadors/Floor Marshals or authorized personnel (i.e. EHS, University Police, FMCS Life Safety, University officials). If the alarm is silenced, it does not mean that the emergency is over or that the building is safe to enter.
- ix. For any ADA assistance during a fire drill or inability to self-evacuate, shelter-in-place or go to an enclosed stairwell; if safe to do so. Tell someone of your location and ask them to notify either an authorized personnel conducting the drill, a CMUSafe Ambassador or Floor Marshal outside the building. If you are not sure if the fire alarm is a drill – Call University Police at 412-268-2323 and tell them of your location and situation.
- x. Remember to thoroughly wash your hands or use hand sanitizer after the fire drill.

4. Emergency Evacuation Guidelines

- a. A fire alarm activation or potential fire emergency inside a building can happen unexpectedly. When this occurs, a safe and orderly evacuation of everyone inside the building is crucial.
 - i. All occupants should make themselves familiar with:
 - 1. Location of fire exits
 - 2. Location of the fire alarm pull stations
 - 3. Fire Extinguishers and emergency equipment
 - 4. Discuss a designated meeting assembly area at least 150 ft. away from the building for accountability.

5. Emergency Evacuation Plans for their building
- b. In the event of a fire or emergency, University Police and the City of Pittsburgh Bureau of Fire (Authority Having Jurisdiction (AHJ)) will conduct emergency operations and response at the scene.
 - c. If you discover a fire or emergency:**
 - i. Activate the fire alarm system via the pull stations closet to exit doors on the way out of the building. By doing this, it will alert others in the building of a fire or emergency and to get out.
 - ii. Notify the University Police at 412-268-2323 (all hours) or call 911, and provide the following information:
 1. Building name or address location, floor or room number or the fire or emergency, if known.
 2. Any details of the fire or emergency (i.e. explosion, loud noise, black smoke, number of people involved).
 3. Your name and contact number in case emergency personnel need more information.
 4. Remain on the line till the dispatcher hangs up first.
 - iii. Alert other people in the vicinity.
 - iv. Once outside, stand clear of the exit doors at least 150 ft. away. This allows others to get out safely and allows emergency personnel and vehicles a clear path to respond to the scene. Remember to practice physical distancing, as best as reasonably possible by at least 6 ft.
 - v. If you have a designated building assembly area, report to that location for accountability or roll call.
 - vi. Never re-enter the building until given the all clear to return inside by emergency responders, CMUSafe Ambassadors/Floor Marshals or authorized personnel. If the alarm is silenced, it does not mean that the emergency is over or that the building is safe to enter.
 - d. If you hear the fire alarm, see strobes activated and/or are instructed to evacuate:**
 - i. Never ignore a fire alarm.
 - ii. If needed, shut-off any heat sources or equipment, quickly gather personal belongings (i.e. keys, purse, bag) and proceed to the nearest exit.
 - iii. If it is safe to do so and you are trained, use the appropriate fire extinguisher to put out fire. Do not attempt to fight a spreading fire. If the fire is growing quickly or if you are not familiar with the use of the fire extinguisher, evacuate immediately.
 - iv. Evacuate immediately in a safe and orderly manner – do not run.

- v. Close the doors behind you once everyone is out of the room. By closing the door, you can either help contain the fire inside the room or keep the fire and smoke out of the room, as best as possible.
 - vi. Never prop open or disable fire doors.
 - vii. Remember to wear a facial covering and maintain physical distancing of at least 6 ft. or, as best as reasonably possible.
 - viii. It is recommended to have at least two ways out. Proceed to the nearest exit.
 - ix. Assist anyone in the immediate area, if possible.
 - x. Always use the stairs - do not use the elevators.
 - xi. CMUSafe Ambassadors/Floor Marshals may be present to provide directions to the nearest exit.
 - xii. When you exit, move at least 150 ft. away for further to a safe location from the building or go to a designated meeting area. This allows others to get out safely and allows emergency personnel and vehicles a clear path to respond to the scene. Remember to practice physical distancing, as best as reasonably possible, by at least 6 ft.
 - xiii. If you have a designated building assembly area, please report to that location for accountability or roll call.
 - xiv. For inclement weather, seek shelter in another near-by facility. Do not block exits inside the other building(s).
 - xv. Never re-enter the building until given the all clear to return inside by emergency responders, CMUSafe Ambassadors/Floor Marshals or authorized personnel. If the alarm is silenced, it does not mean that the emergency is over or that the building is safe to enter.
 - xvi. For any ADA assistance during a fire alarm or emergency and you are not able to self-evacuate, please shelter-in-place; if safe to do so or go to an enclosed stairwell and call University Police at 412-268-2323 or 911 and tell them your location. In addition, you can also ask someone exiting the building to notify the emergency responders (Police or Fire), or a CMUSafe Ambassador/Floor Marshal outside the building about your location and need for assistance.
 - xvii. Remember to thoroughly wash your hands or use hand sanitizer upon returning to the building.
- e. When a fire alarm or emergency evacuation is activated during classes, seminars or events inside a building, evacuation is mandatory.
- i. When a fire 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.

5. Americans with Disabilities Act

- a. People with disabilities are not required to disclose that information.
- b. If a student, faculty, staff or visitor does self-identify and request assistance, The CMUSafe Ambassadors/Floor Marshal in their area will be notified.
- c. It is best to have arrangements pre-planned for evacuation assistance. Arrangements can be made to reasonably assure that assistance is provided to anyone who requests it. Contact CMU's Human Resources Equal Opportunity Services to self-identify at eso@andrew.cmu.edu or ERM (DR/BC) at drbc@andrew.cmu.edu for more information.
- d. People with disabilities should participate during fire drills to practice the plan set-up for them.
- e. **For any ADA assistance in the event of a fire alarm or emergency in the building with the inability to self-evacuate, either:**
 - i. Shelter-in-place, if safe to do so;
 - ii. Go to a designated area of refuge inside the building, if available; or go to an enclosed stairwell.
 - iii. Call University Police at 412-268-2323 or 911 and tell them your location.
 - iv. In addition, you can also ask someone exiting the building to notify the emergency responders (Police or Fire), or a CMUSafe Ambassador/Floor Marshal outside the building of your location and need for assistance.
 - v. It is recommended to carry with you a cell phone, whistle and a flashlight to help signal or make noise to get attention for help.
- f. Fire department or emergency responders will help determine the best method of evacuating someone with disabilities or who has sheltered-in-place.

6. Health & Wellness Best Practices and Pandemic Guidelines while Evacuating a Building

- a. As the Coronavirus pandemic poses unprecedented challenges, everyone should continue to follow the recommended pandemic health and safety guidelines as the University Returns to On-site work.
- b. For more information on health and wellness at CMU, please visit coronavirus website: <https://www.cmu.edu/coronavirus/health-and-wellness/index.html>

- c. To find out more about the Pandemic Safety Officer Training and Awareness visit: <https://www.cmu.edu/ehs/Training/index.html>
- d. **The recommended pandemic health and safety guidelines during a fire drill or emergency evacuation include:**
 - i. Practicing physical distancing of at least 6 feet.
 - ii. Wearing facial coverings at all times.
 - iii. Once outside, standing clear of the exit doors at least 150 ft. away. This allows others to get out safely and allows emergency personnel and vehicles a clear path to respond to the scene. Remember to practice physical distancing, as best as reasonably possible, by at least 6 ft.
 - iv. Washing hands after an emergency or fire drill or use of hand sanitizer stations.
 - v. Anyone who is sick must stay home.
 - vi. Remembering to never prop open or disable fire doors.

7. Fire Alarm Testing, Impairment and Fire Watch

- a. No fire alarm shall be impaired unless a fire impairment permit has been issued by EHS and FMCS is notified.
- b. FMCS Life Safety is the fire alarm and impairment coordinator. They must approve and authorize any testing and/or impairment first.
- c. If any building has a fire alarm or fire protection system that is placed out-of-service or in impairment, EHS must be notified and an approved fire watch must be established.
- d. If the impairment is going to be greater than 10-hours for sprinkler systems or 8-hours for fire alarm systems, contractors must contact the Project Managers/FMCS to have University Police establish a fire watch until the system is back on-line or the building can be evacuated.
- e. Fire watch is personnel from University Police or designated person(s) whose sole responsibility is to look for fires within the building or designated area(s). He or she must have specialized training on fire alarm systems activation, fire extinguisher operation and understand the duties of fire watch. He or she must also have a means to call/report any fires to University Police and alert personnel in the facility or area.
- f. For more information on the EHS Fire Impairment Program, visit: <https://www.cmu.edu/ehs/Fire-Safety/permits.html>

8. Disaster Recovery and Business Continuity during after a Fire or Emergency

- a. Disaster Recovery and Business Continuity (DRBC) Services provides the guidance, tools and governance needed to provide critical services at an acceptable level in the event of a disaster or significant business disruption.
- b. For more information send an email to drbc@andrew.cmu.edu or visit <https://www.cmu.edu/drbc/index.html>.
- c. For more information on Emergency Preparedness and Response Plan, visit <https://www.cmu.edu/drbc/em/index.html>.
- d. For more information on CMU's Fire Safety Program, visit <https://www.cmu.edu/ehs/Guidelines/fire-safety-program.pdf>.
- e. To learn more about Fire Extinguisher training or sign-up for a safety training class, visit <https://www.cmu.edu/ehs/Training/index.html>.

For additional questions or concerns please contact EHS:
safety@andrew.cmu.edu.

9. Appendix A – Emergency Action Plan

Emergency Action Plan

Medical Emergency

- Call CMU Police at 412-268-2323 or use any available emergency phone or emergency beacon.
- If you know CPR, start chest compressions.
- If you do not know CPR, retrieve one of the numerous AEDs installed on campus, if possible.
- If an AED is available, open its case and follow the step-by-step audio instructions.
- Stay with the person until help arrives.

Fire or Explosion

- Activate the fire alarm and evacuate the building.
- If smoke is encountered while evacuating, stay close to the floor where air is coolest and smoke free.
- Feel the door with the back of your hand before opening it. If the door is cool, open it slowly. If the door is hot, or if smoke is detected on the other side, do not open it. Seek another way out.
- If you cannot exit, shelter in a safe place, call CMU Police 412-268-2323, text a friend or yell for help.
- Attempt to make yourself visible to responding authorities.

Active Shooter

- **GET OUT** immediately and run away from the gunman or from sounds of gunfire.
- **HIDE** in an area out of the shooter's view. Close, lock and block entry to your hiding place, turn off lights and silence your cell phone or any other devices.
- **FIGHT** as a last resort and only if you are in imminent danger. Attempt to incapacitate the shooter. Act with physical aggression.

Hazardous Materials

- Evacuate the area and activate the building fire alarm.
- Call CMU Police at 412-268-2323.
- If the material spills on you, remove your clothing and use a safety shower or drench hose.

Building Evacuation

- If an alarm sounds, evacuate immediately — but don't run.
- Do not use elevators.
- Move away from the building and to a designated meeting area.
- While exiting, move far away from the building's exterior to assure your safety and to provide ample room for firefighters and emergency equipment.
- Do not reenter an evacuated building until it has been determined safe to do so.

Shelter in Place

- Certain incidents like severe weather or hazardous spills may require sheltering in place.
- Take shelter in a windowless interior room or hallway.
- Lock doors and windows.
- If outside, enter the nearest building.
- Stay indoors until instructed otherwise.

Flooding

- Move to a safe location.
- Call CMU Police at 412-268-2323.
- Do not walk through floodwater — it may be contaminated or contain a live electrical current.
- Do not drive a vehicle through floodwater.

Severe Weather

- A severe weather **WATCH** provides lead time for monitoring a possible worsening weather condition.
- A severe weather **WARNING** means that severe weather is imminent. Move to a safe location.
 - High wind of more than **40 miles/hour** for sustained or **60 miles/hour** for gusts
 - Lightning (within **10 mile** radius)
 - Severe thunderstorm or when thunder is heard
 - Tornado
 - Extreme heat (heat index greater than **115° F** for any period or **105° F** for more than **3 hours**)
 - Cold wind chill (index below **-19° F**)



Carnegie Mellon University
Enterprise Risk Management

Effective August 15, 2019

CMU Police 412-268-2323
Environmental Health & Safety 412-268-8182

Visit cmu.edu/alert for more information

