

WALDORF UNIVERSITY FIRE PREVENTION PLAN

A. About our Local Fire Department

The Forest City Fire Department is a volunteer fire department. All fire fighters are classed as Fire Fighter 1, which means they have been trained to extinguish anything including chemical fires. They are available to perform pre-planning walkthroughs of all areas that present hazards, such as buildings that house flammable materials and are provided keys to any elevators or buildings. For their safety, records are normally supplied to them to inform them about types, amounts, and locations of all flammable materials. Typically, the procedure used to extinguish chemical fires is to block off an area around the fire to prevent it from spreading, and then to let it bum itself out: Putting out a chemical fire with water is usually not an alternative.

B. Campus Fire Hazards

1. Residence Halls and General Campus Workplaces

- a. **Electricity:** Electricity is a common ignition source in campus fires. All electrical equipment and appliances used on campus are to be U. L. listed and used according to the manufacturer's recommendations. The use of makeshift electrical equipment is not permitted except in experimental laboratories when its use is crucial to the research or work being conducted and the lab personnel are qualified. All circuits should have over-current protection. Whenever a damaged appliance or power cord is found, it should be placed out of service immediately.

Extension cords power strips and wall outlets are not to be overloaded. Cooking appliances should only be used in a completely uncluttered area away from drapes, clothing, papers, and other combustibles. Cooking appliances should not be used while other types of electrical appliances such as irons, TV's, or hairdryers, are being used: The number of appliances in use at any one time should be limited. Appliances should be turned off, cleaned and unplugged when not in use.

An open circuit breaker is an indication of a circuit overload. If a circuit breaker opens, the area that is serviced by that breaker should be inspected to determine the cause of the circuit overload, and have the problem corrected.

- b. **Flammable Materials:** Mattresses and carpets should not be used as ironing boards. Hot irons should not be placed on any flammable/combustible surface to cool, and they should never be left unattended.

All flammable liquids, including paint, are to be stored in approved containers or cabinets. They are not to be stored near heat or open flame, and they are never to be used near open flames. Rags or papers that have been used with paint or oil should be removed from the building immediately after use.

Good housekeeping is always an important safety measure. Combustible waste should be discarded as soon as possible. Overcrowding of materials in storage rooms should be avoided. Such areas should

be kept as clean and orderly as possible.

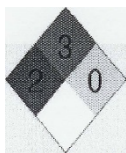
- c. **Open Flames:** Open flames, whether in a laboratory, kitchen, or shop area, should always be attended. Open flames should be kept away from combustible and flammable materials. A "Hot Works Permit" should be obtained from Facilities whenever working with open flames outside of designated labs or shop areas. Matches or used smoking materials should not be discarded in waste baskets or on floors or carpets.

Students, employees and visitors are not allowed to smoke or burn on campus and especially not in residence hall rooms. Waldorf is a smoke-free, tobacco free and nicotine free campus including electronic smoking devices. All matches and smoking materials need to be thoroughly and properly extinguished before an area is left.

2. Other Campus Workplaces that Use Flammable Materials

All areas on campus that house flammable materials are to have signs on the door(s) to the areas that give names, work phone numbers, and after-hours phone numbers of the persons responsible for the areas. There are to be two emergency contacts: a primary and a secondary emergency contact. A list of these persons will be kept at the Campus Information Center. In case of a fire emergency in these areas, the contacts are expected to be on-call and be available for consultation with members of the Fire Department.

All buildings and rooms that house flammable materials, whether they are solids, liquids, or gases, shall be marked with NFPA "fire diamonds", as shown below. All containers of materials that could be hazardous in a fire shall also be labeled with NFP A fire diamonds. The fire diamonds are designed for firefighters, not as a general hazard labeling system. Thus, the characteristics of a substance listed in each diamond section (fire, health, reactivity, water reactivity) are defined on the basis of the hazard of the substance exposed to fire, not under ordinary conditions. One section of the diamond is a warning about water reactivity because water is the most common fire-extinguishing agent.



In addition to labeling all containers that contain flammable materials, a computerized database and hardcopy list of these materials is to be updated annually and supplied to Facilities, in accord with the Waldorf University Fire Plan. Facilities will provide this list which will be responsible for giving the list to the Fire Department.

- a. **Housekeeping:** Flammable liquids used by the housekeeping staff create a severe fire and explosion hazard. All flammables are to be kept in approved flammable liquids storage cabinets or approved storage rooms. The only refrigerators approved for storage of flammables are those that are manufactured for that purpose and labeled as such on the front of the door. The amount of flammable material taken out of storage should only be that needed for the day. Sources of ignition should be eliminated when using flammables, including static

electricity, friction, and heat from an oven.

- b. **Laboratories and Art Studios:** All flammable materials are to be kept in approved sealed containers in flammable liquids storage cabinets or approved storage rooms. The only refrigerators approved for storage of flammables are those that are manufactured for that purpose and labeled as such on the front of the door.
- c. **Personnel Responsible for Control of Hazards:** Employees who are the immediate supervisors over a particular physical or administrative area are the personnel responsible for the control of the hazards in that area. Their responsibilities include guaranteeing that all fire prevention measures associated with the hazard is followed and maintaining all records that are associated with that hazard.

Training of Employees and Students

1. **General Employees:** Educational programs geared toward fire prevention and fire survival should be available as part of a training program for all employees. This is particularly important because employees will be the primary personnel who are responsible for the safety of students and others in case of fires, and the minimization of property damage.
2. **Residence Hall Staff:** Residence hall staff has significant responsibilities during a fire because of the dangers associated with fires at night when everyone is asleep, and responses are slower. Thus, they may require additional training in fire prevention and emergency response procedures. These prevention procedures should include having the residence hall staff:
 - a. Ensure that the following materials are present, readily available, and in good condition at Residence Hall Office Areas.
 - Flashlights
 - An emergency guide binder and spare copies of forms, signs, and checklists.
 - b. Establish an *Evacuation Assistance List* that contains the names, addresses, and phone numbers of residents who have permanent or temporary mobility limitations and who will require assistance from emergency personnel to evacuate in case of a fire. Each staff member would be responsible to create/compile the list for his/her building(s). The *Evacuation Assistance List* should be readily available and provided to emergency personnel when needed.
 - c. Confirm that Residence Hall Assistants know to add temporarily disabled or injured residents to the list and know how to remove them when they no longer require assistance.
 - d. Confirm that each room or suite/apartment unit contains an "In Case of Fire" notice posted by the door.
 - e. Develop a fire safety communication plan and evacuation route for each floor or unit.
 - f. Establish an assembly area away from the residence hall to meet during an evacuation so that a rollcall or headcount can be taken.
 - g. Throughout the year, help keep fire doors closed. Fire doors that are in hallways and stairwells slow down the spread of smoke and fire significantly, but only if they are closed. (Fire doors are rated to withstand fire for up to 90 minutes.)
 - h. Read and become familiar with the procedures and rationale contained within this document.
 - i. Review the fire emergency procedures/evacuation routes with all members of your floor/hall and post

information on floor bulletin boards.

3. Students

Students should be educated in fire prevention and emergency procedures so that they take fire alarms seriously and can respond in a calm manner.

- a. **First Year Student Orientation:** All incoming students should have as part of First Year Student Orientation a short meeting or program in fire prevention and emergency procedures in their residence hall meetings as well as the safety and security session and on-line course during orientation and first year seminar.
- b. **Fire Drills:** Fire exit drills are an important training tool to prevent loss of life and property during a fire emergency. The drills are conducted in residence halls and academic buildings at least once per semester. They also should be conducted annually in all buildings that house materials that could be hazardous in a fire: These are the buildings that contain materials that carry the NFPA fire diamonds.

Fire exit drills are designed to prepare everyone, and particularly students, for an actual fire. They also can be used to evaluate residence hall staff performance and readiness. The drills should therefore not be announced in advance to either residence hall residents or front-line staff. They also should not be conducted at predictable times so that residents "learn" to ignore the fire alarms. It is essential that employees take responsibility for ensuring timely and complete exit from a building and that they make it clear that such drills are serious business.

The Office of Student Life will be responsible for conducting and evaluating the fire exit drills. The pass/fail evaluation should be based on the following factors:

- a. Speed and safety at which occupants evacuate, via the stairwells, when the fire alarm begins to sound. Occupants should be directed to pre-determined assembly points. Employees should monitor doorways from outside to prevent reentry. A headcount will not likely give a definitive answer to whether anyone remains inside, and thus it would be better to ask the occupants if anyone is missing.
- b. The performance of employees in performing their duties as listed in the "Fire Emergency Plan" section of this document.
- c. The availability of the *Evacuation Assistance List* to be provided to emergency personnel.

Buildings that fail fire exit drills should be reported to the Office of Student Life for additional training or other appropriate action.

A few weeks before an unannounced drill, a memo is sometimes sent from the Office of Student Life to remind employees of the significance of such drills to lend credibility and importance to the exercise. This can also be a time when faculty reminds students of an upcoming drill and what to do if they are in either the classroom or laboratory. At the time of the drill, everyone must exit promptly after turning

off experiments, extinguishing flames, and turning off hoods and lowering sashes. Checking rooms for occupants and unlocking doors also can be helpful if this can be done at zero risk.

d. Laboratories and Art Studios

Students who enroll in science and other laboratories and art courses that involve the use of flammable materials need special instruction in safety procedures as part of the course. This instruction should include discussion of the location of all exits and all fire safety equipment, and the procedures to be followed in case of a fire in the laboratory or studio. Completion of this instruction should include an agreement signed and dated by the student that he/she understands all the safety procedures and knows the location of all safety equipment and exits.

Fire Prevention Equipment, Facilities, and Maintenance

Maintenance of all fire prevention equipment and facilities is performed by Facilities. All rooms and buildings on campus should be regularly inspected for fire hazards. Exit doors and windows should be inspected to ensure that they are working properly.

Detailed floor plans of buildings are created or updated so that they can be made available to emergency personnel, residence hall staff, and residence hall residents. These maps should identify any significant hazards in various rooms, where each building has sprinklers, if there are standpipes (usually in stairwells), and where any fire department connections (FDCs) are on the outside of the building that support sprinkler and/or standpipe systems.

a. Exits and Stairwells

Every building is provided with exits sufficient to permit the prompt escape of occupants in case of a fire or other emergency. Exits are marked by visible, illuminated EXIT signs.

Exit doors and signs are to be kept clear of obstructions and maintained at the minimum required width of 44 inches of access to exit doors. The required exit access may be more than 44 inches depending on the occupant load and the configuration of the space. Enclosed stairways provide safe passage to the outside in the event of an emergency. Stair doors are to be kept closed to prevent the spread of fire and smoke, and stairwells are to be kept clear of storage.

b. Fire Alarms, Sprinklers, Extinguishers, and Smoke Detectors

Most campus buildings are equipped with fire alarms that can be activated by pull stations, smoke detectors, and sprinklers. These devices are to be kept free of obstructions. When activated (usually a smoke detector), the alarm will sound throughout the building to initiate evacuation of building occupants. Each residence hall and main building has a panel that will indicate where the alarm was triggered. Several of our buildings include strobe lights in the hallways and individual rooms which allow for additional notification that an alarm is sounds (assistance to hearing impaired). This indicator will allow the University official to determine how to help evacuate depending on where the fire is located. Students and

employees are not allowed back in the building until the alarm system is silenced which only occurs when it is determined that it is safe to re-enter the building. Residence Life staff, facilities and the fire department are training on how to read and manage the fire panel and fire alarm system.

c. Equipment and Facilities

Sprinklers should have 18 inches of space beneath the deflector to function properly. Partitions are not to be erected in a sprinkler space: The new all may interfere with sprinkler and/or fire alarm coverage.

Smoke alarms are installed in every residence hall room and every level of housing facilities. They are maintained and regularly tested each semester. The batteries are replaced once a year.

All fire extinguishers are checked and serviced annually. All other fire equipment is to be kept in operational order. After any fire exit drill or any fire alarm, all fire equipment is to be immediately reset to working order.

All laboratories and art studios that deal with flammable materials are to be equipped with fire protection equipment that is clearly visible and labeled. The equipment will include one or more carbon dioxide fire extinguishers, fire blankets, first aid kits, and an eyewash/shower station. Each piece of equipment is to be checked and serviced annually.

On-campus Student Housing Facility Fire Safety Systems

Facility	Fire Alarm Monitoring Done on Site	Partial *1 Sprinkler System	Evac. Plans	Smoke Detection	Fire Ext. Device	Number of evacuation (fire) drills each calendar year
BREEN	X	X	X	X	X	2
J&L	X		X	X	X	2
ORMSETH	X		X	X	X	2
RASMUSSEN	X		X	X	X	2
TANNER	X		X	X	X	2
TIMBERLAND	X	X	X	X	X	2
THEME HOUSES	X		X	X	X	2

d. Facilities for Persons with Disabilities

Special emergency equipment/facilities may be needed for individuals who have varying degrees of mobility impairments, visual or hearing impairments, or temporary impairments such as a broken leg or a sprained ankle. All such individuals should be consulted about their specific limitations and how best to provide assistance during an emergency. In general, however, the following recommendations can be made regarding facilities for persons with disabilities.

1. Persons who use wheelchairs are to have residence hall rooms on the ground floor.
2. Persons who use wheelchairs cannot access manual fire-alarm pull-stations. In recent years, codes have been revised to require that these manual pull-stations be mounted at a height to be within the reach range of 48" to 54" for a person in a wheelchair. Thus, any residence hall that houses a person in a wheelchair should have an ADA-compliant fire-alarm pull-station on the ground floor.
3. Any residence hall room that houses a person who is hearing-impaired will be equipped with a fire-alarm strobe and horn.
4. Any residence hall that houses a person who is visually impaired will be equipped with exit signs that flash and sound internal horns when activated by the building fire alarm system.

2. Equipment in Need of Service and Firewatch

All fire equipment is to be kept in working order. The Facilities Department should be called immediately whenever any safety equipment is seen to be non-functional. This includes missing or burned-out EXIT signs, missing or discharged fire extinguishers, fire doors that do not completely self close and latch, fire windows that are not ready for use, and any damaged or malfunctioning fire alarm or sprinkler system.

In cases in which the fire protection system cannot be repaired or brought online immediately, a Firewatch should be established. The employees who have supervisory positions over the area will be assigned to the firewatch. The entire building should be toured at least one time during each hour of the firewatch. The Campus Information Center

should be notified each hour that the watch has been performed. The firewatch should be maintained at all times when the building is occupied until the fire protection system is repaired.

Fire Safety Rules/Guidelines for the Residence Halls:

1. In order that a safe environment may be maintained:
 - Do not tamper with fire prevention equipment or fire alarms or play with fire. (Violators will be reported to the police.)
 - Vacate a building after a fire alarm sounds or at the direction of a University official.
 - Possess no weapons including ... explosives, guns, gunpowder, incendiary devices or fireworks or objects that appear to be weapons including bb guns, soft pellet guns, air soft guns or toys appearing like real guns.

2. Smoke-Free Campus. No smoking or vaping allowed on campus grounds or in buildings (Iowa Law).
 - All residence halls are smoke-free. This means that students, guests, and staff may not smoke anywhere in the residence halls.

3. In an effort to keep the halls safe, students are to:
 - Not possess any open coil devices or machines in residence room that produce large amounts of heat. These include toasters, space heaters, and halogen lamps. Any violation will be kept by the building's AC until it can be removed from the hall by the student.
 - Live Christmas trees are not allowed; small artificial trees must be fire resistant.
 - Not possess fog machines, deep-fat fryers, electric skillet, electric woks, barbecue grills, and large power tools.
 - All cords should be UL or ETL approved, no longer than six feet, and should not be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding (covered cords capture heat and can result in fire), or be cracked or worn.
 - Candles and open flames are not allowed in campus housing. There will be a \$10.00 fine for each candle found and confiscated. Candles will not be returned.
 - Fuse boxes and the fuses inside are not to be tampered or touched. Only University employees, including RAs, are allowed to have access to the fuses.
 - Flammable liquids, fluids and chemicals are prohibited.

Note on Guidelines:

- Microwaves, coffee pots with an automatic shut-off, electric tea kettles, rice cookers, and crock pots are generally the only cooking appliances allowed in student rooms.

- No candles or open flames are allowed on campus or in residence halls unless authorized.
- Waldorf is a Smoke Free Campus. Smoking, tobacco or vaping is not allowed anywhere on campus.
- Kitchens with stoves and other cooking appliances are provided in most residence halls.

Fire Safety Training for Students, Residence Hall Staff and Facilities:

- Professional and student staff for Residence Life is provided training in use of fire extinguishers, building evacuations, and general fire safety each fall semester.
- Fire drills are conducted every semester in each residence hall.
- Fire extinguishers are inspected monthly by student staff.
- Smoke detectors in student rooms are checked and batteries changed semiannually
- RA staff is trained to check student rooms at breaks for overloaded circuits.

Recommendations for changes to policies and facilities:

- Connect student room smoke detectors to building's fire alarm system.
- Connect current fire alarm system to the Forest City local Police/Fire Department alert system.
- Ban the possession of petroleum distillates (gasoline, lighter fluid, etc.) in campus housing.
- Require all extension cords to have a circuit breaker.

III. FIRE EMERGENCY PLAN-PROCEDURE FOR EVACUATION

A. A fire emergency exists whenever:

1. A fire alarm sounds.
2. An uncontrolled fire or imminent fire hazard occurs anywhere on campus.
3. There is either smoke or the odor of burning.
4. There is either spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or an uncontrolled flammable liquid spill.

B. General Expectations of All Building Occupants

1. **Sound the Alarm:** If smoke or fire is seen, pull the nearest fire alarm pull-station. Fire-alarm pull-stations activate alarm bells throughout the building to alert other occupants of the fire emergency. Pulling the fire alarm station saves lives; however, **pulling the fire alarm does NOT alert the local fire department.**
2. **Use the Nearest Exit or Exit Stairwell:** Immediately exit the building upon hearing an alarm, even if you have not seen smoke or fire. Use the nearest stairwell to exit.
3. **Do not wait for confirmation of an actual fire** or assume the alarm is a false alarm. Evacuate immediately, even if fire and smoke are not apparent.



4. **Do not use the elevator.** Elevators enter a "fire service" mode and may not respond to calls when the fire alarm system has been activated. Occupants may become trapped in elevators.
5. **Do not attempt to locate the fire.**
6. **Do not attempt to fight or extinguish the fire unless you are an employee (see below).**
7. **Do not re-enter the building** until the Fire Department gives authorization.
8. **Call 911 or 9-911 from campus phone: Once safely outside, call 911 from an outside phone.** Emergency personnel will not be aware of the fire emergency unless they are called. Give your name, the proper name of the building and room number, floor, or other specific area. Do not hang up until released by the dispatcher.
9. **Once Out, Stay Out.** Never go back into a burning building for any reason. If someone is missing, tell the firefighters. They are equipped to perform rescues safely.
10. **Meet the Fire Department outside** and direct them to the emergency.
11. **All fires, even if extinguished or found extinguished must be reported.** All fire alarms, even if suspected to be false or accidental, must be reported to the Fire Department.
12. **No one shall restrict or impede the evacuation.**
13. **No one may shut off any fire protection or alarm system** during a fire emergency without the permission of the Fire Department officer in charge.
14. **It is the responsibility of Facilities and Security** to reset or repair any fire protection or alarm system after an emergency incident when notified by the Fire Department in charge. The Facilities Department shall inspect each such system immediately after every emergency incident and immediately place the system in serviceable condition.
15. **The Fire Department or Facilities may reset an alarm system** only if there is no damage to the system and when it is within their technical capabilities to do so.



C. Other Procedures: How to Survive a Major Fire

1. Heat and many hot toxic gases rise: **A survivor crawls** to avoid breathing a toxic atmosphere.
2. **A survivor takes short breaths**, breathing through his/her nose, through a wet rag if available. A survivor does not gulp large lung-fulls of smoke.
3. **A survivor never opens a hot door:** A survivor checks to see if a door is hot by placing the back of his/her hand on the door panel above his/her head. If the door does not feel hot, the survivor opens it slightly, bracing the door with hip and foot. The survivor places his/her hand across the opening to determine the temperature of the air. If the air is hot or if there is real pressure against the door, a survivor closes the door because it is too late to exit.
4. **A survivor who is trapped puts any room with a closed door between him/her and the fire or smoke.** A trapped survivor waits at a window for rescue, opens the window at the bottom or breaks it out if needed, and shouts for help. If a phone is available, a survivor calls 911 and reports his/her location to the Fire Department; however, a trapped survivor

does not provide oxygen to a nearby fire by opening a window.

D. Additional Employee Procedures

1. Medical Coordinator: Definition and General Duties

The Medical Coordinator is the Campus Nurse who will be available during a fire emergency to supply first aid that could include eyewashes or other equipment for drenching or flushing if there is any risk of exposure to corrosive materials. The Campus Nurse will also be available after a fire emergency for consultation and advice on matters of employee and student health.

2. Emergency Response Coordinator: Definition and General Duties

The Emergency Response Coordinator (ERC) in any fire emergency is the employee who is the immediate supervisor of an area in which a fire starts. This could be a faculty member who is teaching a science lab, a faculty member who is teaching an art class, a member of the housekeeping staff who is the supervisor of a building or a Residence Hall Area Coordinator. The role of the ERC is to provide "**ADE**":

Assess the situation and determine whether an emergency exists that requires activating the emergency procedures.

Direct all efforts in the area including evacuating personnel and minimizing property loss. Ensure that outside emergency services such as fire departments and medical aid are called in if necessary.

The Emergency Response Coordinator will be expected to be able to perform some additional duties to minimize loss of life and property.

E. General Procedures/Evacuation

1. When a fire alarm sounds, the ERC should try to shut off all equipment in the immediate area and close, but NOT lock, the doors. If possible, all interior doors should be closed but UNLOCKED to prevent fire spread. All fire doors that separate hallways and stairwells should be closed.
2. If a fire starts in a science laboratory, efforts should be made to turn off all hot plates and gas jets and turn off the hood ventilation systems and lower the hood sashes.
3. If a fire starts in an area where the ERC is present, AND the ERC has been trained in the

use of fire extinguishers, AND the fire is small, an attempt can be made to extinguish the fire. However, no attempt should be made to extinguish the fire if the fire is large, is rapidly spreading, or if the fire poses a clear threat to the personal safety of the ERC. If an ERC cannot retrieve and properly use an appropriate fire extinguisher within 30 seconds, it is likely that the fire will be sufficiently developed to exceed the capacity of a fire extinguisher.

4. The ERC should have access to a map of the building to confirm the architecture and building layout for use by the Fire Department. These maps should identify any significant hazards in various rooms, where the building has sprinklers, if there are standpipes (usually in stairwells), and where any fire department connections (FDCs) are on the outside of the building that support sprinkler and/or standpipe systems.
5. For everything except the most trivial fires, such as an unexpected flame in a lab, the ERC should ensure that the Fire Department has been called.
6. The ERC should never reenter a building for any reason, particularly to be a hero. Fires can behave in unexpected ways, and in science labs, there is the additional risk of explosion. Extreme heat, smoke, toxic gases, and a low-oxygen environment are life-threatening conditions, and these conditions can develop very rapidly in some fires. For someone without protective gear and a breathing apparatus, the likelihood of serious injury or death is very high.
7. If, after calling 911, the fire is extinguished, the ERC needs to call 911 again to update the situation.
8. The ERC needs to ensure that everyone has been evacuated so that the Fire Department does not go into their high-risk rescue mode.

F. Residence Halls/Procedures for Evacuation

Safe evacuation of all residents is the primary concern of a residence hall staff ERC. In addition to the above procedures, these steps may be needed in the case of residence hall fires.

1. If the ERC is informed of a fire in a room, he/she should immediately pull the fire alarm, or have the student who is reporting the fire pull the alarm, before going to investigate.
2. If a fire is validated, the ERC should instruct a student or another helper to call 911 immediately.
3. If the fire CAN be extinguished safely with a fire extinguisher as described above, efforts should be made to extinguish it. If it is extinguished, 911 should be called again to appraise the Fire Department of the situation. After the fire is safely extinguished, the ERC should call the Residence Hall Area Coordinator and the Dean of Students to apprise them of the emergency that has been safely controlled.
4. If the fire CANNOT be extinguished, the ERC should immediately locate the *Evacuation Assistance List* and ascertain if there are any residents who need help in evacuation. The ERC then should guarantee that all occupants evacuate the building. If the evacuation is

expected to extend beyond 30 minutes, or if weather conditions are poor, residents should be directed to an indoor assembly area, such as the Student Center. After all residents are evacuated to a safe location, the ERC should call the Residence Hall Area Coordinator and the Dean of Students to apprise them of the ongoing emergency.

5. The ERC should remain outside to give the Fire Department details of the fire and its location.
6. The ERC should make the keys to locked circuit breaker panels and boiler rooms available for the Fire Department. If emergency personnel need access through a locked door, the ERC should open it for them and/or provide them with a key ring and/or access card.
7. The ERC should help keep residents out. Residents may interfere with emergency personnel and put themselves in danger by attempting to reenter to obtain valuables or assist in the fire-fighting efforts. No one may reenter the building until authorized to do so by the Fire Department.
8. When the incident is over, the ERC should check and secure exterior doors, and report any damaged fire doors and/or other damaged fire equipment to the Facilities Department.
9. The Fire Department may secure the fire scene until their investigation is completed. In some cases, this could take hours, or even days. The ERC should speak with emergency personnel to determine the likely length of their investigation and work with the Office of Student Life to find accommodations for residents who have been displaced.
10. It is possible that police and fire investigators will need to speak with anyone who was in the area at the time of the fire and with the person who reported the fire. If the fire was in a bedroom or suite/apartment, investigators will need to talk to the residents.
11. The ERC should contact the Facilities Department for cleanup and repairs. The Facilities Department needs to be aware of the extent of any damages so they can begin to clean up the water used to extinguish the fire and make repairs to the fire scene.

G. IT: Data Backup and Computer Issues

In a fire, damage can occur to computer hard drives and other equipment simply from smoke particles. Thus, it is important that all important University data be backed-up routinely and often. The backups should be kept in a building location that is away from the computers so that a fire will not destroy both the computers and the backups. Further, if a fire occurs in an area that can cause smoke damage to computers or other equipment, the computers/equipment need to be shut down as soon as possible.

Thus, if a fire occurs in an area that can impact University-wide computer resources, members of University IT need to be called so that they can take whatever action is needed to minimize damage to the resources.

H. Persons with Disabilities

The presence of persons with either temporary or permanent disabilities in a fire emergency

requires some additional procedures. This includes people using wheelchairs or having other obvious mobility disabilities, others with temporary mobility conditions such as a sprained ankle or a broken leg, ones with either a hearing or visual impairment, and those with other conditions such as asthma or pregnancy that can reduce stamina to the point of needing assistance when moving down several flights of stairs. Allowances for visitors also must be made.

1. Visually Impaired

If a person with a visual impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective:

- a. The helper should announce his/her presence; speak naturally and directly to the individual and NOT through a third party. Shouting is to be avoided.
- b. The helper should offer assistance, but the person should explain what help is needed.
- c. The helper should describe the action to be taken in advance.
- d. The helper should let the individual grasp his/her arm or shoulder lightly, for guidance. He/she may choose to walk slightly behind the helper to gauge the helper's body reactions to obstacles. It is important to mention stairs, doorways, narrow passages, ramps, etc.
- e. If leading several individuals with visual impairments at the same time, they should be asked to hold each other's hands.
- f. After exiting the building, all individuals with impaired vision should not be abandoned, but led to a place of safety where someone will remain with them until the emergency is over.

When evacuating persons who have a guide/service dog, there are some other basic rules:

- a. The dog should not be petted or offered food without the permission of the owner.
- b. When the dog is wearing its harness, he is on duty. If the helper wants the dog not to guide its owner, the owner should remove the dog's harness.
- c. The dog **MUST** be evacuated with the owner.
- d. If the helper is asked to take the dog while assisting the individual, it is recommended that the helper hold the leash and not the dog's harness.

2. Hearing Impaired

If a person with a hearing impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective:

- a. The helper should establish eye contact with the individual, even if an interpreter is present. The helper should face the light, and not cover or turn his/her face away. Gum

should never be chewed.

- b. The helper should use facial expressions and hand gestures as visual cues.
- c. If the helper needs to give instructions, the helper can use a pencil and paper to write slowly and let the individual read as instructions are written. Written communication may be especially important if the person's speech is difficult to understand. It is important to not allow others to interrupt or joke while conveying the emergency information. It is also important to be patient because the individual may have difficulty comprehending the urgency of the message.
- d. The individual should be provided with a flashlight for signaling their location if they are separated from the rescuing team or helper and to facilitate lip-reading in the dark.

3. Mobility Impaired

If a person with mobility impairment needs help during an emergency evacuation, there are some basic rules to follow to be effective. It is important to remember that someone with mobility impairment will need their crutch, cane, or wheelchair after they are evacuated.

- a. Someone using a crutch or a cane might be able to negotiate stairs independently by using one hand to grasp a handrail while using the other hand to use a crutch or cane. In this case, it is best NOT to interfere with this person's movement; however, a helper might be of assistance by offering to carry the extra crutch. Also, if the stairs are crowded, the helper can act as a buffer and "run interference."
- b. Wheelchair users are trained in special techniques to transfer from one chair to another. Thus, depending on their upper body strength, they may be able to do much of the work themselves in manipulating themselves through fire doors and in simpler evacuations.
- c. To assist in moving a wheelchair downstairs, a helper should stand behind the chair grasping the pushing grips. The chair is then tilted backwards until a balance is achieved. The chair is to descend frontward, NOT backward. The helper should stand one step above the chair, keeping their center of gravity low, and the back wheels should be gradually lower to the next step. Care should be taken to keep the chair tilted back. If possible, another person should assist by standing in front of the wheelchair on a lower step and holding the frame of the wheelchair and pushing upwards from the front to keep the wheelchair from accidentally being let go. However, the chair should never be lifted by the person in front, as this places more weight on the individual behind.
- d. A wheelchair user should NEVER be carried slung over a shoulder in the "fireman's carry". This puts pressure on the person's extremities and chest. Such pressure might cause spasms, pain, and even restrict breathing. Carrying someone like this is like sitting on their chest and poses danger for individuals who fall within some categories of neurologic and orthopedic disabilities.

4. Other Impairments

There is some other impairment that may cause a person to need some help during a fire evacuation.

- a. Pregnancy is not usually considered a disability, but it can result in reduced stamina or impaired mobility, especially in negotiating stairs. In these cases, a helper can offer to walk with the woman and be of support both emotionally and physically. The helper should remain with her until safety has been reached and she has a safe, warm place to sit.
- b. Respiratory disorders, such as asthma or emphysema, can be triggered by stress, exertion, or exposure to small amounts of dust or smoke. In these cases, the person needs to be reminded to bring their inhalation medication along with them during the evacuation.
- c. Cardiac conditions also require the person to bring their medications along with them. They should be helped in walking because they may have reduced stamina and may require frequent rest periods.

I. After Hours

Most office fire fatalities occur outside of normal working hours because fires can grow unnoticed and persons working alone can be cut off from their normal egress route. Further, only a few people may work late and thus they will have no one to help them in case of a fire. For example, a person with mobility impairment who has relied on an elevator for access may need help getting down the stairs, but no one will be available.

Thus, anyone who has a disability that could impact their ability to evacuate a building during a fire emergency is required to alert building security upon entering the building. Security (during working hours) will then be ready to search for and help the individual to safety, if needed. The person, however, should not wait for security to arrive before taking action. The person should immediately dial 9-911 and alert the Fire Department as to their location.

J. Information Released to the Media and Public

The Director of Marketing is the only person who is authorized to discuss fires with either the media or the public. No other University agency or employee may release official statements regarding the cause, origin, or nature of campus fires. Please refer to the Emergency Communication Plan.