
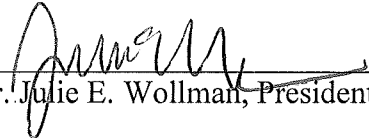


EDINBORO UNIVERSITY OF PENNSYLVANIA

FIRE EMERGENCY PLANNING AND PREPAREDNESS (CLERY) Policy No.: D007

Supersedes Policy No. D007, Dated 9/2/88, 2/6/90, and 6/1/00
Eliminates Policy No. D010, Dated 4/30/89, 6/15/92, and 2/6/94

Recommended for Approval by: 
Mr. Guilbert Brown
Vice President for Finance and Administration

Approved by:  on 10/15/14
Dr. Julie E. Wollman, President Effective Date

Review Date: As Required

I. INTENT

The intent of this policy is to prepare members of the University community for emergency evacuation of buildings in case of a fire emergency. This policy shall comply with the 2009 International Fire Code Section 405 in regards to fire evacuation drills in the Residence Halls. This policy also shall comply with the Commonwealth of Pennsylvania Department of Labor and Industry under the Fire and Panic Act, 35 P.S. § 1211 et seq. at 34 Pa. Code 50.57 – Fire Drills.

II. POLICY

Emergency evacuation drills in academic and administrative buildings shall be conducted at a minimum of once every six (6) months. The Manager of Environmental Health and Safety shall coordinate scheduled drills with the Building Managers.

Emergency evacuation drills in the Residence Halls shall be conducted twice (2) a semester. The first drill of each semester shall be conducted within 10 days of the beginning of classes. At a minimum, at least one of the two required drills shall be held during the hours after sunset or before sunrise. The Manager of Environmental Health and Safety shall coordinate scheduled drills with the Residence Hall Coordinators.

Drills shall be conducted at different hours of the day or evening, during the changing of classes, and during other times to avoid distinction between drills and actual fires. These drills shall be unannounced to the occupants of the buildings.

In cases of severe weather the Manager of Environmental Health and Safety shall have the authority to modify the frequency of the emergency evacuation drills.

Fire drills shall be conducted, supervised, and documented by the Manager of Environmental Health and Safety or his/her designee.

III. FIRE EVACUATION PROCEDURES

Evacuation is mandatory any time a fire alarm is activated or when an evacuation is ordered.

Building specific evacuation procedures shall supersede these general procedures. Occupant specific evacuation procedures shall supersede these general procedures. If you are an employee or student that has a disability and does not feel that these procedures, stated above meet your needs, contact the Manager of Environmental Health and Safety for assistance in creating procedures that meets your needs.

When the Fire Alarm Activates or Evacuation is required

1. Remain calm.
2. Feel your door for heat. If it is hot, do not open it. Refer to **“If You Cannot Evacuate”** section. If the door is cold, open it and proceed to evacuate.
3. Close your door and take your keys.
4. Immediately evacuate using the nearest exit. **DO NOT USE THE ELEVATORS.**
5. As you evacuate, close all doors behind you to prevent the spread of smoke, heat, and fire.
6. Once outside move to the building’s evacuation assembly point and stay approximately 100 feet away from the building.
7. Relay any pertinent information to Campus Police regarding any signs of fire, location of occupants needing assistance, or any other pertinent information.
8. Do not re-enter the building until authorized by Campus Police or the Fire Department.

If You Discover a Fire or See Smoke

1. Activate the fire alarm by pulling an alarm station.
2. Assist those in the immediate area needing assistance, if safe to do so.
3. Do not attempt to extinguish the fire. This will be done by the trained first responders.
4. Close all doors behind you to prevent the spread of smoke, heat, and fire.
5. Evacuate using the nearest exit. **DO NOT USE THE ELEVATORS.**
6. If caught in smoke, crouch down or crawl and avoid breathing in the toxic smoke.
7. If the fire or smoke prevents your evacuation, go to a room away from the fire or smoke (preferably with a window). Shut the door and call Campus Police (814) 732-2911 and inform them of the situation and your location. Refer to **“If You Cannot Evacuate”** section.

If You Cannot Evacuate

1. Place towels at under the door to keep the smoke out. Wet the towels if you have a non-flammable liquid available.
2. Call Campus Police (814) 732-2911 and inform them of your situation and location.
3. Open the window and hang a sheet or clothing out the window.
4. Yell for “help” to alert others outside of your location.
5. If smoke starts coming inside through the window, close it.
6. Remain calm and slow your breathing.
7. Do not leave your room in an attempt to evacuate.
8. Await rescue.

Occupants with Disabilities

1. Occupants who are capable of self-evacuation from the building shall do so.
2. Occupants who cannot self-evacuate shall seek refuge in the “Area of Rescue Assistance”. If it is unsafe to reach the “Area of Rescue Assistance” you should seek refuge in the nearest stairwell.
3. Elevators should not be used during a fire emergency.
4. If you have a cell phone contact Campus Police (814) 732-2911 and inform them of your location and disability.
5. You should also alert others who are evacuating from their location so this information can be relayed to the first responders.
6. If you are in a stairwell designated as an “Area of Rescue Assistance,” push the call button to activate the system. This system is a local system and does not report to the Campus Police. This system is used by first responders to identify that someone is located in that area and they can communicate with them through this system.
7. Once first responders arrive they will determine whether to evacuate you or if it is safer for you to remain in the stairwell. This will be conveyed to you by a first responder.

IV. EDUCATION AND TRAINING

New employees are trained in general evacuation emergency procedures during new employee orientation. It is up to the employee’s direct supervisor to educate the employee on their building specific emergency evacuation procedures.

Students residing on campus are educated on evacuation emergency procedures and general fire safety precautions during their Residence Hall floor meetings and fire drills. This information is distributed to them by their Residence Assistant. Fire prevention information is also available on the Environmental Health and Safety website.

Fire prevention training can be scheduled for any department or groups by contacting the Manager of Environmental Health and Safety.

V. RELATED UNIVERSITY CODES and POLICIES

- D005 Security and Access to Campus Buildings and Facilities (Clery)
- D050 Timely Warning and Emergency Notification (Clery)
- D052 Reporting and Monitoring Criminal Actions and Other Emergencies (Clery)

VI. CONTACT INFORMATION

Contact	Office	Address	Telephone
Manager of Environmental Health & Safety	Fire and Safety	Lawrence Towers	814-732-2709