

University of Alaska Anchorage  <b>ADMINISTRATIVE SERVICES MANUAL</b>	Section <b>EHS/RMS</b> Statement 7
<i>FIRE and EVACUATION SAFETY</i>	Effective Date <b>05/07/2012</b>

*Code  
Compliance*

All University facilities must be operated and maintained in compliance with Municipal or State fire codes and other accepted safety standards.

*Safe Practices*

A number of precautionary measures and practices can be taken to help prevent





University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement 7
<b>Policies and Procedures</b>	Page 4 of 7
Title <i>FIRE and EVACUATION SAFETY</i>	Effective Date 05/07/2012

Departments that have program specific extinguishers are responsible for ensuring they are properly charged and serviced. Maintenance personnel will arrange for regular inspections of other extinguishers. **Building managers or their designees will be responsible for the monthly required inspections for the extinguishers under their control.**

*Fire or Other  
Emergency  
Procedures*

The following alarm and fire suppression action should be taken immediately upon detection of a fire or a substantial quantity of smoke or any other situation that compromises the continued safe occupancy of a building. The Department of Emergency Preparedness conduct annual emergency evacuation drills during September. Advanced notice of the drill will be provided.

1. **Call the fire department immediately (911).** Don't hesitate. Employees do not need to obtain approval to summon the fire department. It is not necessary to notify UPD either, as they are notified the instant 911 is dialed on a campus phone (of both that the call is being made and the location of the call). If the room that you are calling from has the yellow emergency response poster designating the exact street address, ensure that address is given to the emergency responders.
2. Activate the building fire alarm before undertaking any fire fighting activities. Make sure that all employees know the locations of the nearest alarm pull stations. **Note: In some cases the building fire alarms do not summon the fire department automatically. They may only alert the occupants.** On alarm, all employees must begin evacuation of the building. Failure to evacuate not only jeopardizes complacent individuals' lives, but could endanger the lives of emergency responders. Failure to evacuate on alarm is also a criminal offense.
3. Use fire extinguishers to aid in building evacuation. **The safety of building occupants is the first consideration during a fire.**

University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement 7
<b>Policies and Procedures</b>	Page 5 of 7
Title <i>FIRE and EVACUATION SAFETY</i>	Effective Date 05/07/2012

4. Do not become preoccupied with fighting the fire until it is established that: 1) the fire department has been notified, 2) the fire department has the exact information regarding the location and nature of the fire, and 3) no employees are endangered by the fire situation.
5. Designate an individual to meet the fire department outside the building. This individual should have knowledge of the size and location of the fire and the location of any persons trapped inside.
6. Do not shut off or disable an automatic sprinkler system. It is absolutely vital to the control of a fire that the sprinkler system be allowed to function until there is no question that the fire has been extinguished. Only an officer of the responding fire department has the authority to shut off the sprinkler.
8. Elevators are not considered a sa



University of Alaska Anchorage	Section EHS/RMS
<b>ADMINISTRATIVE SERVICES MANUAL</b>	Statement 7
<b>Policies and Procedures</b>	Page 7 of 7
Title <i>FIRE and EVACUATION SAFETY</i>	Effective Date 05/07/2012

students is available from Disability Support Services at 786-4530 or at their web site <http://www.uaa.alaska.edu/dss/>.

During real evacuations and practice drills, individuals who can not use the stairs due to mobility related disabilities or temporary injuries need to remain in safe refuge areas until professional assistance arrives or the all clear is announced. Novices or good Samaritans are not permitted to lift, carry, or otherwise transport individuals down the stairs as there is a high potential for physical injury to both the good Samaritan and the individual being assisted if evacuation is not performed correctly. Individuals who need assistance evacuating due to low vision or blindness should have a buddy who can guide them down the stairs. Individuals who are deaf or hard of hearing should be assisted with visual cues or notes as needed.

*Emergency Signs* The yellow emergency response poster is available at [http://ehsrms.uaa.alaska.edu/CMS/Safety\\_and\\_Emergency\\_Information/Posters%20and%20Postings/Reporting%20an%20Emergency.pdf](http://ehsrms.uaa.alaska.edu/CMS/Safety_and_Emergency_Information/Posters%20and%20Postings/Reporting%20an%20Emergency.pdf). Print and fill the address in accordingly.

*Evacuation Maps* To develop evacuation maps for specific areas and buildings, go to <http://fpgis.uaa.alaska.edu/CampusBuildings.htm> and locate the desired building map. Then print the map and, using red marker, outline the evacuation routes (at least two) for the area of concern.