

NDSU

**FIRE REPORTING/
BUILDING EVACUATION**

Safe Operating Procedure

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I. Introduction

As emergencies may arise at any time, it is imperative that NDSU have procedures to deal with potential emergency situations and that these procedures be strictly adhered to at all times.

It is the responsibility of each employee to see that safety in all service and residential areas is maintained and safe practices utilized at all times. Unsafe conditions of equipment and/or the facility must be reported immediately upon discovery.

II. Purpose

Written organizational plans and detailed procedures for dealing with emergencies and disasters shall be identified and reviewed to ensure the preparedness of all faculty and staff - this ensures the security of the individuals served on NDSU campus and facilities.

III. Goals

The Emergency Procedures will be introduced to all new staff during their initial orientation and will be reviewed by all staff at least annually. Items to be reviewed annually shall include, but are not limited to, the following:

- A. Instructions relating to the use and operation of the alarm system.
- B. Procedures for notification of appropriate emergency service personnel.
- C. Information on the location and operation of emergency equipment (i.e., fire extinguishers, pull stations) and the fire exits.
- D. Routes and procedures to ensure safe and efficient evacuation, when necessary.

Copies of the **Fire Reporting and Building Evacuation Procedures** will be posted prominently in every building. It shall be the responsibility of the immediate supervisor or designated employee to ensure all personnel under their direction are familiar with the posted plans, written procedures and evacuation processes. The supervisor shall also keep personnel informed of any changes that are made in the plans.

IV. Procedures - Fire Drills

The fire drill is aimed at increasing skills in individual safety and improving reaction time and evacuation time. This can only be achieved through regular practice and repetition.

All fire evacuation drills shall be held under varied conditions to assure all personnel are trained to perform assigned tasks, are familiar with the location and operation of the fire extinguishers, location of the fire exits, and able to evaluate the effectiveness of emergency procedure plans.

A. Practice Drills - Evacuation

The supervisor or designated employee who will be conducting the planned drill will notify the Campus Security and the City Fire Department prior to each drill/activation.

FARGO - 911

Evacuation drills shall be performed no less than annually by each department, building or housing unit.

A **Fire Evacuation Report** on each evacuation drill will be completed by the supervisor or designated employee. The report will be evaluated by the Occupational Safety and Environmental Health Office (OSEHO) in conjunction with the Fire Department.

Each report shall include:

- a) location
- b) date
- c) time of drill

Each report will also state the reason for the alarm, location of the alarm activated, length it took for complete evacuation, individuals/staff involved in the evacuation, any problems effecting ythe evacuation and the signature and title of the staff member completing the report.

B. Fire Reporting - Evacuation

1. Sound the alarm.
2. Find the nearest telephone for which you can safely **CALL THE FIRE DEPARTMENT - DIAL -911.**

State:

- a) (Your name) calling from NDSU
- b) Location of fire (bldg. Name, room #)

- c) If applicable - indicate someone will be at a specific entrance to give directions.
3. Evacuate the building of all personnel, proceed in a calm manner to the nearest exit.
4. When the alarm is activated **all persons must evacuate the building**. All personnel are to report to a previously identified “safe” area.
5. In instances where the fire alarm is utilized to evacuate the buildings, as in case of a bomb threat, the alarm is to be activated **only** upon authorization of the main administrative office within this building.
6. The alarm will be shut off only after the Fire Department give authority to do so. The Fire Department will also be responsible for the **verbal “all clear”** signal and notification that the building is safe to enter.
7. As soon as feasible after the resolution of the situation, the supervisor or designated employee will complete the **Fire Evacuation Report** and submit it to the OSEHO for review.

V. Containment of Fires

No one is obligated to put out a fire or use the fire extinguisher. Consider your personal safety and the safety of others in the building - **EVACUATE**.

A. Before you consider fighting a fire:

1. Make sure everyone has left the building or is in the process of leaving
2. Make sure that the Fire Department has been called.

B. Never fight a fire if one of the following is true:

- * The fire is spreading quickly.
- * The fire could block your escape route.
- * If you do not know how to use the fire extinguisher.

C. If you decide to fight a fire, remember PASS.

Pull the pin.

Aim low - point the extinguisher nozzle at the base of the fire.

Squeeze the handle
Sweep from side to side - at the base of the fire until it appears to be out. Repeat if necessary.

Group/Departmental training sessions regarding proper use and application of a Fire Extinguisher are available upon request from the OSEHO.

VI. Other Emergency Procedures

The NDSU Policies and Procedures Manual, Section 164, Emergency Procedures, contains details and additional information regarding the following situations:

1. Emergency Services
2. Winter Storms
3. Tornados
4. Chemical/Radiation Accidents
5. Bomb Threats

NORTH DAKOTA STATE UNIVERSITY FIRE ALARM REPORT

BUILDING/RESIDENCE
HALL _____

DATE: _____
TIME: _____

EVACUATION
TIME: _____

LOCATION OF ALARM
PULL _____

FIRE DRILL _____ FALSE ALARM _____ FIRE _____

COMMENTS/DAMAGES:

REPORT PREPARED BY: _____

TITLE/DEPARTMENT: _____

Attach: Poster - Fire Reporting/Building Evacuation

manuals\safeoper\firerepo.pro October 20, 1997