

North Dakota State University

Fire Reporting/ Building Evacuation

I. Introduction

Emergencies may arise at any time, and it is imperative that NDSU have procedures to deal with potential emergency situations. These procedures must 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

To ensure the security of the individuals served on NDSU campus and facilities during emergencies and disasters through planning and procedures.

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 fire exits.

Copies of the **NDSU Emergency Action Guide** 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, are familiar with the location of the fire exits, and able to evaluate the effectiveness of emergency procedure plans.

A. Practice Drills - Evacuation

1. 'A' (Assembly) Occupancy Buildings

- a) University Police & Safety Office (UP&SO) will conduct annual drills in all 'A' occupancy buildings. These include: ABEN, Askanese, Barry Hall, Bentson-Bunker Feildhouse, Bison Sports Arena, CIE/CME, Criminal Justice Public Policy, Dunbar, Electrical Eng., Ehly, E. Morrow Lebedeff, KKB Family Life Center, IACC, Klai, Ladd, Library, Loftsgard, Memorial Union, Minard, Minard Annex, Morrill, Music Education, RDC, Research 1, Research 2, Renaissance, Stevens Hall & Gate City Bank Auditorium, Sudro, Van Es, Wallman Wellness Center, and WDC
2. Residence Hall
 - b) Residence Life will conduct one drill per semester in all residence halls, to include the Niskanen buildings.
3. All other buildings
 - c) Departments are responsible for conducting a planned fire drill at least annually.

B. Practice Drills - Procedure

The supervisor or designated employee who will be conducting the planned drill will notify University Police & Safety Office (UP&SO) and the City Fire Department prior to each drill/activation.

For each evacuation drill a **Fire Evacuation Report** will be completed by the University Police & Safety Office in conjunction with the Fire Department.

Each report shall include:

1. Location
2. Date
3. Time of drill

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

C. Fire: Reporting/Evacuation/Containment

Preparing for emergencies well in advance is one of the most effective ways to deal with potential disasters. In case of a fire, following the recommended steps can minimize problems.

1. **Activate the nearest fire alarm** – No one is obligated to put out a fire or use the fire extinguishers. Consider your personal safety and the safety of others in the building.
2. **Call the Fire Department - DIAL 911.**
3. Provide the following information to the Call Center Operator:
 - a) (Your name) calling from NDSU
 - b) Location of fire (building name, room #)
 - c) If applicable - someone will be at a specific entrance to give directions.

4. Calmly alert people in the building and evacuate the building by following EXIT signs.
5. When evacuating, **do not use elevators**, keep to the right, walk, remain calm, and take immediate action.
6. Stay in single file in the stairways, as fire department personnel may be coming up the same stairway.
7. Small fires can spread rapidly and overwhelm an area. To help contain the fire, and only if time allows, close all doors behind you as you exit the building.
8. Before opening any door of a room or office that leads to the main hallway, feel the door first to see if it is hot.
 - a) If the door **is not** hot, brace yourself against the door and open it slowly.
 - b) If conditions allow, proceed to the nearest stairway and follow the evacuation plan.
 - c) If smoke is too heavy, do not enter a hallway.
 - d) Close the door; seal cracks by placing a towel or article of clothing along the bottom edge of the door. Soak these items in water if possible.
 - e) If possible, open the windows for fresh air and hang a sheet or other similar article out the window to let the fire department know you are still in the building.
9. Notify your supervisor in the event of injury to individuals.
10. Only consider extinguishing a fire if it is very minor, and if you have been trained in the proper operation and use of portable fire extinguishers.
11. For accountability, after exiting the building, everyone is to assemble at the **designated emergency assembly point** that is 50 feet away from the building.
12. Remain outside the building until the Fire Department or management staff informs you that it is safe to return to the building.

PLEASE FOLLOW THE EXIT SIGNS AND LEAVE THE BUILDING AT ONCE!

D. Evacuation Procedures

It is recommended that departments determine and direct occupants to predetermined designated assembly points, and prevent re-entry to the facility (prevention of re-entry to anyone except emergency personnel ensures the protection of life and property – University and personal property). The following guidelines are recommended:

1. Building evacuations will occur when an alarm sounds continuously and/or upon notification by emergency personnel or by the University Police.
2. If necessary, or if directed to do so by a designated emergency official, activate the building alarm. Call 911 and the Call Center 1-8998.
3. Do not use elevators during an emergency evacuation. Emergency response personnel may use an elevator for evacuation after review of the circumstances.

4. All staff must exit the building quickly and proceed in an orderly manner to the designated emergency assembly point as predetermined by each department. Be alert and pay attention to what is happening around you. If the first designated area of evacuation is inaccessible, proceed to a designated secondary location as predetermined by each department.
5. Check doors for heat before opening. Do not open door if it is hot.
6. Use handrails in stairwells, stay to the right.
7. Remain at the designated assembly point until someone takes roll call and further instructions are provided by emergency personnel or the University Police. **Do not** leave the area.
8. Do not search for people.
9. Do not re-enter an evacuated building.
10. Be aware of persons in the building who may need assistance. Be prepared to render assistance if necessary or as the situation warrants. If unable to directly assist a disabled person(s), ask the individual to wait at the nearest exit for assistance from official emergency personnel.

E. Individual with Disabilities Responsibilities

Individuals with disabilities are responsible for knowing how they want to be helped during an evacuation. They are asked to convey this information to their instructors within the first week of each semester or to their work supervisors within the first week of employment. Guests of the University and campus visitors should also inform the University employee/student with whom they are dealing of their need for evacuation assistance.

Non-ambulatory and Persons Using Crutches/Canes or Walkers

Always consult with the person in the wheelchair regarding how to best assist him/her. Ask how he or she can best be assisted or moved, and whether there are any special considerations or items that need to come with the person. Check the emergency routes for obstructions before assisting the person to the exit.

In an emergency evacuation, these individuals will be treated as if they were injured – attempt a rescue evacuation **ONLY** if you have had rescue training or the person is in immediate danger and cannot wait for professional assistance.

Visually Impaired Persons

Most visually impaired persons will be familiar with their immediate work area. In an emergency situation, describe the nature of the emergency and offer to act as a “sighted guide”. Escort out or down the stairwell in an orderly fashion.

Hearing Impaired

Because persons with impaired hearing may not perceive emergency alarms, an alternative warning technique is required. To give warning, you may write a note describing the emergency and evacuation route, or gesture what is happening and what to do. Escort out or down the stairwell in an orderly fashion.

F. Visitors

All occupants with visitors are responsible for their visitor's safety and evacuation.

G. Pre-Emergency Planning

1. Be familiar with buildings and their exits.
2. Be familiar with the distinct emergency alarm system in each building.
3. Whenever possible, in an emergency, try to have a designated person assist you during the evacuation. Please keep in mind the safety of this person during the evacuation.
4. Know the safest method to use to assist you.
5. Know how many people you need to provide you with assistance.
6. Be prepared to explain how and where a person(s) should support you.
Practice instructions beforehand.

H. Training

Training is an integral part of the safety program for the University and it is the responsibility of each department to ensure all their employees and students are trained. Department heads are responsible for providing emergency evacuation information to employees and students, and for making certain each one reads and understands the procedures. It is the responsibility of the occupant to become familiar with the emergency evacuation procedure. Refer to the [NDSU Emergency Action Guide](#) for additional emergency procedures.

**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: _____