Fire Emergency & Evacuation Plan

This policy contains requirements for general and specific fire evacuation plans which are designed and implemented to protect College employees, students, visitors and contractors from the hazards associated with a fire-related emergency which may occur on Farmingdale State property.

Scope:
This program is applicable to all Farmingdale State College faculty, staff, students, visitors and/or contractors that become aware of a fire-related emergency as defined below.

Definitions:
Area of refuge - A specified room, area or stairway, which has been designed to withstand the passage of smoke or fire for a required time period.
Fire evacuation plan - A written plan, specific to the facility which provides guidelines and requirements for the safe evacuation of all occupants and reporting of an emergency situation.
Fire-related emergency - Any unusual situation which may cause an immediate fire or the hazardous products of fire, which in turn will create an unsafe environment. Such examples of a fire emergency are:

- The smell of smoke (regardless of how small an amount)
- The sight of smoke (regardless of how small an amount)
- The smell of gas or other hazardous chemical
- Electrical equipment which is sparking
- A fire, regardless of how small even if it has already been extinguished

Evacuation diagram - A pictorial drawing of the building layout, showing the closest evacuation route from any point in the building.
Fire alarm pull station - A device, normally placed at or near the exits, that when activated will sound a general alarm throughout the building. This alarm signifies that all occupants must leave the building via the most direct and safe route.

Fire Evacuation Plan Requirements:

1. This plan will be available to all staff, employees, contractors, students etc. The plan shall define the procedures to take in an emergency. Dormitories, in addition to the written plan, develop and maintain a pictorial fire evacuation plan posted in conspicuous areas within each residents living/sleeping area. The plan shall be posted on the inside of the door to each living area, dorm room and common areas.

2. Each full-time and part-time individual who works at the facility shall be trained on the plan when they are first hired and periodically thereafter (at least once per year and more often as deemed necessary by the hazards associated with the building). Training will include evacuation routes, location and proper use of fire extinguishers and fire alarm pull stations, procedures for evacuation of students, faculty, and the general public, etc.
3. The plan will include a pictorial diagram of the facility to show the routes to be taken from any point in the facility. This should be done by highlighting routes which terminate at the nearest exit. Two (2) evacuation routes must be shown for any area in the facility.

4. The plan will state that employees and staff are responsible for evacuation of the general public. Procedures will specify responsibilities for employees when dealing with evacuation of handicapped or other persons with special needs.

5. The plan will include the location of fire extinguishers. Each staff member should know the location of the two (2) nearest extinguishers in relation to their work area.

6. The plan will state the procedures for responding to and reporting a fire (see general procedures below). In most cases, the plan will be general enough to cover all concerns. Where there are special hazards, the plan will include the appropriate procedures specific to each hazard.

7. The plan will be reviewed on an annual basis to update or remove any item which may require modification due to changes in the occupancy, construction, use of the space or other changes which would invalidate the plan.

General Procedures:
All situations which may cause a fire will be considered an emergency. This includes any fire which has already been extinguished, regardless of the size or nature of the fire. When a fire-related emergency is discovered, the following actions must be taken:

1. When noticing a fire-related emergency, be it the sight or smell of smoke, any electrical equipment sparking, or the assumption that there may be a fire-related emergency, the individual noting the emergency must evacuate the immediate area and initiate the following procedure(s). A method of remembering the procedure of responding to a fire is the use of the acronym R. A. C. E. Use this acronym for general fire response and evacuation procedures. This acronym can be used as a training aid for faculty, staff and students.

   o **Remove** people from the immediate area thru proper evacuation procedures.
   o **Alert** all people in the immediate area, pull the fire alarm (if available), and dial 911 from any campus phone.
   o **Contain.** Close all doors to contain the fire and smoke.
   o **Extinguish** small fires. DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES. If necessary evacuate the building/area.

The following is a detailed look at the acronym R.A.C.E.:

1. **Remove** people from the immediate area thru proper evacuation procedures.
2. **Alert** all people in the immediate area, pull the fire alarm (if available), and then dial 2111 to report the smoke or fire. **NOTE- 911 from any FSC phone will dial into FSC University Police. You may also use 420-2111. Calling 911 from a non-FSC phone or pay phone will dial into the Suffolk County emergency dispatch.**
a. The individual noting the emergency will activate the nearest fire alarm pull station. (Should the alarm not function, a verbal evacuation procedure must be activated. This is can be done by calling out "FIRE, FIRE, FIRE!")

b. The individual noting the emergency will call for emergency responders. NOTE: The call must be made from a safe location.

c. The person calling must inform the dispatcher of the building number, name and/or street address, if known. Additional information should include:
   i. Type of emergency (smoke, fire, electrical arcing, vehicle accident, smell of gas, etc.)
   ii. Location of the emergency within or near the facility
   iii. The extent of the emergency (one room, a vehicle, the first floor, etc)
   iv. Whether or not the building is being, or has been, evacuated
   v. If there are any known persons who cannot evacuate on their own for whatever reason
   vi. If the fire is spreading, contained or if it has been extinguished
   vii. If the fire alarms are sounding or if the sprinkler system has activated

d. Any other notable information that would help emergency responders, such as:
   i. color of smoke,
   ii. what started the fire, if known,
   iii. any known injuries,
   iv. any suspicious people or objects in the area of the emergency, or
   v. any other information which you feel would be helpful.

e. An individual who is knowledgeable of the situation should be designated to stand outside and advise the first emergency responder of the location and current situation regarding the emergency.

3. **Contain** Close all doors to contain the fire and smoke
   a. When evacuating, it is best to close all doors on your way out. **Do not lock them except under security-required conditions.** The fire department may have to forcibly open the door to check for fire spread. Closing doors will aid in containing the fire to a smaller area
   b. Turn off any gas, oxygen or other valve which may control a hazardous substance
   c. Remove or shut down any experiment which may be affected by smoke or fire

4. **Extinguish** small fires. **DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES.** If necessary evacuate the building/area. NOTE- The phrase "if necessary", relates to the safety of the person who is attempting extinguishment of a fire. It is assumed that at this point the building occupants have been alerted and are evacuating. If the fire becomes too large to continue extinguishment or it becomes too dangerous to stay in the area, evacuate the building with the rest of the occupants.
a. If it is safe to do so without personal injury and the fire is small enough, attempt to extinguish the fire with the nearest appropriate type of fire extinguisher. If any of the following conditions exist, DO NOT ATTEMPT TO FIGHT THE FIRE:
   i. If the fire is too large for an extinguisher to handle (this is a judgment call).
   ii. If the heat of the fire is such that you cannot get close enough to use the extinguisher safely without inhaling dangerous levels of smoke.
   iii. If there is not an emergency escape route available. Do not allow the fire to get between you and your escape route.

A method of remembering the procedures is the use of the acronym P.A.S.S. Use this acronym for the use of fire extinguishers:

   Pull the pin.
   Aim at the base of the fire.
   Squeeze the discharge handle.
   Sweep the agent across the fire.

The following is a detailed look at the acronym P.A.S.S.:

1. **Pull** the pin from the extinguisher handle. Twist the pin to break the plastic seal and pull the pin out. *NOTE*- The extinguisher will not operate with the pin in the handle. The pin is used to keep the extinguisher from being accidentally discharged.
2. **Aim** at the base of the fire. *NOTE*- Point the nozzle towards the base of the fire. Discharging agent at the flames in the air seldom extinguishes the material on fire. When you are not sure where this is, aim at the most intense part of the flames.
3. **Squeeze the discharge handle to release the agent.** *NOTE*- Short bursts of agent can be used to extinguish small fires. Short bursts, rather than discharging the entire extinguisher for a small fire can prevent the clean up of excess agent afterwards.
4. **Sweep from side to side.** *NOTE*- It is important to sweep the agent across the base of the fire to ensure proper agent distribution until the fire is out. Discharging agent without sweeping it across the fire can in some cases spread the fire.

- Everyone should be trained in the use of extinguishers at least annually.
- Always remember to stand at least 5-8 feet back from the fire before discharging an extinguisher.
- Fight the fire only as long as it is safe to do so.
**Additional procedures to follow in an emergency are:**

1. When the building has been evacuated, do not allow anyone to re-enter until directed by the responding emergency personnel. The only agencies authorized to allow re-entry are the University Police, Physical Plant or an authorized representative (i.e. Fire Department).
2. Plans should be developed and modified as necessary to include the shut down or securing of any critical equipment, experiments, cash drawers, high value items, etc. The plan shall state that this may be done ONLY in cases where time and safety permits. Such procedures include, but are not limited to:
   a. Securing all cash drawers, either by locking them or taking the drawer with you and having at least one other individual with you during the evacuation for security is recommended. Notify the first University Police Officer to arrive on the scene that you have high value items. This does not include personal items such as purses, jewelry, etc.

**DO NOT:**

- Spend time collecting papers or personal items or wait for others who are doing so.
- Go back into the building once you have evacuated because you forgot something.
- Try to evacuate through smoke or fire. Use a second exit or an area of refuge until assistance can arrive.

3. Develop a location for all occupants to meet outside. This area should be away from the building, not in the path of emergency vehicles and not blocking access to emergency equipment. When possible, take a count of all persons known to be in the building. Report any people missing to the first arriving emergency responder.

**Procedures For Special Concern Areas:** (All procedures above apply, plus any of the following if applicable)

This section is directed at those facilities which have significant hazards specific to their operation.

1. Laboratories—it should be noted that chemical handling and spill response are regulated by the specific programs. This section deal specifically with chemicals when involved in a fire-related emergency. Of course, a combined spill and fire would entail a more serious hazard than either on its own.
   a. Procedures for the special handling of chemical spills must be developed with the understanding that any spill determined to be more than "simple"
should be handled by East Farmingdale and/or Melville Fire Department's Hazardous Materials Response Team in accordance with Fire Department’s Spill Response Program.

b. Spill response must be handled only by properly equipped and trained personnel.

c. All persons (instructors, staff, student, custodial, contractors, etc.) who may work in or around or may frequent a laboratory, must be briefed on the spill response procedures for that laboratory.

d. A fire-related emergency (within a lab or in an adjacent area) will require the immediate shut down of all gases, chemical experiments or other hazardous operations. (EXCEPTION: A hazardous operation in which an immediate shutdown outside of normal procedures will cause an additional hazardous situation. Also, any operation/experiment in which shutting down will cause severe adverse effects/results to the experiment. Special procedures must be developed for securing the area/room.)

2. Dormitories—in addition to previous procedures, special evacuation procedures listed below must be developed.

a. Each dormitory must develop an evacuation plan which requires the positive notification of each resident and visitor. This plan includes staff and/or residents to notify each room by knocking on the doors and calling out "FIRE, FIRE, FIRE!" This is to ensure that sleeping persons are awakened. This is done ONLY when safety and time permit. These persons are not expected to enter a smoke-filled corridor to attempt evacuation.

b. A designated individual or number of individuals should ensure that all evacuees report to a designated location to ensure an accounting of all known residents. Such duties would fall upon RA, RC, RD, and RLO staff.

c. Due to the rapid spread of fire and smoke traditionally related to this type of occupancy, a selective evacuation is not permitted. The entire dormitory, fraternity house or connected housing group must be evacuated regardless of the size of fire.

3. Public Assembly Buildings—this section applies to classrooms or any facility used for a public or private function. Additional special considerations to the procedures above are required.

a. Special procedures must be developed to evacuate public events quickly with minimum panic.

b. The procedures must include staff personnel who are trained in evacuation of large crowds. The procedures must be approved and all staff, including volunteers, must be trained on these procedures.

c. Delay of evacuation will be permitted ONLY if the situation can be quickly brought under control and evacuation could cause an additional and unnecessary hazard. Delay of evacuation WILL NOT BE PERMITTED when used so as to not interrupt a performance or game, if a clear hazard exists.
d. Provisions for the mobility impaired must be included in the written plan. The evacuation of able bodied persons must not interfere with mobility impaired patrons. Equally important, the evacuation of mobility impaired patrons must not interfere with the normal flow of traffic. All must have equal access to the exits.

4. Child Care Centers-this section pertains to any facility used either permanently or temporarily for the purpose of providing short or long-term care for children, regardless of the number of children care for. Additional special considerations to the procedures above are required.
   a. At no time during the care provided will children be left without supervision by an adult, trained in evacuation procedures.
   b. An appropriate number of adults will be on hand at all times to ensure a safe evacuation of the children.
   c. Staff should be trained in the proper and safe method of transferring and evacuating of all children.
   d. The evacuation plan will include notification of all parents (from a safe phone).
   e. The evacuation plan will include transferring the children to an alternate building location in case of inclement weather.
   f. The evacuation plan will ensure that children are not evacuated into the parking lot due to possible injuries incurred from emergency response vehicles arriving at the scene.

Special Functions:

Any special function not covered above will be evaluated separately, and a specific Fire Evacuation and Safety Plan will be prepared for that function. The plan for special functions will be approved for that function only. It will be re-evaluated as necessary should the function occur on another occasion.