

University of St. Francis-Action Plan for Fire/Emergency

ACTION PLAN-FIRE/EMERGENCY

The Plan Addresses the Following Requirements:

1. Procedures for reporting a fire or other emergency
2. Procedures to follow in case of fire or alarm
 - If you discover a fire
 - Portable fire extinguishers
 - Types of extinguishers on campus
 - Using a portable fire extinguisher
3. Procedures for emergency evacuation
 - General emergency evacuation procedures
 - Assisting individuals with disabilities
 - Responsibilities of individuals with mobility impairment or disabilities
 - Mobility impaired-All
 - a. (designated handicap refuge area(s))
 - Mobility impaired-Wheelchair
 - Mobility impaired-Ambulatory
 - Hearing impaired
 - Visually impaired
 - Speech impaired
 - Developmentally disabled
4. Emergency Evacuation Type and Exit Route Assignments
5. Employees Conducting Critical Functions Before Evacuation
6. Procedures to Account for Persons After Evacuation
 - Employees
 - Students
 - In Classrooms
 - In Residential Facilities
7. Emergency Medical and Rescue Duties
8. Contact information for further Explanation of this Plan
9. Designated Assembly Areas Following Evacuation (*Attachment "A"*)

University of St. Francis-Action Plan for Fire/Emergency

1. Procedures for Reporting a Fire or Other Emergency

CALL 9-1-1 and report the situation from a safe place. In case of fire or fire alarm, evacuate the building or area immediately. In case of other emergency, follow the procedures set forth for that emergency.

2. Procedures to Follow in case of Fire or Alarm

- *If you discover a fire:*
- Evacuate the building via the nearest safe exit, activate the building alarm by "pull-station" located next to the exit and report to the pre-designated Evacuation Assembly Area (see section "Designated Assembly Areas Following Evacuation-Attachment A").

NOTE: If the fire is very small and you are trained in using a portable fire extinguisher safely, you may attempt to put out the fire. Always pull the fire alarm first or make sure that the fire department has been called BEFORE you attempt to fight a fire. Do not try to fight a fire unless you feel that it can be done safely and there is a clear escape route available to you.

- Call 9-1-1 and tell them your exact location and situation. They will notify the fire department by radio.

- Portable Fire Extinguishers

- Types of Extinguishers on Campus:

- a) Type ABC-Located throughout campus buildings and areas—can be used on any fire except burning metal and chlorine fires.
- b) Portable Halon and K-Guard/Ansul Extinguisher(s)—Located in areas appropriate for their use

- Using a Portable Fire Extinguisher:

If you know that you have the proper extinguisher and fire is small enough to extinguish safely, remember the P-A-S-S acronym to use your extinguisher as follows:

University of St. Francis-Action Plan for Fire/Emergency

- 1) PULL the safety pin at the top of the extinguisher
- 2) AIM the nozzle, horn, or hose at the base of the flames
- 3) SQUEEZE the handle of the extinguisher
- 4) SWEEP the nozzle from side to side until the fire goes out

3. Procedures for Emergency Evacuation

- *General Emergency Evacuation Procedures:*

Be aware of the following procedures if a fire is discovered or when the fire alarm sounds in your building. You should also be familiar with your emergency exit routes and your assembly area (*see attachment "A"*).

NOTE: State law requires occupants to evacuate a building when the fire alarm sounds.

- Leave the premises immediately.
- If there is smoke or heat, stay low to the floor. Crawl to the nearest exit if need be.
- Always use stairwells to evacuate if possible. Do not use elevators.
- Before opening any door, feel the door near the top. If it is hot, do not open it. Use another exit. If the door is not hot, open it cautiously. Stand behind the door and be prepared to close it quickly if there is excessive smoke or heat.
 - If you become trapped, do the following:
 - Call 9-1-1 and tell them your exact location and situation. They will notify the fire department by radio.
 - Place a blanket or similar article along the bottom of the door to keep smoke out. If possible, wet the material first.
 - RETREAT. Close as many doors between you and fire as possible.
 - DO NOT JUMP!
- Activate the nearest fire alarm pull station as you leave the building. From a safe location, call 9-1-1 (no matter how small the fire is). Tell them where the fire is and give them any other information required.
- Assemble outside in pre-designated area (*see Attachment "A"*). The Joliet Fire Department will notify the University of St. Francis Safety, Security and Transportation Department when it is clear to re-enter the building. Once you have assembled, you may be required to remain at the Assembly area until released by the Joliet Fire Department or the University of St. Francis Safety and Security (USF-SST) officials.

University of St. Francis-Action Plan for Fire/Emergency

- *Assisting Individuals with Disabilities:*

Under the assumption that the University of St. Francis Safety, Security and Transportation (USF SST) personnel may be the first responders to any fire incident, they must be made aware on an on-going basis of those persons with significant physical disabilities living in student residence facilities or working in any University facility.

- Responsibilities of Supervisors and Residence Hall Supervisor(s):
 - Must be thoroughly knowledgeable of emergency evacuation procedures and for knowing the primary and alternate routes of exit from their buildings.
 - Know the location of offices, labs, and sleeping rooms of staff or resident students who are mobility, visually, or hearing impaired. Each semester, supervisors and/or residence hall staff should notify USF-SST personnel about these persons and their normal locations.
 - Be completely knowledgeable of the University's policy related to emergency evacuation of persons with physical disabilities.
 - When evacuating a building, if possible, give persons with physical disabilities assistance.
 - *Supervisors and Residence Hall Supervisor(s) have authority to create a voluntary position identified as "Fire Warden" within their respective departments to assist in fire or emergency evacuations of facilities.*
 - *The "Fire Warden" position(s) shall be voluntary and open to employee(s).*
 - *They shall be selected by respective Supervisor(s) and Residence Hall Supervisor(s).*
 - *They will assist each department in the participation of fire drills, training, and assisting occupants to safe EXIT areas during an emergency evacuation.*
 - *"Fire Wardens" shall assist people with disabilities, evaluating fire alarm response performance and the reporting any fire safety hazards.*
 - *They shall be responsible to know the designated handicap refuge areas closest to their respective work areas and the identities of disable people assigned in their areas.*
 - Current list(s) of designated "Fire Wardens" shall be forwarded by respective supervisor(s) to the Safety, Security and Transportation Department.

University of St. Francis-Action Plan for Fire/Emergency

- Upon evacuation of your building, give the first responders immediate information about persons with physical disabilities who are not accounted for.
 - The (USF SST) shall have the most current list of campus personnel who are mobility impaired to include, but not be limited to their respective names, assigned room numbers, class schedules and their current Personal Care Attendant name. This list will be available for first responders in the event of an actual fire/emergency event. *(See Attachment B for Disability Accountability Form Requirements Form Examples).*
- ***Responsibilities of Individuals with Mobility Impairment or Disabilities***

Mobility Impaired-ALL

It is critical to your health and safety that you are knowledgeable of your needs during an emergency evacuation. You should convey these needs to your supervisor and residence life staff AND USF-SST personnel at the beginning of your employment or the academic year. In the event of a fire emergency, you may choose one of the following alternatives:

- Proceed to a designated handicap refuge (*placard posted*) area or a stairwell that is free of smoke and fire, accompanied by a partner and wait inside the stairwell for assistance. Call 9-1-1 or USF-SST personnel (815-740-3200) and notify them of your location. Remain in the stairwell until fire department arrives and safely completes the evacuation.
- Proceed to an area that is free of smoke and fire. Call 9-1-1 or USF-SST personnel (815-740-3200) and notify them of you location.
- Shelter-in-place. Seek refuge in a room or section of building that, by virtue of its construction associated with the fire incident, will provide safe area for persons to remain during a fire situation until rescue is made. The door should be kept closed and a wet towel or cloth should be placed at the base of the door. If possible, you should call 9-1-1 to advise them of your location.

University of St. Francis-Action Plan for Fire/Emergency

- After safely exiting the building, proceed immediately to your designated assembly area (see attachment A) and remain there until released.

Mobility Impaired-Wheelchair

Individuals who use a wheelchair may need to be evacuated with the wheelchair, particularly if they use a respirator. During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own life.

Mobility Impaired-Ambulatory

Mobility Impaired-Ambulatory would include individuals who are able to walk independently, either with or without the use of crutches or a cane, and can negotiate stairs in an emergency situation with minor assistance. If an emergency evacuation is imminent, these individuals should wait until heavy pedestrian traffic has cleared before attempting to use the stairways.

Hearing Impaired

Individuals with hearing impairments may need fire alarm horns/strobe lights installed in their assigned rooms or offices. Staff should be aware of these situations and attempt to provide assistance and guidance in the event of an emergency situation.

Visually Impaired

Individuals with visual impairment should become familiar with their immediate surroundings and most frequently traveled routes. In the event of an emergency evacuation, staff or other students should offer to guide these persons from the building. Special attention should be given to obstacles or route obstructions.

Speech Impaired

Individuals with speech impairment may have difficulty communicating during an emergency evacuation. Ideally, a volunteer capable of communicating with that individual should assist them during the evacuation.

Developmentally Disabled

University of St. Francis-Action Plan for Fire/Emergency

It is critically important that the designated evacuation route be rehearsed with the developmentally disabled occupant. Ideally, someone capable of communicating effectively with this person should assist them during evacuation.

4. Emergency Evacuation Type and Exit Route Assignments

Locate the nearest exit or follow the illuminated "EXIT" signs. Evacuation plans are building specific. It is important for all employees of the University to be familiar with the evacuation policy for the building that is their primary place of employment as well as other areas that they are required to frequent. Employees are advised to familiarize themselves with the closest route of safe egress.

5. Employees Conducting Critical Functions Before Evacuating

Employees who are required and permitted by the responding Joliet Fire Department to remain in the building to conduct critical operations should perform their duties only if they are not in the smoke/fire area. Employees should never risk injury when performing work-related duties. *Supervisor(s) are required to have current set of list(s) of employees who are conducting CRITICAL functions on file at the Safety, Security and Transportation Department.*

6. Procedures to Account for Persons after Evacuation

- **Employees**

Supervisors shall develop a procedure to account for employees after an emergency evacuation has been completed. Supervisors should conduct a "head count" of persons in their Evacuation Assembly Area (See Attachment A for list of Designated Evacuation Assembly Areas for campus buildings). Supervisors who have knowledge of any person(s) still inside the building (or otherwise unaccounted for) must inform emergency responders (i.e., Joliet Fire Department or USF-SST personnel).

- **Students**

- *In Classrooms:*

Instructors shall develop a procedure and up to date class lists to account for (to the best of their ability) students under their control after an emergency evacuation has been completed.

- *In Residential Facilities:*

USF Residential Life will develop a plan to ensure that the building has been cleared in the event of a residential facility evacuation.

7. Emergency Medical and Rescue Duties

Version 1.3 [8/1/2016].

Reviewed by Joliet Fire Department with their recommendations inserted 1/2016.

University of St. Francis-Action Plan for Fire/Emergency

Emergency medical and rescue duties will be provided by the responding Joliet Fire Departments and Emergency Medical Service (EMS) units.

8. Contact Information for Further Explanation of this Plan

The University of St. Francis Safety, Security and Transportation Department can be contacted at 815-740-3200 for more information about this plan.

- **Residence Hall Fire Safety Protocols**
 - a) Student rooms are equipped with individual smoke detectors. If you hear a smoke detector activated in a student room contact 9-1-1 and USF-SST personnel at (815-740-3200) so they can immediately investigate the alarm. Hot air, smoke, or aerosols directed toward the detector will set off the alarm.
 - b) Cooking is not permitted in student rooms. Hot plates, toasters, toaster ovens, electrical frying pans, and appliances with open coils are not permitted in student rooms. In addition, space heaters and other heating appliances are not allowed.
 - Permitted appliances include hot pots, coffee makers, popcorn poppers, stereos, personal computers, TVs, clock radios, automatic shut off irons, electric blankets, study lamps, small refrigerators (maximum of 300 watts or 3.5 cubic feet) and small fans.
 - Illegal devices will be confiscated until they can be removed from campus.
 - c) Cooking and grilling are not permitted inside or outside of the residence halls or on University property except for at the pavilion and officially sanctioned University events.
 - d) Students responsible for false alarms, either through negligence, vandalism, or a prank will be responsible for the fine imposed by the Joliet Fire Department, potential University imposed fine, applicable expenses (i.e., clean up, recharging a fire extinguisher, etc...) and being subject to disciplinary action.
 - e) No flammable liquids or volume toxic materials are permitted.
 - f) When building alarm sounds, all residents must vacate the residence hall and proceed to the designated assembly area—(See Attachment "A").

Version 1.3 [8/1/2016].

Reviewed by Joliet Fire Department with their recommendations inserted 1/2016.

University of St. Francis-Action Plan for Fire/Emergency

- Rooms may be inspected by USF-SST, Residence Life and Joliet Emergency Personnel.
 - No one may re-enter the hall until after the fire department incident commander present has secured the building and given permission for residents to return.
 - Once you have assembled, you may be required to remain at the Assembly area until released by the Joliet Fire Department or USF-SST officials.
 - In conjunction with the Joliet Fire Department and USF-SST, shall schedule fire drills each semester.
- g) No student may disengage or reset any alarm enunciator panel. This is the responsibility of the fire department incident commander present.
- h) No student may tamper with and/or misuse any fire safety equipment, including but not limited to, alarms, alarm covers, hoses, and extinguishers. Due to the seriousness of this offense (felony), all reported cases of misuse will be reported to the Joliet Police and Fire Departments.
- i) Items, including furniture and lofts may not interfere with access to room doors and windows.
- j) Flammable items such as paper, drapes or tapestries may not be used as wall and /or ceiling coverings.
- k) Halogen floor lamps are not permitted as they pose severe fire safety risk due to the intense heat generated by the high wattage bulb.
- l) Decorations, including Holiday trees/branches, shall be of such materials that they will not continue to burn or glow after being subjected to the flame of an ordinary match or must be treated with flame retardant material.
- Due to fire hazard, only artificial holiday trees are permitted in the residence halls.
 - All holiday decorations must comply with all fire safety guidelines and should not cause permanent damage to buildings, fixtures, or furnishings.
 - All holiday decorations must be removed prior to hall closing at the end of the semester.

University of St. Francis-Action Plan for Fire/Emergency

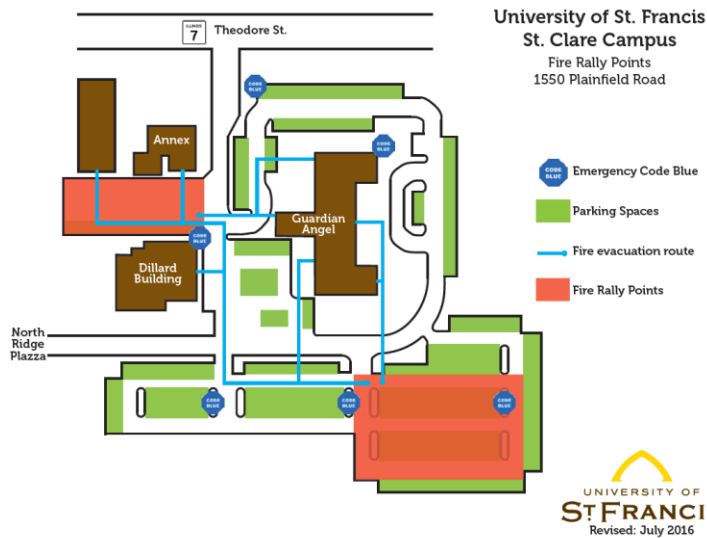
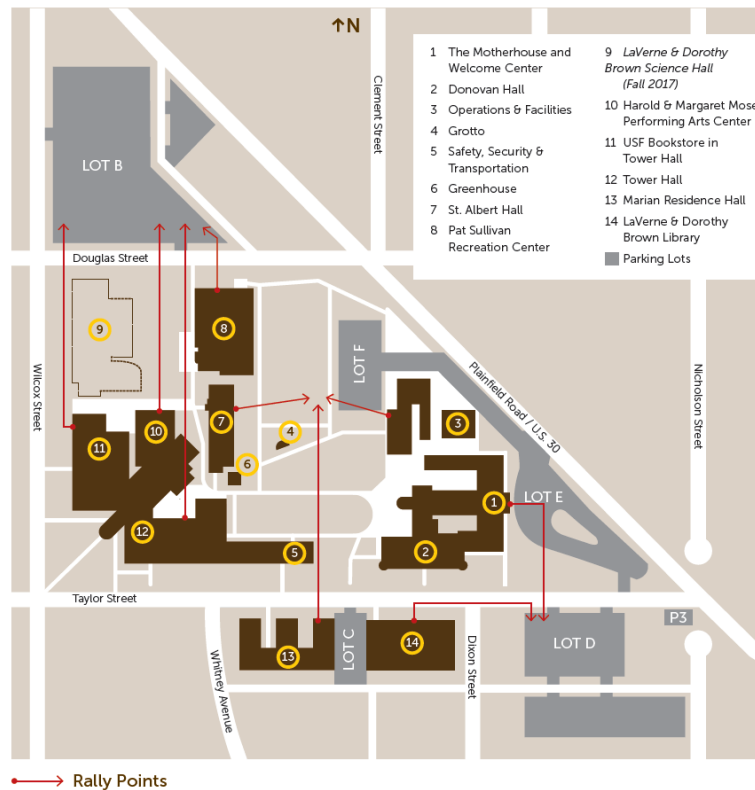
- m) The Fire Prevention Code and Electrical Code only permit extension cords with integrated UL approved over current protection (surge protector) for use within the residence halls. All other types of extension cords are prohibited. Electrical outlets are not to be overtaxed. All extension cords must be in good condition and placed where they will not be damaged.
- n) In compliance with existing life safety rules all student room doors will be self-closing. Students are prohibited from propping their room door open or disabling the closure.
- o) Aerials and antennas must not be affixed to the exterior of a building.
- p) Fire Drills: Fire Drills are conducted periodically in all campus residential buildings with the assistance of the Joliet Fire Department, USF-SST, Residence Life and Facilities Management.

9. Designated Assembly Areas Following Evacuation (Attachment "A")

<u>Non-Residential Building</u>	<u>Designated Assembly Area</u>
Recreation Center	Across Douglas Street at S/E entrance to Parking Lot "B"
Little House	Across Wilcox Street on W/S corner of Wilcox and Taylor Streets
Library	Across Dixon Street to N/W corner of parking Lot "D"
Maintenance Facility	Quad Pavillion Shelter
St. Clare Building Facility	Across parking lot to S/W corner play yard adjacent to parking lot
Dillard-Harris Building Facility	Across parking lot to S/W corner play yard adjacent to parking lot
Plaster Center/St. Bonaventure	Across quad to N/W corner of Will County State's Attorney Parking Lot
Plaster Center/Rialto Building	Across quad to N/W corner of Will County State's Attorney Parking Lot
Plaster Center/Rialto Gallery Building	Across quad to N/W corner of Will County State's Attorney Parking Lot
St. Albert Hall	Across the Quad to Parking Lot "F"
Mother House/Donovan Hall	Across Taylor Street to N/E corner of Parking "D"
<u>Residential Building</u>	<u>Designated Assembly Area</u>
Tower Hall	Across Douglas Street S/W corner of Parking "B"
Mother House	Across Taylor Street to N/E corner of Parking "D"
Marian Hall	Across Taylor Street to Pavillion Shelter on Quad

University of St. Francis-Action Plan for Fire/Emergency

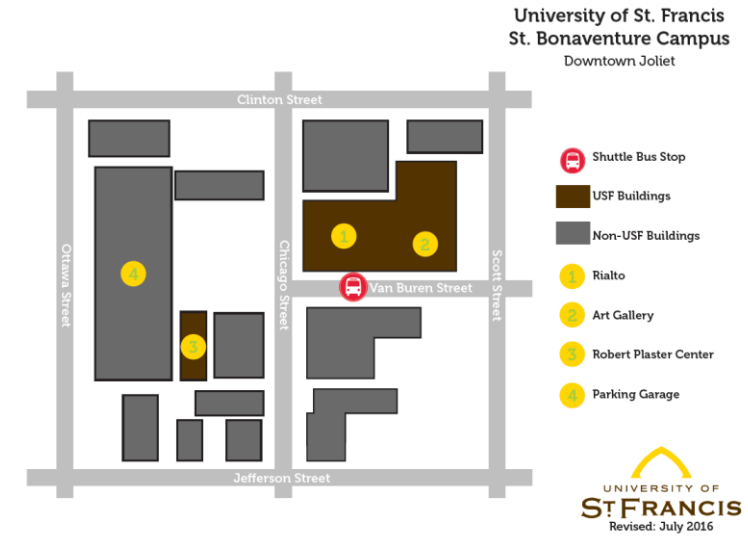
USF Campus Fire Evacuation Rally Points



Version 1.3 [8/1/2016].

Reviewed by Joliet Fire Department with their recommendations inserted 1/2016.

University of St. Francis-Action Plan for Fire/Emergency



10. Attachment B

University of St. Francis Disability Accountability Form Requirements

Student Semester Schedule

Identify Student(s) Name & Cell Number

Type of Disability (i.e., wheel chair user, etc...)

Name of Personal Care Attendant's (PCA) Name(s) & Cell Number

Instructor's Name

Class Schedule for Semester

EXAMPLE:

Morgan Johnson (Cell TX. Number: 815-098-7654)

Wheel Chair User

Spring 2016

CMMA-202A Principles of Public Relations

(1/10/2016-05/14/2016)

Meets in North-N214 in Tower Hall from 10:00am-11:00am

Taught by John Smith

Personal Care Attendant (PCA): Leslie Turnball (CELL TX Number: 815-123-4567)

Version 1.3 [8/1/2016].

Reviewed by Joliet Fire Department with their recommendations inserted 1/2016.