



# FIRE EMERGENCY ACTION PLAN



# FIRE EMERGENCY ACTION PLAN (EAP)

DATE: July 31, 2023 – reviewed and updated

## SUBJECT

Salisbury University Fire Emergency Action Plan

## REGULATORY STANDARDS

OSHA - 29 CFR 1910.38; NFPA 1 & 101; and Maryland State Fire Code

## POLICY STATEMENT

This is a statement of official University policy for the reporting of fire emergencies and for the evacuation of all campus buildings during fire emergencies, in compliance with local, state, and federal regulations.

The Department of Environmental Health and Safety (EHS) is the University's primary point of contact for all fire safety issues and all Federal, State and local fire protection agencies and organizations including, but not limited to, the Maryland State Fire Marshal's (SFM) Office and the Salisbury Fire Department (SFD). The Salisbury Fire Department (SFD) is the primary point of contact for all fire emergencies.

## DEFINITIONS

- A. University means Salisbury University.
- B. SFD means Salisbury Fire Department.
- C. SUPD means Salisbury University Police Department.



You are not sure that the extinguisher you have is the proper one to use on this fire or it is not large enough to fight the fire.

Make sure 911 is called for all fires – even if you think the fire is out.



## WHERE DO I GO AFTER EVACUATION?

As your class is evacuating the classroom, ensure that everyone is leaving the building. Evacuate to the near6C q0g. e





<https://www.salisbury.edu/administration/administration-and-finance-offices/environmental-safety/floorplans.aspx>.

Alert emergency personnel of the person's location.

#### Blindness or Visual Impairment

- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Provide verbal instructions to advise them regarding the safest routes or directions. Speak naturally and directly. Do not shout.
- Let the individual take your elbow for walking. The person may wish to walk slightly behind you in order to gauge your reactions to obstacles and curbs. Always explain what you want to do ahead of time. You should provide verbal clues when maneuvering around obstacles or corners and going up or down changes in elevation.
- Give other verbal instructions or information

#### Deafness or Hearing Impairment

- Gain attention by establishing eye contact or tapping on shoulder. Clearly state the problem. Gestures and pointing are helpful, but be prepared to write information out if needed.
- Always ask whether the person needs assistance before acting and explain what needs to be done.
- Face the person directly and speak naturally, even if an interpreter is present. The person may be trying to read your lips. Do not cover your face with our hands or others objects.

#### Evacuation Options

Horizontal Evacuation – Use ground level exits to the outside or go into unaffected wings of multi-story buildings.

Stairway Evacuation – Use stairs to reach ground level exits. Do not use elevators.

Fire Rescue Sites – landings in enclosed, protected stairwells

Stay in Place – In sprinkler protected buildings remain in a room with an exterior window, a phone, and a solid or fire-resistant door unless you are in imminent danger.

General Information for Persof. 2e0(sed,[G)-(e)(h)(e)3(3-Tml)(3)-(3)-(2)G(f.1G)7(3)-308Tm0G(to)-7d(1)-(5ahead)(4)(9)-

## BUILDING FIRE

Upon discovery of a fire, the employee shall activate the fire alarm using a manual pull station. If no manual pull station is available, they shall begin word-of-mouth evacuation notification, then immediately evacuate. Employees shall, from a safe location outside of the building, dial 911; or, at the emergency blue-light phones located around campus, press the emergency button to be connected to the SUPD who can contact the 911 Center.

If a building fire alarm is sounding, it will be reported immediately to the SUPD. SUPD will contact Wicomico County 911 Center to report the alarm and summon the Salisbury Fire Department, unless deemed false or accidental. SUPD will also notify Physical Plant. Representatives from SUPD and

- S - SWEEP from side to side - Keep the extinguisher aimed at the base of the fire and sweep side to side, pushing the fire away from you.

6. On your way out, warn others.
7. Move away from fire and smoke. Close doors and windows behind you, if time permits.
8. Before opening a door, place the back of your hand on the door to check for heat. If cool, slowly check the door handle for heat and proceed to exit.
9. If the door is hot, do not open it. Find or create an alternative exit (windows). If no other exit is available and you only see smoke, open the door slowly, move to a crawling position, staying low, and quickly crawl to an exit.
10. If the door is hot and fire is present, keep the door shut. P/F3 88 612 7 Tc[10.])TJETQ TJETQq0.00000912 0 612 7i

# IN CASE OF FIRE

## REMEMBER RACE

### 'Rescue'

any person in  
immediate danger

### 'Alarm'

alert others by  
activating alarms

### 'Contain'

closing  
fire area

### 'Evacuate'

extinguish the fire if

## BUILDING ALARMS

Most buildings on campus are equipped with a centralized fire alarm system.

Procedures

## Information Release to Media and the Public

All information regarding fires will be released through the Public Relations Office. No other agency or employee may release official statements regarding the cause, origin, or nature of campus fires.

## FIRE SAFETY INSTRUCTION COMPONENTS

### For Employees

All employees are required to follow the evacuation plan in order to provide the safest possible response to emergencies.

Faculty members are required to instruct each class on the appropriate evacuation routes assigned to the room in which their class is being held at the beginning of each semester.

Staff are required to respond to emergencies based upon their assigned duties and training.

NO ONE will be asked or required to place themselves in harm's way.

IF IT IS DANGEROUS TO YOU – LEAVE!

Provisions will be made to assist individuals requiring evacuation assistance.

### For Students

In the event of an emergency, students are expected to comply with all directions given by university personnel in order to affect a safe and orderly evacuation.

Students will be given instruction as to what is expected of them in each class should an emergency occur.

### For Visitors

In the event of an emergency, visitors are expected to comply with the direction given by university representatives in order to affect a safe and orderly evacuation. Your cooperation and understanding are appreciated in this matter.

### For Contractors

Contractors are required to adhere to all current codes, standards and safety rules that are in effect at the time of the work being performed. These include (but are not limited to) building, plumbing, electrical, safety and university personnel/property protection codes.

### For Administration Offices

Building Emergency Plans are posted.

Evacuation procedures are to be communicated to all personnel in the area.

Aisles are to be maintained free and clear.

Exit signs are to be visible from all areas of the room.

Doors are to be kept unlocked when the room is occupied.

Sprinkler heads are to be kept unobstructed –







## For Physical Plant

Physical Plant employees by the nature of their jobs have a wide range of responsibilities that affect fire safety on school campuses. They will be involved in all levels of the fire safety program including hazard identification, hazard elimination, and emergency response.

Physical Plant employees will be trained in fire safety issues for the entire campus.

Physical Plant employees will provide information assistance to the local fire department in the event of an emergency.

In the event of a fire emergency, Physical Plant employees will also act in the following roles:

- Sprinkler Control Valve Attendant: Provided it is safe to do so following any evacuation, ensure the sprinkler valves are open and not shut until instructed to do so by the fire department.
- Fire Pump Attendant: Provided it is safe to do so following any evacuation, ensure the fire pumps operate as designed.
- Equipment and Utility Operators: If safe to do so, perform rapid equipment shut down prior to evacuation or as soon as possible. Ensure power is maintained to all fire equipment.
- Salvage Squad: Once it is safe to do so, supervisors are to respond to the scene and determine what can be salvaged, what actions are needed to prevent further damage to the structure/property and oversee the clean-up activities.

## For the Public

Sound the Alarm – If you discover or suspect a fire, remain calm and proceed in the opposite direction of known hazards toward the nearest exit. Sound the alarm and move at least 300 feet away from the building. If there is no alarm in the building, warn other occupants by knocking on doors and shouting on your way out.

Leave the Building – When a building alarm sounds or if you are warned of a fire emergency by another occupant, you must immediately exit the building as described above. Never use an elevator to evacuate during an emergency.

Report the Location - If you have knowledge regarding the location of the fire, inform

emergency responders and do not attempt to go back to the building.



---

## REVIEW

---

Department heads are expected to review fire prevention and fire survival policies at the beginning of each semester with faculty and staff, or to schedule such a presentation with ES. Such information is available from ES for use and distribution.

The Sustainability & Environmental Safety Office will provide annual training to the University Police and the Physical Plant personnel who have specific responsibilities pursuant to this Fire Emergency Action Plan.