BUILDING CAPTAINS can provide further information on safe evacuation. If you see a problem in your building contact the Building Captains for assistance. Floor Managers aid in evacuation of their floors or departments. If your building has a Building Captain or Floor Managers their contact information can be found on the buildings safety board.

ALL EMPLOYEES, STUDENTS, AND VISITORS need to evacuate when the fire alarm sounds.

EVERYONE’S RESPONSIBILITY is to always confirm that emergency exits and pathways are accessible. If they are not, notify your supervisor, Building Captain or Floor Manager. Also confirm, where possible that exit doors will open.

Always confirm that exit doors are accessible and pathways clear. If they are behind secured areas you may not be able to access them in an emergency.

Do not place objects in front of exit doors or in pathways.

ENVIRONMENTAL HEALTH AND SAFETY
101 Huston Hall
Cheney, WA 99004
509.359.6455
509.359.2788
http://access.ewu.edu/hrrr/environmental-health-and-safety.xml

EMERGENCY EVACUATIONS & FIRE DRILLS

DO YOU KNOW YOUR RESPONSIBILITIES DURING A FIRE OR FIRE DRILL?
There are on average 5,800 fires per year in office properties. These include general business offices; banks; academic buildings, medical, research, or scientific offices; engineering, architectural, or technical offices; mailing firms, and post office branches.

Being prepared in a fire situation helps prevent injuries and death. This brochure will provide information on what to do in the event of a fire or fire drill and your responsibilities.

If you discover a fire and the fire alarm is not working, quickly notify as many people as you can as you exit the building and activate the fire alarm pull station as you leave and call 911 from a safe location.

SUPERVISORS are to brief their employees in regards to office safety including fire evacuation.

INSTRUCTORS/TEACHING ASSISTANTS must ensure that your class or lab is evacuated. Close the door behind you. In Science labs make sure all Bunsen Burners are off.
EMPLOYEE/STUDENT EMERGENCY NAPC

EXIT STRATEGIES
» Have at least 2 exit routes out of any building you are in. It does not matter if you are on campus, at church, in a store, your doctor's office or at bar, know at least 2 exits out.
» Most people will attempt to leave the way they came in. This can lead to delays in escape. Where possible know another way out.

FIRE ALARMS AND EXTINGUISHERS
» Know the location of the fire alarm pull stations.
» Know where Fire Extinguishers are and how to use them.
» You must be trained to properly use an extinguisher. If you have not been trained then don't use them.
» Trying to use a fire extinguisher if you have not been trained can put you in harm's way.

EVACUATION
» Once you evacuate, do not go back into the building.
» Have a pre-designated area to meet that is at least 100 feet from the building.
» Do not use the elevator
» When you hear a fire alarm leave the building quickly and close the door behind you.
» If someone had to be left behind due to injury/physical limitations/disability, notify rescue personal immediately.
» If you're building has an area of rescue assistance move the disabled to these locations and notify fire officials. These are usually located in a stair well landing with closed doors.

ENCOUNTERING BLOCKED EXITS
» If an exit is blocked you must proceed to an alternate exit.
» If all exits are blocked, move as far away from the fire as possible.

IF YOUR SUSPECT A FIRE OUTSIDE YOUR DOOR
» Open window a few inches for fresh air only if necessary.
» Notify emergency personnel of your location by telephone; or by hanging something out window

OFF CAMPUS GATHERINGS
If there is a large crowd and you cannot see the exits; If any of the exits are blocked; If you do not think you could escape quickly then:
» First, alert management to exit concerns
» Then, reposition yourself near an unobstructed exit or,
» Go somewhere else.