INTRODUCTION

This procedure prescribes standards related to fire emergency evacuation and reporting on the campuses of Eastern Washington University (EWU) in accordance with WAC 296-24-567. In the event of a fire emergency, employees are required to evacuate their building.

FIRE EMERGENCY PROCEDURES

General

If you observe fire or smoke:

- Determine the location of the fire and what may be burning.
- Call 911. Provide your name and the location of the fire. If in a safe location, stay on the line with the dispatcher until told you may hang up.
- If you hear the evacuation alarm, proceed to the appropriate assembly area.
- If the fire is small, you may attempt to put it out with a fire extinguisher if you have been properly trained. Do not jeopardize your personal safety. All fires, no matter how small, must be reported to the University Police at 498-9233.
- Evacuate your area if you are unable to put out the fire. Close doors behind you to confine the fire. Proceed to the appropriate assembly area.
- Know alternate exits from your work area. Never allow the fire to come between you and the exit.
- Before opening a door, use the back of your hand to feel the top of the door, the doorknob, and the crack between the door and doorframe. If it feels hot, use your secondary escape route. Even if the door feels cool, open it carefully. If the door is hot, or if smoke is visible, do not open the door. If you have to move through a burning or smoked filled area, stay low to the ground or crawl. Use a damp cloth to breathe through if it is available.
- Do not break a window unless it is the ONLY means of escape. Oxygen feeds a fire.
- If you are in a room and cannot escape, leave the door closed, stay low to the floor and hang a white or light colored cloth in an outside window.
- Do not use elevators.
- Do not attempt to save possessions at the risk of personal injury.
- Do not return to the area until instructed to do so by a Public Safety official.

MOBILITY DISABILITY

Areas of Refuge & Shelter in Place

Persons who cannot evacuate by stairway should move to “Areas of Refuge” or “Rescue Assistance” if available. If these are not available, persons in wheelchairs should shelter in place unless the danger is imminent. Shelter in place means remaining in a room with an exterior window, a telephone, and a solid or fire resistant door; call 911 and report the location.
For false or needless alarms or an isolated and contained fire, a person with a disability may not need to evacuate. The decision to evacuate will be made by the fire department. The fire department will tell the individual or relay the information via the University Police.

**PROCEDURES FOR FACULTY, STAFF AND STUDENTS IN NON-DORMITORY STRUCTURES**

**General**
Review the fire evacuation plan for the room(s) in the building(s) in which you are assigned to conduct class(s) and in which you have an office or shop. Locate all exit routes, secondary exit routes, and staging areas. Managers and department heads are tasked with approving a person to be a floor manager responsible for accounting for the persons in their department or area(s) in the event that an emergency evacuation must occur. ([Emergency Evacuation & Fire Drills](#))

**Faculty and Teaching Assistant**
During the first week of class or when a new student transfers to the class, review the evacuation plan, routes, and staging area with the students. In the event of an alarm, have students leave the building and close the door behind you. If a student cannot be evacuated notify the building captain, and/or rescue personnel.

**Procedures for Science Labs**
In the case of a fire in a building that has ongoing labs, the following additional procedures will be required. The staff instructor (faculty, staff or teaching assistant) will notify students to shut down all Bunsen burners and hot plates and exit the lab. Staff instructors will quickly check the student lab stations and then close the lab doors and exit the building. Staff instructors will report to their designated person (laboratory safety manager for that department) to confirm their labs have been cleared, and/or if rescue assistance is needed. The designated person will then notify rescue personnel.

**Procedures for Residence Halls/Dormitories**
Procedures for Residence Halls are covered under [EWU Policy 603-03, Fire Safety](#).

**STAGING AND ACCOUNTABILITY**

All employees will report to the building’s department’s staging area(s) in the event of a building evacuation. It is the responsibility of the floor managers, laboratory managers to account for anyone left in the building due to injury or mobility issues. Building captains, with consultation from department heads and managers, will pre designate exterior refuge or safe areas. These areas may include parking lots, open fields or streets which are located away from the site of the emergency and which provide sufficient space to accommodate the facility staff and students. People should be instructed to move away from the exit discharge doors of the building, and to avoid congregating close to the building where they may hamper emergency operations. **Move at least 100 feet away from the building.**

At the staging area, lab managers, floor managers or designated personal will account for all people that may have been left behind and report his or her findings to a building captain or designated
person. In the event that a building captain is unavailable, a pre-designated floor manager will act as the building captain. Once all departments have checked in with the building captains, he or she will report to the incident commander or their designated person to give his or her findings. If anyone has been left in the building due to injury or mobility issues, the designated person (building captain, floor manager etc.) will report to the fire department the known location of the person(s).

**NOTE:** It is important that one person reports to the incident commander and or fire department on the whereabouts of people left in the building. This will prevent multiple reports of the same person(s) causing confusion to rescue personnel.