



6001 University Boulevard
Moon Township, Pennsylvania 15108

Safety Policy Manual Section 5.0

Policy No. FS 1.8
FIRE PROCEDURES



POLICIES AND PROCEDURES

Department: Safety
Section: 5.0 Fire Safety Management

Title: Fire Procedures
Number: FS 1.8

I. PURPOSE:

The Purpose of this policy is to institute procedures so that employees, volunteers, and students are aware of the proper steps to be followed in case of a fire. It is the policy of Robert Morris University to educate RMU personnel, faculty, and students in proper fire response procedures.

II. PROCEDURES:

The following fire response procedures will be used by Robert Morris University in a fire situation.

- A. **In the event that you discover fire, see flames or smoke or there is an activation of the building fire alarm or similar system, all occupants must begin an orderly evacuation of that facility.** Persons should remember the **“RACE”** acronym when responding to a fire/alarm situation.
1. **RESCUE.** If it is safe to do so, Rescue anyone who may be in imminent danger of fire or smoke. Do not use the elevators. Be aware of persons who may need assistance. **RMU faculty and staff provide direction regarding evacuation to students and visitors in their area.**
 2. **ALARM.** Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exits. Call the University's emergency number **(412-397-2424)** to report the nature of the incident and exact location.
 3. **CONTAIN.** Close all doors and windows, even if you are not in the affected area. Shut off all fuel sources, such as piped gas.
 4. **EVACUATE.** Evacuate the building to your designated assembly point safely away from the fire. Fire Extinguishers are located throughout RMU facilities, but should only be used by persons trained on their proper use.
- B. Persons shall not re-enter a facility until an approval (All Clear) is given by RMU Public Safety and/or the local fire department.
- C. **EVACUATION AND EXIT ROUTES:**
1. All departments and building occupants shall identify a primary and secondary means of evacuation. Do not use building elevators to evacuate. In multi-level facilities, a stairwell designated as an exit provides a safe and immediate means of egress.
 2. When evacuating, remember to keep low to the ground to minimize smoke inhalation.
 3. Feel closed doors for heat before opening. If the door feels hot, do not open.
 4. Doors, corridors or passageways leading directly to an exit must be kept clear of obstructions at all times. Areas outside a building entrance/exit must also be kept clear of obstructions to provide free and unobstructed egress. Emergency Evacuation Assembly Points:
 - a) In the event of a fire or similar emergency that requires building evacuation, all University Departments will have a designated “Emergency Assembly Point(s) outside of the building. Students and visitors must evacuate to the emergency assembly point(s) with University faculty and/or staff.
- D. **ALL CLEAR**
1. When the fire is extinguished, the smoke cleared, and the fire alarm system reset, an “All Clear” will be announced by RMU Public Safety. At this time personnel, students and visitors may re-enter the building.



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III. FIRES & EXTINGUISHERS:

A. Types of fires – the following is a general summary of common types of fires:

1. **CLASS A FIRES** – consist of ordinary combustibles. This can include wood, paper, and cloth.
2. **CLASS B FIRES** – involve flammable and combustible liquids and gases such as oil, gasoline, grease, propane, or natural gas.
3. **CLASS C FIRES** – occur in live electrical equipment where non-conducting extinguishing agents must be used.

B. Fire Extinguishers - General:

1. Fire extinguishers will be located in conspicuous locations throughout RMU facilities.
2. Fire extinguishers shall not be obstructed from view or access.
3. Extinguishers are for use on incipient stage fires (size of small trash can) fire only.
4. Fire extinguishers will be inspected/tested at required intervals, which will be coordinated by the Safety Department.
5. Discovery of any discharged extinguisher or similar deficiency shall be reported to the Facilities (412-397-4343) or Safety Department (412-397-6282).

C. Types of fire extinguishers – the following are common use fire extinguishers found at RMU:

1. **Water – appropriate for “class a” fires (ex. Wood, paper & cloth)**
 - a) Silver in color
 - b) 2½ gallon stored pressure
 - c) Range – 20 to 30 feet
 - d) Time of discharge – one minute
 - e) Never use on electrical or flammable liquid fires
2. **Carbon dioxide – appropriate for “class b and c” fires (ex. Flammable liquids and electrical fires)**
 - a) Red in color with horn nozzle
 - b) Size ranges from 5 lb. To 20 lb.
 - c) Range – 3 to 8 feet
 - d) Time of discharge – 8 to 30 seconds
3. **Multipurpose dry chemical – appropriate for “class a, b, & c” fires as noted above.**
 - a) Red in color with hose
 - b) Size ranges from 5 lb. To 20 lbs.
 - c) Range – 5 to 20 feet
 - d) Time of discharge – 10 to 25 seconds

D. USE OF FIRE EXTINGUISHERS:

The **“PASS”** acronym is used to assist trained persons in remembering the procedures for fire extinguisher operation.



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1. **P** – Pull pin.
2. **A** – Aim the nozzle at the base of the fire.
3. **S** – Squeeze the handle.
4. **S** – Sweep from side to side at the base of the fire.

IV. FIRE PREVENTION:

- A. Additional fire prevention guidelines have been established in order to maintain a safe environment.
1. A “No Smoking” policy is to be enforced in designated facilities.
 2. All stairway and fire doors must be kept closed and “means of egress” unobstructed.
 3. Free and clear access to fire extinguishers and other firefighting equipment must be maintained at all times.
 4. Lights are not to be shielded with towels, blankets, or other flammable materials.
 5. Adapters and extension cords are to be limited to computers and emergency use only.
 6. Newly purchased furnishings shall be constructed of fire resistant materials.
 7. Questions concerning these procedures should be directed to Safety Services at (397-6282).

V. TRAINING AND EDUCATION:

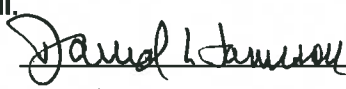
All staff will receive initial fire response training during their orientation period. Additional fire training will be provided annually. All faculty and staff are required to complete the noted training. Department Heads are responsible for ensuring that all employees receive training. Training will include fire prevention, response, evacuation, and extinguishers.


VI. FIRE ALARM REPORTS:

All fire incidents and/or alarms must be reported to RMU Public Safety at 397-2424. Incidents will be documented using the attached “Fire / Alarm Report Form”. Incidents/trends will be reviewed by the Fire Safety Subcommittee.

VII. SIGNATURES:

VIII.

 7/18/13
 Date
 David L. Jamison
 Provost & Senior Vice President for
 Academic Affairs


 Date
 Dan W. Kiener
 Senior Vice President for Business Affairs

Implementation Date: January 2006

Last Reviewed/Revised: April 2013

ATTACHMENTS: A – Fire Alarm Report Form



Department: Safety
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ATTACHMENT A

FIRE ALARM REPORT FORM



FIRE /ALARM REPORT FORM

Public Safety Case # _____

1. Date:

2. Time:

3. Building Name:

4. Location (ex., 1st floor lobby):

5. Type of Condition:

Actual Fire False Fire Drill Other (Explain Below)

6. Type of Activation:

Pull Station Smoke/Heat Water Flow System Trouble (Explain Below)

7. Alarm Received by Monitoring Agency (ex., Guardian) Yes No Time: _____ A.M. or P.M.

8. RMU Public Safety notified at: Time: _____ A.M. or P.M.

9. Resident Life Personnel on Scene or Contacted:

Name: _____ Time: _____ A.M. or P.M.

10. Was the building "Alarm" system activated? Yes No Time: _____ A.M. or P.M.

11. Was the building evacuated? Yes No Time: _____ A.M. or P.M.

12. Did the local Fire Department respond? Yes No Time: _____ A.M. or P.M.

13. What was the cause of the Fire/Alarm (Explain):

14. Time Incident cleared by Public Safety: _____ A.M. or P.M.

15. Other comments/information:

