



**WRIGHT STATE
UNIVERSITY**

FIRE SAFETY PLAN

**ADMINISTERED BY:
DEPARTMENT OF
ENVIRONMENTAL HEALTH AND SAFETY**

February 2005 (Revised)

**WRIGHT STATE UNIVERSITY
FIRE SAFETY PLAN
February 2005 (Revised)**

INTRODUCTION: Occupational Safety and Health (OSHA) standards for fire safety are contained in 29 CFR Part 1910.38, Fire Prevention and Subpart L, 29CFR1910.155 - 165, Fire Detection, Alarms and Suppression. In essence, the standards require the university to (1) determine our response level to incipient stage fires, (2) develop a plan based on the selected response level, (3) provide training, and (4) maintain equipment. Each of these areas will be covered in this plan. The Fire Safety Plan can also be found in Wright Way Policy 6014, "Fire Safety Plan" or downloaded from Environmental Health and Safety's web site at www.wright.edu/admin/ehs/written_policies.htm.

THE FIRE SAFETY PLAN, AS MANDATED BY OSHA, APPLIES ONLY TO EMPLOYEES OF THE UNIVERSITY. THE TERM "EMPLOYEE" APPLIES ALSO TO STUDENT WORKING FOR THE UNIVERSITY AND RECEIVING COMPENSATION FROM THE UNIVERSITY.

UNIVERSITY EMPLOYEES SHOULD BE MINDFUL OF THEIR RESPONSIBILITIES AND OBLIGATIONS TO STUDENT AND VISITORS AND, AS SUCH, PROVIDE THE ASSISTANCE NECESSARY TO ENSURE THEIR SAFE AND TIMELY EVACUATION FROM A CAMPUS BUILDING UNDER EMERGENCY SITUATIONS.

RESPONSE LEVEL: OSHA provides for 3 options with regard to response level to incipient stage fires. For our purpose, an incipient stage fire is one that is in the initial or beginning stage and which can be controlled by the use of portable fire extinguishers and where protective equipment is not required. These options are:

- A. Require all employees to evacuate the workplace when a fire alarm sounds.
- B. Provide portable fire extinguishers and designate certain employees to use them to fight incipient stage fires.
- C. Provide portable fire extinguishers and permit all employees to use them to fight fires.

Of the options listed above, the university selected to follow Option B. Option A was not considered because it did not meet with the approval of local fire departments. Option C was not considered because we could not meet the mandatory initial and annual refresher training requirements as required by the OSHA Standard for all employees on the use of fire extinguishers. Personnel normally designated on a voluntary basis to fight fires are from Environmental Health and Safety, Physical Plant, Campus Police Department, academic/research laboratories, select administrative offices and specialty work areas (Print Shop, Instrument Shop, Electronic Shop, etc.). In electing option B, the university, by way of this document, is informing all other employees that upon hearing a fire alarm, they are to take no action on fighting an incipient fire and must leave the building immediately. If trapped by a working fire, employees are to use any means available including the use of fire extinguishers to aid in their escape from the area.

DEVELOP EMERGENCY ACTION PLAN FOR FIRES: The essential elements of the emergency action plan that all employees are required to be notified of are contained in the attached sections:

Section A – Employee’s Responsibilities

Section B – Instructions for Emergency Evacuation for Individual with Physical Disabilities

Section C – Building Fire Alarm Systems

All employees are expected to read and understand the information presented in the emergency action plan and particularly, know their responsibilities as to identification of exits, when to pull a fire alarm, action to be taken after pulling a fire station, verifying alarm and fire/smoke location to Campus Police or responding firefighters, and directing and assisting others from a building under emergency conditions.

TRAINING: The information contained in Section A meets the requirements for training of all employees not designated to remain in a building and fight an incipient stage fire. The Department of Environmental Health and Safety and the Physical Plant Casualty Prevention Supervisor are responsible for identifying designated personnel and in completing initial and refresher training on the use of portable fire extinguishers.

MAINTAIN EQUIPMENT: Physical Plant has the overall responsibility for testing and maintaining fire detection, alarms and suppression systems in all university facilities. The local fire department, the Department of Environmental Health and Safety and the Physical Plant Casualty Prevention Supervisor are primarily responsible for ensuring that all requirements are met. Should an employee desire to have a greater understanding of the testing and maintenance for fire related systems than what is presented in Section C, please contact either Physical Plant or the Department of Environmental Health and Safety.

It is important to remember that all of us have responsibilities under fire emergency conditions. It is in the interest of our own health and well-being, as well as that of others, that we understand our responsibilities and are able to carry them out in an efficient manner.

THIS PLAN IS APPLICABLE TO THE DAYTON CAMPUS, LAKE CAMPUS, WSU RESEARCH PARK, KETTERING CENTER, DUKE E. ELLIS HUMAN DEVELOPMENT INSTITUTE, COX INSTITUTE AND YELLOW SPRINGS FAMILY HEALTH CENTER. WRIGHT STATE EMPLOYEES WORKING AT OTHER LOCATIONS SUCH AS WRIGHT-PATTERSON AFB, AREA HOSPITALS AND LEASED FACILITIES ARE TO FOLLOW THE FIRE SAFETY PLAN ADMINISTERED BY THAT ORGANIZATION. IN LEASED FACILITIES IN WHICH ALL OCCUPANTS ARE WRIGHT STATE EMPLOYEES THIS PLAN WILL GOVERN.

SECTION A
EMERGENCY ACTION PLAN
EMPLOYEE'S RESPONSIBILITIES
February 2005 (Revised)

1. **Fighting Incipient Fires in University Buildings:** If you are not a designated employee who has received the required training in the use of portable fire extinguishers, you are to, in the event of a suspected or observed fire, sound the nearest fire alarm and immediately egress the building (see paragraph 6 below). **DO NOT ATTEMPT TO FIGHT THE FIRE UNLESS TRAPPED BY A WORKING FIRE.**
2. **Emergency Procedures and Escape Route Assignment:** Determine location of closest exit from your work area that leads to outside. This should be the primary exit used in an emergency. Locate secondary exit to be used in case the primary exit is not usable. All outer doors will be marked as an EXIT. See paragraph 7 for detailed instructions.
3. **Critical Operations:** Employees who are required and permitted by responding fire personnel to stay to operate critical plant operations should perform their tasks only if they are not in the fire/smoke area. Never place yourself in jeopardy when performing your duty.
4. **Procedures to Account for All Employees Following Emergency Evacuation:** University employees having supervisory responsibilities shall develop a procedure to account for their employees after emergency evacuation has been completed. An outdoor area located a minimum of 300 feet from the involved building shall be designated at the assembly point. All employees are to be instructed as to evacuation procedures and the designated assembly point See paragraph 7 for detailed instructions.
5. **Rescue and Medical Duties:** Rescue and medical treatment for injured employees shall be provided by the responding fire fighters and EMS personnel and assisted by police officers.
6. **Preferred Means of Reporting Fires:** The preferred means of reporting a fire is by use of the building fire alarm system. As quickly as possible after pulling the alarm, notify Police (x911) to confirm activation of the alarm and provide information as to the location of the fire.
7. **Safe and Orderly Evacuation of Building Occupants:** The following represents accepted guidelines to ensure the safe and orderly evacuation of all building occupants:

- a. Do not use elevators during fire evacuations. The only exception to this is when specifically instructed to by responding firefighters and only then when the elevator is operated by a firefighter.
 - b. Know location of primary and secondary exits. Always use the primary exit when accessible. University employees in supervisory positions are to ensure that their employees are informed of the designated exits. Faculty members are encouraged to inform students of primary and secondary exits during the first class of each academic quarter. Employees are asked to assist students and visitors in evacuating a building during fire emergencies.
 - c. Go immediately to a designated meeting point approximately 300 feet away from the building and account for employees to the degree possible.
 - d. Procedures for the evacuation of individuals with physical disabilities which prevent their egress by way of the stairs are outlined in Section B.
 - e. Do not attempt to re-enter the building until cleared by the fire department or the police department with jurisdiction.
8. Call Environmental Health and Safety at ext. 2215, if you desire additional information relative to this plan.

SECTION B
INSTRUCTIONS FOR EMERGENCY EVACUATION FOR
INDIVIDUALS WITH PHYSICAL DISABILITIES
February 2005 (Revised)

The following instructions are provided to university employees whose physical disabilities prevent them from using stairways to egress floor levels above and below ground level under emergency conditions and when the use of elevators is prohibited. **University employees in supervisory positions are to take a lead role in implementing these instructions and assisting those with physical disabilities.**

Upon hearing a fire alarm and/or when instructed to evacuate and the following conditions exist, proceed to the closest enclosed stairway and await further instructions or rescue. Enclosed stairways are normally designed to provide 1.5 hours of fire protection. Identify a secondary stairway in the event the pathway to the primary stairway is blocked.

- ▶ The use of elevators is prohibited. **Remember: The use of elevator is permitted when instructed to use an elevator by responding firefighters and only then when the elevator is operated by a firefighter.**

- ▶ There is no direct path to the outdoors from that floor level.

The individual(s) should be accompanied by a minimum of 2 people; one to remain in the stairway and the other to notify emergency response personnel (police or fire department personnel) as to the number and location of people in the stairway. If necessary, individuals with physical disabilities should ask employees and/or students to stay with them. Should the emergency be of short duration and rescue is not required, the second individual is to return and provide instructions to those in the stairway.

Ensure that doors leading to the stairwell are securely closed at all times. Stairway fire doors are designed to provide 1.5 hours fire protection. If necessary, use articles of clothing to seal doors to prevent smoke from entering the stairway.

The tunnel system on the Dayton main campus permits egress from the lower level of all buildings to another building or in some cases directly to ground level. The only exception to this is Russ Engineering. In Russ Engineering, individuals are to proceed to the enclosed interior or the exterior stairwells. This situation holds true for the lower level of the Kettering Center and the Duke Ellis Institute and the interior enclosed stairwell must be used. Although, there is an outside stairway at the lower level of the Yellow Springs Family Health Clinic there is no accessible pathway for non-ambulatory individuals to this level.

Dwyer Hall is the only facility at the Lake Campus with floors above ground level. The two second floor locations in Dwyer Hall are both equipped with outside (not enclosed)

stairs with landings that are to be used by individuals not physically able to accommodate the interior stairs during an emergency evacuation.

In Biological Sciences I and II, it is preferred that the center stairway be use (across from room 235) because of the available space to accommodate individuals with physical disabilities. There is no room at the end stairways to safely accommodate wheelchairs.

SECTION C
EMERGENCY ACTION PLAN
BUILDING FIRE ALARM SYSTEM
February 2005 (Revised)

1. Fire Alarm Systems:

- a. Dayton Main Campus: All buildings of general occupancy are equipped with a fire alarm system which feeds back to the Police Department Communication Center. Upon activation, Communication Center dispatcher notifies the Fairborn Fire Department. The main campus alarm system has a built in emergency notification system.
 - b. Cox Institute: The building fire alarm system feeds directly to the Kettering Fire Department.
 - c. Lake Campus: The building fire alarm system feeds directly to the Celina Fire Department.
 - d. Kettering Center, WSU Research Park, Duke Ellis and Yellow Springs Family Health Clinic: These fire alarm system are monitored by a local security firm which when an alarm sounds, notifies the local fire department.
2. The use of a building fire alarm system is restricted only to situations where smoke and/or fire have been observed. In the event where an odor, i.e., chemical, electrical, etc. is detected, notify Physical Plant and/or Environmental Health and Safety personnel if such personnel are on-site. If not and the source of the odor is not readily identifiable or it is not easily determined that the source does not present a fire or health hazard, activate the building fire alarm.
 3. The Dayton main campus emergency notification system is used to announce the activation of the building alarm system and to provide verbal instructions regarding evacuation from the building. The emergency notification system is the primary notification means of ordering an evacuation from a building for reasons other than smoke and/or fire.
 4. University personnel should notify Physical Plant personnel responsible for building repairs of any known areas within a building where the fire alarm appears to not be working or cannot be heard over ambient noise levels. Any system that is not operating properly shall be repaired immediately.
 5. Manually operated pull station shall be unobstructed, conspicuous and readily accessible.
 6. It is the responsibility of Physical Plant to ensure that the fire alarm and public address systems are operational at all times. Quarterly a randomly picked pull station

is pulled in each university building. Annually, an outside contractor tests all pull stations in all university buildings. The emergency notification system on the Dayton main campus is tested monthly. All smoke detectors are cleaned and the sensitivity checked annually by the outside contractor. Any service on the fire alarm system shall be done only by trained (licensed) personnel.

7. Employees should address any questions to their immediate supervisor. Environmental Health and Safety or the Physical Plant Casualty Prevention Supervisor can also be contacted for additional information and guidance.