

Procedure Number: **OPS - 043**
Procedure: **Fire and Emergency Preparedness**
References: 29 CFR § 1910.38; MCA 50-3-102; MCA 50-3-103; 2009 Edition IFC
Sections 104.11, 104.11.2, and OSHA 29 CFR § 1910
Approved by: Jim Lemcke, Director Office of Public Safety

Fire and Emergency Preparedness

In all cases of fire notify PUBLIC SAFETY (x4000) immediately.

Know the locations of fire extinguishers, alarm systems and evacuation routes in your building and know how to use them. Each campus department must follow written emergency evacuation/action plan that includes a requirement that everyone leave the building when a fire alarm sounds. This written plan must be available for the employees to review. Department employees should know, practice and review emergency action plans annually.

Fire Safety and Evacuation

If you discover smoke or fire, pull fire alarm, if it's not already sounding. Shut doors to assure containment, if possible. **Immediately** leave the building by means of the nearest available exit, alerting others to do the same. Individuals with disabilities may require guidance, communications or assistance to areas of rescue assistance.

Before opening door, see if it is hot by placing the palm of your hand against it. If it is hot remain in the room. If you are on a ground floor carefully exit through a window, if possible. If on an upper floor, call 911 and give the operator your location. Block entrance of smoke and heat. Open window. Do not exit onto ledges. **REMAIN CALM**. Fire fighters will get to you as soon as possible. If the door is cool, open slightly and check for smoke in corridor. If smoke-free proceed to nearest available exit (exterior door or stairwell). Stay low, near the floor, to avoid smoke and heat. Close doors on your way out. If corridor is too smoky to reach stairway or exit, remain in room and follow the previous instructions.

If you do know what caused the fire and have the means and knowledge to suppress it without risk to yourself, proceed with caution. If you must read the instructions on a fire extinguisher, you do not have the knowledge to proceed.

If you observe flame or smoke in a building, do not enter and attempt to suppress or assess the extent of the fire or damage until the Fire Department has cleared the building.

IN ALL CASES if you hear the fire alarm you must evacuate the building.

Evacuation Drills

The University of Montana annually conducts fire alarm testing in each building on main campus and COT campuses. These tests will be done in coordination with building occupants and coincide with an actual fire drill. This will give departments the opportunity to train and test emergency action plans. As a part of on-going emergency planning, some of the key elements to be followed during a severe emergency can be practiced and brought into a fire evacuation strategy (fire drill). Raising the awareness of basic lifesaving practices will improve the likelihood of how an individual will behave during a real event.