

MSB: FIRE EMERGENCY RESPONSE

REPORT ALL FIRE OR SMOKE INCIDENTS: DIAL 2-4490



In case of a fire or a fire alarm, generally the following **RACE** procedure is to be followed in all University facilities with some variations. Follow the building-specific Fire Safety and Emergency Evacuation Plan and/or Department-specific Emergency Procedure, if any. Understand YOUR specific role clearly, if any.

CAUTION: Individuals, including fire wardens, buddies, and faculty or staff members will NOT risk their personal safety or enter into any fire, smoke-filled, or other unsafe area as they perform their assigned responsibilities, or assist or rescue others.

IF YOU DISCOVER A FIRE OR SMOKE CONDITION: RACE

- ◆ **R**escue any person in immediate danger, if possible.
- ◆ **A**larm - pull the fire alarm to alert everyone.
- ◆ **C**onfine the fire by closing all doors, where possible. Turn off electric and gas equipment, if possible.
- ◆ **E**vacuate using the nearest stair exit. Follow the exit signs.
- ◆ **E**xtinguish a small fire using a fire extinguisher, if trained: **REMEMBER** the Fire Extinguisher **P.A.S.S.**
Word: Pull the Pin, **Aim** at the base of the fire, **Squeeze** the handle, **Sweep** Side-To-Side. **Remember the** and **ABC** fire types: Class **A**: Wood, Paper, Plastic; Class **B**: Oil, Grease, Flammables; Class **C**: Electrical
- ◆ **Report** the incident to campus emergency phone number **2-4490** or **222** from a safe location.
- ◆ **Report** any discharged fire extinguishers and any important first-hand information.



IF YOU HEAR or SEE A FIRE ALARM SIGNAL or ANNOUNCEMENT:

- ◆ Follow the emergency procedure for your building and department-specific procedure, if any.
- ◆ Evacuate, as instructed on the public address system.
- ◆ Follow instructions of your Fire Wardens and Buddies.
- ◆ Follow the EXIT signs. Use Stairs. Do Not Use Elevators. Walk at a normal pace.
- ◆ Wait outside in DESIGNATED ASSEMBLY AREAS at least 50 feet away from the building: The two Assembly Areas are: (a) Parking lot in front of BHSB main entrance and (b) Plaza area.
- ◆ RE-ENTER the building only after the UMDNJ Public Safety has announced "ALL CLEAR."
- ◆ If your departmental or building procedure calls for 'DEFEND-IN-PLACE' strategy, follow it carefully.

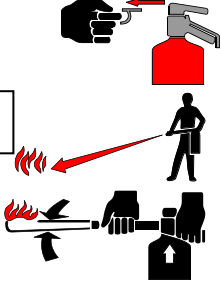








PROCEDURE FOR PEOPLE WITH DISABILITIES (PWD)

Note: Each Department will complete the "Emergency Evacuation Procedures for People with Disabilities" form in the UMDNJ Fire Safety Guide to develop their specific evacuation strategy (contact EOHSS for assistance).

- ◆ *All occupants:* REPORT the presence of any PWD in the building to the responding fire department.
- ◆ *Designated buddies:*
 - Guide or assist in positioning the PWD to a designated safe waiting area (SWA), preferably near the stairwell or elevator lobby.
 - Do not carry or lift the PWD! Exercise caution to avoid falls and trips while assisting the PWD.
 - Take position on one side of the hallway near the stair door and wait. Enter the stairwell only if the designated SWA is in the stair landing, or if there is an immediate danger in the hallway.
 - Share any phone numbers for emergency communication, if necessary. Check phones for reception in the SWA. Know other areas in the building with good phone signal reception.
 - *Buddy #1:* Report exact location and number of PWD waiting in the building to the responding fire department. Be available to provide any relevant information.
 - *Buddy #2:* Accompany the PWD, assist in safe re-location and communication, as necessary. **IMPORTANT: If your personal safety is at risk, position the PWD inside the stairwell landing and evacuate** to report this info.
 - Do not evacuate the PWD vertically unless the person is able to ambulate.
 - Do not use the elevators unless helped by the fire department.
 - You may also call campus emergency number to report any PWD in the building.
 - Stay in touch with the PWD or your other buddy periodically, if phone contact is available.

REMEMBER Fire Extinguisher **P.A.S.S.** Word and **ABC** fire types:

<p><u>P</u>ull the Pin</p>		<p>Class A: Wood, Paper, Plastic</p>		
<p><u>A</u>im at the base of the fire</p>		<p>Class B: Oil, Grease, Flammables</p>		
<p><u>S</u>queeze the handle <u>S</u>weep Side-To-Side</p>		<p>Class C: Electrical</p>		

To view the portable fire extinguisher training video, click here: <http://www.youtube.com/watch?v=BLjoWjCrDgg>.

ENVIRONMENTAL AND OCCUPATIONAL HEALTH AND SAFETY SERVICES (EOHSS): 2-4812