

ARKANSAS TECH UNIVERSITY HEALTH & SAFETY POLICY

DATE: March 9, 2022

SUBJECT: Emergency Action / Fire Prevention Plan

PURPOSE: This Emergency Action / Fire Prevention Policy has been developed for the Office of Facilities Management (Facilities Management) Administration Office to comply with State and Federal standards and industry best practices. The purpose of this plan is to establish managerial and employee actions in the event of a fire, violent storm, release of hazardous chemicals into the atmosphere or any other catastrophe.

SCOPE: This policy is intended to encompass all management personnel and employees of the Facilities Management department and all administrative offices, shops and warehouse.

RESPONSIBILITY: The Director, for the Office of Facilities Management has the ultimate approval, implementation, and annual review responsibilities for this plan and to assure that the plan is understood and followed by all employees. All new employees will be thoroughly instructed in this plan before they begin their initial work assignment and told where to find a copy of the plan. An updated copy of this plan will always be kept in the Office, Manager's Office, and the Occupational Safety Office.

NOTE: In the event of a fire or medical emergency in the Administrative Office, Shop Area, or warehouse the first person observing such an emergency should call 9-1-1; provide the operator with the location (Arkansas Tech University, Facilities Management Department [office, shop or warehouse], 2505 Red Hill Place and nature of the emergency. Send another employee to the end of the main drive or the end of the shop driveway, to direct emergency responders.

Facility Evacuation

The signal for full evacuation of the office area, the warehouse and the shop area will be the sounding of the building fire alarm. Whenever the alarm sounds, **everyone** in the administrative office, the warehouse and the shop area will evacuate and report to their designated assembly area.

In the event of any emergency, unless employees are exposed to immediate serious danger, the employee discovering the emergency should activate the alarm and then leave the affected area via the emergency route assignments posted in their area and reproduced in Appendix 1 of this Document. If the primary route is blocked by the

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emergency and the employee cannot safely pass, a secondary route should be used for emergency egress.

A copy of this plan will be provided to all management and supervisory personnel by the Occupational Safety Coordinator (OSC). Management personnel and supervisory personnel will ensure that each of their employees receives a copy of this plan and that it is reviewed at least twice per year.

In the Administrative Office an orderly evacuation will be supervised by the Assistant Director, of Facilities Management and/or the Skilled Trades Foreman, who will also be responsible to check all rooms and enclosed spaces. In the shop area, this responsibility will be assigned to anyone available in the facility. In the warehouse, this responsibility will be assigned to the Warehouse Supervisor. Wherever applicable, the Warehouse Supervisor will also be responsible to ensure that all fire doors and/or office door are closed on their way out.

Critical Operations or Processes

There are **no operations or processes** in this facility that are so critical they cannot be shut down in the event of an emergency.

Assembly Areas

The following are the designated assembly areas in the event of a total evacuation:

- Administrative Offices – SE corner of the front employee/visitor parking lot.
- Shop and Warehouse – NW corner of the property near the entrance to the Farm
- In the event of severe weather all employees will assemble in the Plans Room. Employees on the main campus will find shelter in the nearest building with a “safe room” or interior room.

Post Evacuation Accountability

As soon as possible, the senior employee in each assembly area will to the best of his/her ability account for all employees known to be in the area at the time of the evacuation. Once the employees are accounted for this information should be reported to either the Director or Assistant Director of Facilities Management, if on site. If neither are on site then this should be reported to the senior person in the SE parking lot assembly area.

Employees not in the immediate area of the Administrative Offices, the shop area or the warehouse should not attempt to return to the area. All employees should remain on the main campus area.

Employees in the Administrative Offices, the shop area or the Warehouse when the evacuation alarm is sounded should NOT leave the area until the “All Clear” is given.

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Rescue and Medical Duties

Should an employee or visitor in the area be injured the nearest employee with First Aid/CPR training should render aid. Remember, **do not attempt to render any first aid that you have not been specifically trained to perform.** If no one in the area is trained in First Aid/CPR at least one person should remain with the injured person, if you are not putting yourself in danger, until help arrives. Remember, providing First Aid/CPR is voluntary and should be governed by the rules of common sense.

If someone is trapped and/or injured this information should be relayed to the senior person in the NE assembly area.

Preferred Means of Reporting Fires or Other Emergencies

Activate the building alarm and notify one of the following people either in person or by phone:

- 911
- Public safety: 479-968-0222

Training

Before implementing this emergency action plan the OSC will designate and train a sufficient number of persons to assist in the safe and orderly emergency evacuation of employees.

- Initially when the plan is developed.
- Whenever a key employee's responsibilities or designated actions under the plan change.
- At least once per year.

Review

The OSC will be responsible for reviewing this plan at least on an annual basis and make whatever changes are deemed appropriate.