

## **Fire Survival Planning**

### **RESPONSIBILITY**

Each University unit is responsible for preparing a fire survival plan.

- The fire survival plan is incorporated in the unit's accident prevention program. See also *SPPM* Chapter 2.
- A copy of the plan is posted on the Safety Bulletin Board.
- Unit supervisors review the fire survival plan with new employees as part of the safety orientation (see *SPPM* 2.16).
- Unit supervisors periodically review the fire safety plan with all employees.

### **ELEMENTS OF FIRE SURVIVAL PLAN**

The fire survival plan includes the following:

- The locations of at least two emergency exits from each work station.
- The locations of fire alarms, extinguishers, and other available emergency equipment.
- Locations of landmarks that could aid leaving an area when visibility is reduced by smoke.
- A specific place where work groups meet for a head count after leaving their work stations.
- Specific duty assignments, for example, which employee is responsible for closing the door or service window and which employee is responsible for locking the cash box or safe.

Completion time for such duty assignments should not exceed thirty seconds.

### **GENERAL FIRE PREVENTION GUIDELINES**

#### **Emergency Exits**

Do not prop open or hold open designated fire doors.

NOTE: Electrical fire alarm/detection systems often include devices which hold fire doors open. When such a system is activated, the doors automatically close. Do not obstruct such doors in any manner.

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### **Emergency Exits (cont.)**

Do not lock or otherwise close a fire door or exit door to prevent or impede exit.

Remove all obstruction from emergency exits and corridors (see *SPPM* 8.24).

Report blocked or locked fire exits to the unit administrator, the safety committee representative, and the WSU Fire Marshal, using a Hazard Notification form (see *SPPM* 2.52).

### **Fire Equipment**

Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment.

NOTE: Each sprinkler head must have a minimum of 18 inches of clearance in all directions.

### **Open Flames or Electrical Appliances**

Do not allow open flames or electrical appliances to be near common combustible materials.

### **Housekeeping Practices**

Observe good housekeeping practices. Do not allow concentrations of combustibles to collect or pile up. Regularly empty wastebaskets.