

FIRE

Call University Police at ext. 5555 (cell phone at 801-863-5555) or 911 to report the incident.

IF IT IS A SMALL, EXTINGUISHABLE FIRE:

1. Report the fire by activating the nearest fire alarm.
2. If the fire is small, use the fire extinguisher in your area.
3. DO NOT endanger yourself to put out a fire.
4. Call University Police at ext. 5555 (801-863-5555) or 911 and report the incident.
5. Get help if necessary.

IF THE FIRE CANNOT BE EXTINGUISHED WITH A FIRE EXTINGUISHER:

1. Report the fire by activating the nearest fire alarm pull-station.
2. Close all doors to confine the fire and reduce oxygen
3. Exit the building immediately.
4. Call University Police from a cell phone at 801-863-5555 or 911 and give all information requested (your name, exact location, size and progress of the fire, etc.)

Activating the alarm will automatically report the fire to the University Police Department.

WHEN A FIRE ALARM SOUNDS:

1. Immediately leave the building. **Always!**
(Turn off equipment and lights if time and safety permits. Close, but DO NOT lock, the door behind you.) *A closed door can act as a fire barrier.*
2. Touch closed doors with the back of your hand to test for heat; do not open if they are hot.
3. Use stairways to exit. DO NOT use an elevator as an emergency exit.
4. Assist those with disabilities as necessary.
5. Instruct individuals ignoring the fire alarm to leave immediately.
6. Once outside, move away from the affected building, at least 50 feet.
7. Keep streets and walkways clear for emergency vehicles and personnel.
8. DO NOT RE-ENTER THE AFFECTED BUILDING until directed to do so by an authorized Public Safety, Facilities, or Administrative representative.
9. Utilize the designated building Emergency Assembly Point if it is free of smoke, and wait for instructions.

Report all fires, regardless of size to University Police at 801-863-5555.

FIRE IN YOUR WORK SPACE

If you have a safe evacuation route (minimal or no fire and/or smoke) from the area:

1. Evacuate the building to the designated emergency assembly area. **If you are unsure look for a building marshal or floor captain (orange vest), if able they will direct you to the assembly area.**

2. Pull the fire alarm and warn others nearby as you are leaving.
3. Close doors if time permits.
4. Move away from the fire and smoke whenever possible.
5. Touch closed doors with the back of your hand to test for heat; do not open them if they are hot.
6. Use stairs only; DO NOT use elevators.
7. DO NOT RE-ENTER THE AFFECTED BUILDING until directed to do so by an authorized Public Safety, Facilities, or Administrative representative.
8. Utilize the designated building Emergency Assembly Point if it is free of smoke, and wait for instructions.
9. From a safe location **Report all fires, regardless of size to University Police at 801-863-5555.**

If your evacuation route has excessive smoke and/or heat, or the exit door is warm or hot to the touch:

1. Remain in your work area.
2. Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.
3. If there are no flames or smoke outside the nearest window, open it at the top (to exhaust any heat or smoke in the room) and at the bottom (for a source of outdoor air).
4. Signal for help by hanging a “flag” (sheet, jacket, etc.) out of the window.
5. From a safe location call University Police at 801-863-5555 or 911.
6. Never attempt to jump from the upper floors of a multi-story building — jumps from heights of three floors or more are usually fatal.

ELEVATORS

Elevator shafts and stairwells can produce a chimney effect that draws up heat and smoke. The elevator should be programmed to go to a pre-designated floor when the fire alarm is activated to be available to emergency responders using manual controls. Therefore, it is critical to never use the elevator in a fire emergency.

FIRE SAFETY AND PROTECTION

The potential for loss of life or injury from a fire-related incident can be a serious risk on campus.

UVU takes a proactive approach to recognize and evaluate fire safety risks and institute appropriate steps to remove or reduce them.

Our Fire Safety Program includes:

1. Code compliance (UVU complies with International Fire Code)
2. Education of the campus community in fire safety practices
3. Fire drills
4. Enforcement to correct fire safety violations
5. Facility Design and Construction

WHAT CONSTITUTES A FIRE EMERGENCY

1. A building fire evacuation alarm is sounding.
2. An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus.
3. The presence of smoke, or the odor of burning.

4. Spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

PROCEDURES

Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding. Upon discovery of evidence that a fire emergency exists, an individual shall accomplish, or cause to be accomplished, the following actions:

1. Activate the building fire alarm in buildings equipped with a manual fire alarm system
2. If safe to do so shut off all machinery and equipment in the area, close windows and doors.
3. Leave the building at once.
4. Call University Police at 801-863-5555 or 911.
5. Meet University police officer outside and direct him/her to the fire.

All fires — even extinguished or found extinguished fires — as well as all fire alarms — even if suspected to be false or accidental — must be reported to the University Police.

EVACUATION PROCEDURES

The evacuation procedures should be as follows:

1. It is the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists and proceed to their evacuation assembly area.
2. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over, and shall not restrict or impede the evacuation
3. Department heads are expected to review annually fire prevention and fire survival information with faculty and staff, or to schedule such a presentation with the campus Fire Marshall or the campus Emergency Director

INTERRUPTION OF FIRE ALARM

- No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the fire department or police officer in charge.
- It shall be the responsibility of Fire or Police personnel to reset or cause the alarm to be rest.