

OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE  
FIRE SAFETY DIVISION

**SITE-SPECIFIC FIRE PLAN**

**Part II**

**General Statement**

This Department also adheres to the Duke University Safety Manual located at <http://www.safety.duke.edu>. All personnel are responsible for the knowledge and compliance with this policy as well as their departmental specific policy described below.

**Fire Procedures**

Fire emergency response is defined by the acronym: **R.A.C.E.**

**IF YOU DISCOVER A FIRE, SEE FLAME OR SMOKE**, follow the RACE procedures:

**R** = Remove all persons in immediate danger to safety.

**A** = Activate manual pull station AND call or have someone call **911**.

**C** = Close doors and fire shutters to prevent the spread of smoke and fire.

**E** = Extinguish the fire (if you are able).

**R: REMOVE ALL PERSONS IN IMMEDIATE DANGER TO SAFETY**

An external building evacuation will be utilized in this facility:

- *External Building Evacuation:* Movement of visitors and personnel completely out of the building and to the designated Emergency Assembly Point (EAP).

## **Floor Plans (Evacuation Maps)**

Floor plans have been created showing exits; fire extinguishers; pull stations; safe areas and or areas of rescue assistance; and the EAP. Contact the Facility Manager if you wish to view these plans.

## **Emergency Assembly Point (EAP)**

In the event of an emergency that requires General Evacuation, all Duke University Departments will have a designated Emergency Assembly Point (EAP) outside of the building. Visitors are required to go to the emergency assembly points, and must evacuate along with DU staff, employees, patients, and others participating in DU operations.

The designated EAP(s) for this Fire Zone is indicated in Part I on the cover page.

## **A: ACTIVATE MANUAL FIRE ALARM PULL STATION AND DIAL 911**

Fire alarm pull stations activate the building fire alarm system and are located throughout the facility. Pull stations are usually located at or near an exit and staff should know where each pull station is located in their immediate work area.

Although activation manual fire alarm pull station will activate the building fire alarm and automatically notify Duke Police and other emergency personnel, it is important to call or have someone call **911** and provide all pertinent information to include your name, location (building, floor, zone), type of fire and your observations of the situation. Stay on the line until released by the emergency dispatcher.

## **C: CLOSE ALL DOORS TO PREVENT THE SPREAD OF SMOKE AND FIRE**

The first step in defending against the threat of fire and smoke is containment. Fire walls and fire doors are designed and constructed with a specific fire resistance rating to limit the spread of fire and restrict the spread of smoke. Smoke walls and smoke doors are designed and constructed to restrict the movement of smoke and may or may not have a fire resistance rating. Closing all doors (fire doors, smoke doors, patient room doors, etc.) is crucial to prevent the spread of fire and smoke.

Corridor fire/smoke doors close automatically, ONLY between the activated fire zone and the adjoining fire zones. If corridor doors fail to close automatically, they should be closed manually and the failure reported to OESO-Fire Safety Division.

## **E: EXTINGUISH THE FIRE**

Fire extinguishers of the appropriate size and type have been installed throughout the Facility. Duke Police and maintenance personnel have been trained as first responders and in the use of the fire extinguisher. However, any Duke employee may use the fire extinguisher to reduce or extinguish a fire. The acronym, PASS, defines the proper procedure:

**P** = Pull the pin breaking the plastic seal;

**A** = Aim at the base of the fire;

**S** = Squeeze the handles together; and

**S** = Sweep from side to side

## **Automatic Fire Alarm/Fire Response/ Fire Drills**

### **Fire Alarm Activation**

There are four types of initiating alarms utilized

- manual pull stations;
- smoke detectors;
- heat detectors; and
- water-flow indicators.

Activation of any of these devices in any part of the building sends a signal to the monitoring agency.

When the fire alarm signal is received, the following occurs:

- Corridor smoke doors will automatically close between the Fire's Origin/Activated Fire Zone and the adjoining Fire Zone(s);
- The ventilation system will automatically change to exhaust in order to remove smoke from the activated zone or turn off to stop the spread of smoke throughout the facility.
- Emergency response will be dispatched to your facility.

## **Fire Alarm Announcement:**

It is the employee's responsibility, regardless of where they travel to listen for fire alarm activations. Employees should pay particular attention to their surroundings and respond accordingly awaiting further direction for emergency responders.

- The fire alarm sounders will sound with a very loud signal and flashing lights.

## **Specific Roles and Responsibilities for Fire Drills**

Fire drills are conducted for three reasons: fire drills allow personnel to practice fire response (training), reinforce fire safety (education) and allow for evaluation of staff knowledge. To ensure that drills provide the maximum benefit, personnel should respond to each drill as if there were an actual fire. **All fire drills conducted will be unannounced.** All fire drills will be conducted as if there were a real emergency.

## **Fire Drill Frequency**

Fire drill frequency is dependent upon the occupancy classification of the facility and other factors. Fire drill frequency adheres to the following guidelines; however, additional drills may be conducted from time to time:

Group A	Assembly- (100+ & facilities with large assembly areas)	Quarterly
Group E	Educational (K-12 <sup>th</sup> )	Monthly
Group I	Institutional (Hospital)	Quarterly
Group R-2	Residence Halls	Each Semester
Group B	Business-High Occupancy (100+ persons above of below exit discharge)	Annual
Group B	Business-High Risk (multi-floor laboratory, Level 4 Bio Hazard, select agent laboratory, hazardous waste storage or staging areas)	Annual
Group B	Business-High Rise-(4 or more stories above grade)	Annual
Group B	Business-Regular (classrooms, business offices)	Every two yrs

### **Staff Roles and Responsibilities at the *Fire's Origin***

- Clear the hallways of *ALL* equipment
- If necessary,
  - cut off gas supply according to policy (fire event only)
  - turn off any machinery or equipment that cannot be left unattended
- Evacuate the facility

Clear the hallways of *ALL* equipment, so that students, visitors and employees can evacuate the area. **This should be done during drills as well as during a fire event.**

**Health Care Facilities Only:** During a fire, it may be necessary to shut off medical gas if the fire is at or near the medical gas distribution valve. **DO NOT** shut off medical gases during a fire drill. The primary person responsible for shutting off medical gas is the *Charge Nurse or Facility Manager*.

### **Staff Roles and Responsibilities in the *Rest of the Building***

- Clear the hallways of *ALL* equipment
- Evacuate
- Assist visitors and guests out of the facility through the designated emergency exits.

### **Roles of Visitors, Volunteers or Licensed Independent Practitioners**

- Visitors should remain with their family member(s) and begin evacuating the facility
- Volunteers, licensed independent practitioners and others should also evacuate the facility

Volunteers or licensed independent practitioners may be asked to assist the staff in R.A.C.E. or evacuation procedures.

## **Site Specific Fire Plans**

OESO-Fire Safety Division, in collaboration with each Department/Unit, is responsible for the development of a Site Specific Fire Plan (SSFP) for each work area. Each SSFP is reviewed annually and updated as necessary. SSFPs are submitted to the Duke University Safety Committee for approval prior to implementation. SSFPs include instructions for evacuation and list the Emergency Assembly Point.

All areas must keep a copy of the **Site Specific Fire Plan on site**. A back up copy is kept at the OESO-Fire Safety Office at 1411 Hull Street. The plan may simply state that all employees, visitors and patients are notified to be alert and be prepared for further instruction, or it may give more stringent guidance. The on-site Supervisor, Department Head, or their designated representative in their absence, is responsible for the implementation of the site specific fire plan and the safe evacuation of all employees, volunteers, patients and visitors from the area.

## **Interim Life Safety Measures (ILSM)**

Interim life safety measures are a series of temporary administrative actions required during construction to provide the level of life safety that existed prior to construction start-up. Interim life safety measures apply to all personnel (including construction workers), must be implemented upon project start-up, and must be continuously enforced through project completion. Each interim life safety measure action must be documented through written policies and procedures.

## **Specific Procedures for the Evacuation of Individual with Impairments**

“Impairment” refers to any physical or medical condition, permanent or temporary, that might impede the safe evacuation of an individual from the facility in an emergency situation. Impairments may include, but are not limited to, the following: vision or hearing loss, loss of mobility, heart conditions, respiratory conditions and neurological disorders.

### **General Responsibilities:**

- Individual: Each individual is responsible for providing information to their supervisor, director, or department fire marshal on any physical or medical condition, even if temporary, that may impede safe evacuation.
- Department: Each Department must periodically inform all employees with disabilities who anticipate needing accommodations or who have questions about physical access to contact the Disability Management Office at 668-6213.

## **OESO-Information Telephone Numbers:**

Biological Safety	684-8822
Fire Safety	684-5609
Chemical Safety/Waste Pick-Up	684-2794
Employee Occupational Health Services	
Pickens Clinic	681-6204
Duke Hospital South Clinic	684-3136
Student Health Clinic	684-3180
Ergonomics	668-3746
Hearing Conservation	684-5996
Laser Safety	668-3157
Occupational Hygiene (Industrial Hygiene)	684-5996
Radiation Safety	684-2194
Safety Training	684-2794