

**FIRE**  
**MANUAL**



**UNIVERSITY OF**  
**SOUTH ALABAMA**

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## INTRODUCTION

Fire causes many deaths each year and untold millions of dollars in damages.

Fires do occur in the University setting. You are a key factor in making the fire safety programs work. The lives of our students, visitors and co-workers may depend upon your actions. It is essential that you study the fire plan for your particular department so that you can take immediate action when the alarm is sounded.

The families of our students and staff are depending on you to **KNOW** the contents of this fire manual. You may be the first person to detect a fire in your area and there should be no doubt in your mind as to the action you will take.

It is imperative that every employee becomes familiar with:

- Locations of fire alarm pull stations (generally near stairwells)
- Locations of fire extinguishers and how to use them
- At least two evacuation routes from your work area and the location of the nearest exit
- Emergency numbers for reporting fire
- Designated meeting area in the event of a building evacuation
- Fire procedures explained on the following pages

## **FIRE SAFETY FEATURES**

Each building is designed and constructed to prevent fires, contain fires and/or extinguish them.

Corridor and laboratory walls and doors are built to contain smoke and heat in the area where a fire starts. It is important to keep doors closed and sealed. It is also important to seal penetrations in fire walls.

There are additional smoke doors in corridors that further divide the building into sections or zones. Never block or otherwise interfere with the proper operation of these doors. Additionally, these zones are equipped with smoke detectors to activate the alarm system in case of fire.

Some buildings and areas are equipped with automatic water sprinkler systems to extinguish fires.

## **FIRE ALARM FEATURES**

The fire alarm system may be activated in the following manners:

1. Manual pull stations
2. Activation of automatic fire extinguishing systems (water sprinklers, or dry powder)
3. Smoke detectors (located throughout the building)
4. Duct detectors (located in HVAC systems)
5. Heat detectors

## **ALARM INSTRUCTIONS**

Once a fire is determined or suspected, the following actions are to be taken immediately:

1. Pull the alarm. Fire alarm pull stations are normally located near each exit. If the building is not equipped with a fire alarm system, notify occupants by knocking on doors and shouting as you exit the building.
2. For an active fire (you see flames or smoke) Dial 9-911. Remain calm while talking to the operator. Be prepared to answer questions as to location, building, floor and room number, your name, number of persons in the building (if known) and any injuries.
3. For an unknown fire alarm (alarm is ringing, but no flames or smoke)
  - a. Dial 511 or 6-6312 (University Police)
  - b. Dial 6-7047 (Central Utilities)

## EVACUATION PROCEDURES

The fire alarm may be sounded by a bell, horn or siren, depending on the building. When you hear the alarm evacuate the building calmly and promptly as follows:

- Be familiar with where the emergency exits are located.
- Close all doors and windows as soon as possible to confine the fire and prevent the spread of smoke.
- Leave the building by using the nearest emergency exit.  
**Do not use the elevator.**
- Proceed to the designated meeting area and await further instruction. Generally speaking, this area should be 150 feet from the building. Frequently the sidewalks adjacent to a nearby parking lot are used. **Do not leave the designated meeting area unless instructed to do so.**
- Two Monitors will escort the person(s) with a disability to the nearest unobstructed stairwell landing of the building. One Monitor will remain on the landing with the person until assistance arrives, while the other Monitor will immediately report the exact location of these two persons to arriving First Responders. No attempt will be made to remove the disabled person(s) beyond the stairwell landing unless the emergency is confirmed and there is imminent danger to the person's life at that area.
- **Do not re-enter the building for any reason until the all clear is given by University officials.**

## **REMEMBER RACE**

- R** - Relocate to a safe area, rescue anyone in immediate danger.
- A** - Announce the fire: pull the alarm, dial the emergency numbers, inform people in the area.
- C** - Confine the fire by closing doors and windows.
- E** - Extinguish the fire by using a fire extinguisher if you have received appropriate training.

## **ASSIGNED MEETING AREA**

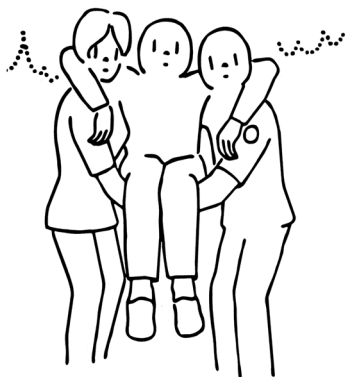
A designated meeting area will be established in a safe location approximately 150 feet from the building. Remain outside the building until an all clear is given by University officials.

## **RESCUE INSTRUCTIONS**

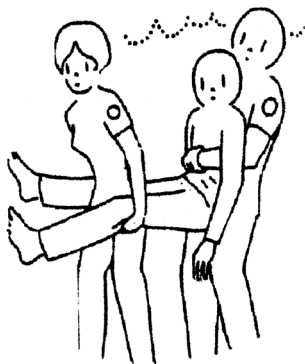
In the event of a fire the first priority must be rescuing building occupants in immediate danger and relocating them to a safe area of the building, usually past the smoke doors.

## MOVING INJURED

### SWING CARRY



### EXTREMITY CARRY



## USING A FIRE EXTINGUISHER

Attempt to use a fire extinguisher only if the fire is contained and **you have received appropriate training**. Activate the fire alarm system and get the closest fire extinguisher. Determine if it is the proper type by reading the class code and comparing this information with the type fire.

Once the proper fire extinguisher is obtained, pull the pin, direct the nozzle at the base of the fire. Approximately 6-8 feet from the fire (more than your own height), completely cover or coat the burning material if safe to do so. This will usually extinguish the fire.

If you are unable to put the fire out, close all doors and dial 9-911.

## REMEMBER THE PASS WORD

To use a fire extinguisher, stand 6 to 8 feet away from the fire and follow the four step PASS procedure. (If the fire does not begin to go out immediately, leave the area at once. Always be sure the fire department inspects the fire site, even it appears to be out).

**Pull the pin**: This unlocks the operating lever and allows you to discharge the extinguisher.

**Aim low**: Point the extinguisher nozzle (or hose) at the base of the fire.

**Squeeze the lever below the handle**: This discharges the extinguishing agent. Releasing the lever will stop the discharge.

**Sweep from side to side**: Moving carefully toward the fire, keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appear to be out. Watch the fire area. If the fire re-ignites, repeat the process.

**Remember:**

1. Use only the correct type of fire extinguisher.
2. Stay low as smoke rises.
3. Never block access to extinguishers.
4. Never tamper with extinguishers.
5. Smaller fires may be extinguished by smothering them or by drenching with water.
6. If a person's clothing is on fire, use the drop and roll technique to smother the fire.
7. Make certain that an alarm has been sounded, people are leaving the building and the fire department has been notified.
8. Consider the danger posed by hazardous or highly flammable materials near the fire area.
9. Have an unobstructed escape route.

## Fire Extinguisher Classifications

Types of fire extinguishers in most facilities correspond to six categories of fires. Each class of fire extinguisher should be used only on the kind of fire for which it was designed. For example, using a Class A extinguisher which is meant for ordinary combustibles on an electrical (Class C) fire can be extremely dangerous. All extinguishers must therefore be clearly labeled according to their classifications and staff should be trained in recognizing and using the different types. Class ABC fire extinguisher can be used to fight all kinds of fires and it is the most prevalent type on the University Campus.



**Class A** Class A fires involve ordinary combustible materials such as wood, paper, cloth, rubber and many plastics. Class A extinguishers rely on water based solutions or dry chemicals which are most effective on this sort of fire. These extinguishers should be identified by a green triangle containing the letter A.

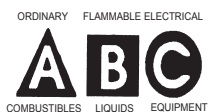


**Class B** Class B fires involve flammable liquids, greases, oils, tars, oil-based paints, lacquers and the like. With Class B fires, smothering the fire to interrupt the supply of air is most effective, so Class B extinguishers employ such substances as foam, dry chemicals or carbon dioxide. These extinguishers are labeled with a red square containing the letter B.



**Class C** Class C fires are located in or near electrical equipment. Here an extinguisher agent that will not conduct electricity is needed. Class C extinguishers, therefore utilize carbon dioxide or dry chemical. These extinguishers are marked with a blue circle containing the letter C.

## Fire Extinguisher Classifications, Continued



**Class ABC** This type of fire extinguisher is capable of fighting Class A, B or C fires. It can be useful to prevent confusion. Multipurpose extinguishers are marked with the letters A, B and C.

Metals



**Class D** Extinguishers suitable for fires involving metals should be identified by a five-pointed star containing the letter "D." If colored, the star is colored yellow.\*

Cooking



Media

**Class K** Extinguisher suitable for fire involving cooking media (vegetable or animal oils and fats).

## NOTES