

# Environmental Health and Safety

## Unit Fire Safety Plan

### Purpose

This plan provides building occupants an understanding of how to react in an emergency and how to decrease the likelihood of an emergency occurring. In addition, proper plan use and training assists emergency responders in mitigating the hazard and protecting life. Please review and be familiar with all information and responsibilities entailed.

Each unit, area, and/or building on campus must have a plan developed with area-specific information to comply with the requirement and provide a safer learning and working environment for students and employees.

Department supervisors are responsible for employee knowledge and training regarding the Fire Safety Plan. Additional Fire Safety training is offered through the [EHS safety training](#) website. For more information, call EHS at 208-885-6524, email [safety@uidaho.edu](mailto:safety@uidaho.edu), or visit our website at [uidaho.edu/safety](http://uidaho.edu/safety).

### Instructions for Template

Fill in required information (highlighted areas) and only add limited pertinent information.

1. The plan should be simple and easily understood.
2. The plan should be two pages in length (including map) for easy use during an emergency.

Add egress maps for your area(s).

- Some areas have multiple floors or buildings. Each plan is specific to a floor or building which allows for easy exit route determination in the event of an emergency.
- If you require assistance with acquiring egress maps or developing them, please call EHS.

The Fire Safety Officer (EHS) is responsible for assuring annual plan updates/revisions, training, and fire alarm drills. If your department would like assistance with completing and implementing the Fire Safety Plan for your area, please contact at (208) 885-6524 or email at [safety@uidaho.edu](mailto:safety@uidaho.edu).

# Environmental Health and Safety

## Unit Fire Safety Plan

Unit Name: \_\_\_\_\_

### Emergency Contact(s) Names and Phone Numbers:

_____	_____
_____	_____
_____	_____

In the event of a fire (change order as situation requires):

1. **Call for Help.** Get to a safe place and immediately call 911. Identify yourself and the location of the fire (by building, floor, and room number, if possible).
2. **Sound the Alarm.** If the alarm system is not engaged, pull the closest manual pull alarm located near an exit door.
3. **Prepare to exit.** Take only necessary items and verbally notify those around you of the fire as you move towards the exit, closing doors as you leave the building. Stay low if smoke is present.
4. **Evacuate.** Leave the area immediately using the evacuation routes (see attached map). Use stairs! Never use elevators. Report to the assembly point outside of the building (see attached map).

In the event of a fire alarm:

1. **Prepare to exit.** Turn off equipment, close doors, and take only necessary items as you leave the building. Remind others to exit swiftly.
2. **Evacuate the building.** As you leave, check doors, hallways, and stairwells for heat and smoke. Do not open doors that are hot. Remain where you are and attempt to block smoke from entering. Call 911 and report your location.
3. **Use Stairs.** Never use elevators when exiting due to a fire alarm. If you are unable to use the stairs, locate a safe area (or area of refuge) and call 911.

Accountability:

1. **Remain at the assembly area.** Do not leave the evacuation assembly point until you have been accounted for.
2. **Ensure colleague well-being.** Check for the safety and well-being of others. If someone is injured or absent, notify authorities immediately.
3. **Re-enter when all-clear.** If the fire alarm cause is determined and the fire department has deemed it safe to return inside, you may do so only when given the all-clear.

**All fire alarms require immediate evacuation of all personnel!**