



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Police Department/Fire/EMS  
Issue/Revision Date: 12/01/2017

## **Emergency Plans – Fire/EMS**

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### Policy:

Alcorn State University will respond to an emergency situation in a safe, effective and timely manner. University personnel and equipment will be utilized to accomplish the following priorities:

- **Priority 1:** Life Safety
- **Priority 2:** Property Conservation
- **Priority 3:** Incident Stabilization

### **EMERGENCY MANAGEMENT PLAN**

Alcorn State University's emergency management plan can be accessed at [www.alcorn.edu](http://www.alcorn.edu). Each plan has a description of the fire alarm, if equipped, and any fire suppression systems in University buildings.

### **EVACUATION PROCEDURES**

In the event evacuation is required occupants should leave the building via the nearest stairwell, and gather at the designated assembly point established in the University's plan. At the assembly point, supervisors will account for all personnel and notify the Campus Dispatcher if any personnel are missing.

During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially visitors or those who are unfamiliar with the building. K

### **TYPES OF EMERGENCIES/LEVELS OF RESPONSE**

In order to provide warnings and a comprehensive means to disseminate information, emergency situations will be assigned a condition by level numbers. Condition level numbers will be disseminated via University

Blackboard, email, text messages, telephone, voice message and social media, if applicable. Emergency conditions increase as the risk of the threat increases. The responses are as follows:

- **Level 1 - Low/Guarded:** A minor incident is defined as a local event with limited impact, which does not affect the overall functional capability of the University. Planning and response are carried out at a limited local level. The Emergency Management Plan would not be activated; however, protective measures and essential personnel will be called in as needed. Examples include: a trash can fire in a classroom, fumes coming from a chemistry lab or a vehicle on fire.
- **Level 2 - Elevated Emergency:** An emergency is defined as a serious event that significantly disrupts one or more operations of the University. Multiple University resources are involved. The Emergency Response Plan would be implemented to the extent necessary. Essential personnel will remain present on campus and/or called in until relieved by management. Examples include a building fire, people trapped in an elevator or an explosion in a lab or maintenance shop.
- **Level 3 - High/Severe Disaster:** A disaster is defined as a very serious event that seriously impairs or halts the operations of the University. The Emergency Management Plan is fully implemented. There is an immediate response to call in personnel who will remain present on campus until relieved by University administration. Examples include: a tornado hitting the main campus area, a gunman or shooting on campus or a bomb threat.

## EMERGENCY RESPONSE IMPLEMENTATION

The following chart illustrates the scope and levels of the Fire/EMS/Safety Department’s emergency response implementation.

| Scope  | Level – 1   | Level – 2   | Level – 3   |
|--|---|---|---|
| <i>University Activities</i>                       | Minimal and localized. Most University activities not impacted. | Significant. University activities localized and shut down  | Very significant. University activities shut down for a period of time.                           |
| <i>Faculty, Staff and Students</i>                 | Site-specific localized impact. Injuries possible.              | Site-specific or general impact with possible disruptions. Injuries possible.   | General impact with probable disruptions. Injuries and possibly fatalities are a serious concern. |
| <i>Media Coverage</i>                              | None expected or limited local coverage.                        | Local/regional coverage.  | Local, regional and possible national coverage.   |
| <i>Public &amp; Government Concern</i>             | Limited.  | Potential exists for an embarrassing situation. Government agencies may investigate prevention/response/recovery efforts. | Potential exists for an embarrassing situation and government investigations or hearings.         |
| <i>Emergency Operation Team (EOT) involvement</i>  | Limited or none   | Conditionally involved.   | Actively involved.  |
| <i>Emergency Management Team (EMT) involvement</i> | Probably none.  | Consulted as needed.  | Consulted regularly and actively involved.  |

## **FIRE EMERGENCY RESPONSE**

Faculty members are seen as leaders by students and their staff and should be prepared to direct their students to assembly areas in the event of an emergency. Every member of the faculty and staff should be familiar with applicable emergency plans and familiarize themselves with emergency procedures and evacuation routes. Faculty and staff must be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.

All faculty and staff are responsible for emergency preparedness planning for their own work areas and securing their work areas in the event of an emergency. Work areas need to be secured in advance of certain weather systems (hurricanes, floods, etc.).

If you discover a fire, follow these instructions:

1. Alert people in the area of the need to evacuate.
2. Activate the nearest fire alarm.
3. Exit the building.
4. Call Campus Dispatcher at (601) 877-3000.

If a fire alarm in a building is sounding or if you receive notification of a fire emergency, follow these instructions:

1. Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it because the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial (601) 877-3000 and tell the campus dispatcher your location and telephone extension and the fact that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.
2. If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit.
3. Close doors behind you.
4. Do not attempt to use elevators. Elevators are tied to the fire detection system and are not available to occupants once the alarm sounds.
5. Assemble at the area designated for your department and remain there until instructed.

Small fires can be extinguished without evacuation, but you must constantly evaluate and be ready to evacuate if the fire cannot be controlled. Never enter a smoke-filled room.

If you determine that it is appropriate to use a fire extinguisher, remember this simple acronym, PASS:

1. **P**ull the pin.
2. **A**im the nozzle.
3. **S**queeze the handle.
4. **S**weep from side to side at the base of the fire.

Use a fire extinguisher in these situations:

- Only when you are trained to do so.
- Only when there is a fully charged and large enough fire extinguisher to extinguish the fire.
- When you have a clear evacuation path behind you (in case the fire cannot be contained).
- Only when small fires that have not spread to other materials need to be extinguished.

### **Plans Continued**

If any conditions that might prevent the use of fire extinguishers are present, evacuate immediately. Such conditions may include:

- If the fire is spreading too quickly.
- If the fire could block your only exit.
- If the type and size of fire extinguisher are wrong.
- If you do not know how to use a fire extinguisher.
- If the fire is too large.
- If the heat and smoke prevents you from being within 10 to 15 feet of the fire.
- If it is necessary to crawl on the floor due to decreased visibility and excessive heat and smoke.

Here are the policies regarding fire extinguishers:

- Fire extinguishers shall be inspected periodically and be replaced if damaged or depleted.
- The name plate shall be legible and facing outward.
- Fire extinguishers shall be fully charged and the needle in the green zone.
- Fire extinguishers shall be in good working conditions with no corrosion and leakage.
- Each fire extinguisher shall be in a designated place and clearly visible.
- No one should block visibility or access to a fire extinguisher with equipment, clothing or other objects.

### **FIRE PREVENTION, PUBLIC EDUCATION AND FIRE SAFETY INSPECTIONS**

The Alcorn State University Fire Department is responsible for minimizing the possibility of fines by promoting fire safety wherever possible. To do so, we perform monthly fire code and Occupational Safety and Health Administration (OSHA) inspections on our entire campus. We also perform design projects and advise students, faculty and staff on fire code compliance and general safety issues.

To promote fire safety, the Fire Department educates Residence Hall Directors, students, faculty and staff on such topics as fire prevention, fire safety, fire extinguisher training, fire code compliance and Cardiopulmonary Resuscitation (CPR) Training.

Anyone interested in training or retaining a speaker for an event is encouraged to call the Alcorn State University Fire/EMS Department at (601) 877-3000.

## **FIRE PROTECTION AND SAFETY EQUIPMENT**

All fire protection and safety equipment shall be installed in compliance with applicable codes and standards under the supervision of the Director of Environmental Health and Safety or designee and shall have his or her approval before being placed into use.

No fire protection or safety equipment shall be moved or relocated without the knowledge and permission of the Environmental Health and Safety Department. All such work shall be performed only by Facilities Management or contractors approved by the EHS Department.

Sprinklers, fire or smoke detectors and other automatic fire protection devices shall not be blocked or painted. Any such items so damaged will be replaced.

All personal protective equipment issued to an employee must be returned to the appropriate supervisor upon resignation or termination.

## **HAZARDOUS WASTE**

Hazardous waste is defined by the U.S. Environmental Protection Agency (EPA) and the Mississippi Department of Environmental Quality (DEQ) as any material that may pose a substantial or potential hazard. The Environmental Health and Safety Department of the University maintains a hazardous waste procedure; however, this Fire/EMS/Safety Department procedure can be used as a tool in protecting laboratory employees while they are in the workplace handling, categorizing or storing hazardous chemicals. In addition to academic and administrative employees who spend a significant amount of time working or teaching in a laboratory, the hazardous waste management procedure also includes guidance for facility, security and office staff personnel whose duties may necessitate contact with hazardous waste material.

### **HAZARDOUS WASTE MANAGEMENT GUIDELINES**

The Alcorn State University (ASU) Laboratory Professor or designee is responsible for declaring chemical waste as “Unwanted.”

The Director of EHS or designee must within 4 days of the declaration [per 40 CFR 260 Subpart K] determine if the waste should be classified as hazardous or usable in another department or process. If declared as Hazardous Waste, it must be properly identified, classified, packaged for transportation and shipped to an approved disposal facility.

The Director of EHS or designee is responsible for auditing the hazardous waste process.

The Director of EHS or designee is responsible for ensuring that required or needed sampling is conducted, and relevant records are maintained. He or she is also responsible for providing general oversight and guidance as needed to ensure that hazardous waste throughout the University campus is managed and maintained in compliance with applicable laws and regulations and this procedure.

The Director of EHS or designee is responsible for assisting other individuals and departments at the University with hazardous waste concerns by providing competent and qualified guidance as needed for compliant and safe handling of hazardous materials.

The Emergency Response Plan link on the University webpage has additional information as well as supplemental guidelines and checklists to support the Emergency Response Plan.