

UNIVERSITY OF ARIZONA
FIRE ALARM POLICY for BUILDING OCCUPANTS - HSEB
435 N. 5th St., Phoenix, Arizona 85004

In the event of a fire or fire alarm, The University of Arizona requires all occupants of university buildings to NOTIFY appropriate groups of the fire and EVACUATE the building.

NOTIFICATION PROCEDURE

If you discover a fire, or if you smell or see smoke:

- Activate the building's fire alarm by pulling a manual fire alarm station. These devices are located at all stairwell doors and exits from the building.
- Follow the evacuation procedures outlined below.

EVACUATION PROCEDURE

If you hear the fire alarm sirens or see the fire alarm strobes flashing:

- Evacuate the building immediately via closest exit or stairs. **DO NOT USE THE ELEVATORS.** If you are working in a laboratory, as quickly as possible, shut down any lab procedures involving heated reactions before you leave. As you leave your work area, **close all doors**, including any that have been propped open.
- Move away from the building so you are not between it and where the fire department will respond. All building occupants that exit the building must congregate in one of the evacuation points outlined below:

Occupants evacuating the building should proceed to the grass area (weather permitting) or the auditorium in Building 2.

Report any details of the fire to the Phoenix Fire Department after evacuating. State that you are calling about **435 N. 5th St. – Health Sciences Education Building (HSEB Building)**.

- Remain outside the building, at the designated evacuation points, until Fire Department Personnel or Planning & Operations staff give the "**ALL CLEAR**". **ONLY PEOPLE LOCATED AT THE DESIGNATED EVACUATION POINTS WILL BE NOTIFIED WHEN THE BUILDING MAY BE RE-OCCUPIED.** If you evacuate to another location, you may not receive the "**ALL CLEAR**" notice.

It is very important that you **NEVER ENTER A BUILDING IF YOU HEAR THE FIRE ALARM SIREN OR SEE THE FIRE ALARM STROBES FLASHING.** A fire or other emergency could be in progress and you may be putting yourself in danger.

It is even more important that you **NEVER RE-ENTER A BUILDING YOU HAVE EVACUATED UNTIL YOU HAVE HEARD THE "ALL CLEAR"**. Phoenix Fire Department may silence the fire alarm sirens when they arrive at the scene so they can communicate over their radios. Just because you may hear the fire alarm siren turn off does not mean the building can be re-entered. Wait at the designated evacuation point for notice from Phoenix FD that you can go back into the building.

UNIVERSITY OF ARIZONA
EVACUATION POLICY FOR DISABLED PERSONS - HSEB
435 N. 5th St., Phoenix, Arizona 85004

Before a fire alarm happens, supervisors should specifically make sure that any disabled employee is informed of the closest safe refuge area locations and evacuation procedures in the event of an emergency. All other staff members should also be informed of the evacuation procedure for disabled persons.

- If a disabled person is able to exit the building without use of the elevator (i.e. the person is on the ground level of the building) then they should exit the building and proceed to one of the evacuation areas.
- If a disabled person is located on an upper floor or in the basement, they should proceed to the nearest *enclosed or exterior* stairwell.
- The disabled person should remain in the stairwell. **DO NOT ATTEMPT TO CARRY ANYONE UP OR DOWN THE STAIRS!** Enclosed stairwells are safe refuge areas for people who cannot evacuate, because the stairwells have a higher fire-resistant construction than the surrounding building and a separate ventilation system. The fire rated walls of the building protects exterior stairs. It is acceptable for a staff member to remain with a disabled person **ONLY** if there is another staff member evacuating that can report to the Phoenix Fire Department (PFD) the location and number of people in a stairwell.
- Make sure any doors to the stairwell are closed. Open doors will violate the safe "envelope" and might allow smoke, and possibly fire, into the stairwell.
- Once outside, staff should inform an emergency responder (PFD) that someone is in a stairwell and the location of that particular stairwell. Phoenix Fire Department will make the determination to evacuate people in stairwells if necessary.
- After PFD has given the "**ALL CLEAR**", the co-worker or supervisor should go immediately to the safe refuge area and notify the disabled person.