

**ENVIRONMENTAL
HEALTH &
SAFETY**

- ◆ Notify the appropriate off campus agencies such as the Fire Department and the State Fire Marshal Office of a malfunction or planned outage of a building fire alarm and/or sprinkler system.
- ◆ Notify the appropriate off campus agencies when the inoperative building alarm and/or sprinkler system has been repaired, tested and placed back in service.
- ◆ Implement a fire watch in consultation with Housing and Residential Life, Facilities Planning, and FAUPD.
- ◆ Notify FAUPD and any other appropriate departments when a fire watch has been terminated.
- ◆ Review and file the fire watch written log.

**FACILITIES
PLANNING**

- ◆ Notify EH&S at least 72 hours before a fire alarm and/or sprinkler system is taken out of service and a fire watch procedure is necessary implemented.
- ◆ Make the necessary arrangements with the construction company to provide a fire watch after EH&S approves the shut down.
- ◆ Immediately notify EH&S of any problem concerning the implementation of a fire watch.
- ◆ Immediately notify EH&S upon the termination of a fire watch.
- ◆ Furnish the written log of a fire watch to EH&S.

**UNIVERSITY
POLICE
DEPARTMENT**

- ◆ Immediately notify EH&S when a signal is not received from the building fire alarm panel.
- ◆ Immediately inform EH&S if a fire alarm system is impaired.
- ◆ Participate in the implementation of fire watch procedures.
- ◆ Regularly patrol the building being protected by fire watch until the system is restored.
- ◆ Immediately notify the local fire department of any reports of smoke or flames in the building protected by a fire watch.

PHYSICAL PLANT

- ◆ Notify when a fire alarm and/or sprinkler system is inoperative or impaired due to maintenance.
- ◆ Participate in the implementation of a fire watch.
- ◆ Responsible for the proper operation of all fire alarm systems in campus buildings.
- ◆ Furnish the written log of a fire watch to EH&S.

REFERENCE

- ◆ N.F.P.A. 1, 7-3.6 (2000 edition)

ATTACHMENT

- ◆ ***Emergency Evacuation Procedures – Attachment “A”***
- ◆ ***Fire Watch Log – Attachment “B”***



EMERGENCY EVACUATION PROCEDURES

IN THE EVENT OF a Fire, Bomb Threat, Hazardous Material Spill, etc.

- **ACTIVATE FIRE ALARM SYSTEM LOCATED ALONG EXIT ROUTES.** If the alarm is sounding, turn off all hazardous experiments or procedures before evacuating. If possible, take or secure all valuables, wallets, purses, keys, etc.
- **EVACUATE THE BUILDING USING THE NEAREST EXIT OR EXIT STAIRWAY. DO NOT USE ELEVATORS.** Individuals requiring assistance should proceed to the designated area of rescue and seek assistance from other evacuees to notify emergency personnel of their location.
- **CALL 911 FROM A SAFE AREA** and provide name, location, and nature of emergency.
- **REMAIN AT A SAFE LOCATION AT LEAST 100 FT FROM THE BUILDING** until you are told to re-enter. Do not impede access of emergency personnel to the area.

EVACUATION PLAN

- Know the location of your primary and secondary exits.
- Know the location of the nearest fire alarm pull station and fire extinguisher.
- Read and understand the emergency and building evacuation plan.
- Know the area considered the safe location for the building, call EH&S for information.

INDIVIDUALS REQUIRING ASSISTANCE

- Individuals requiring assistance should seek refuge near the closest stairway and request assistance from others.

NOTE: *It is recommended individuals requiring assistance prepare for emergencies ahead of time by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker or instructor how to assist them in case of emergency. In addition, people who cannot speak loud should carry a whistle or have some other means of attracting the attention of others.*

- Able-bodied persons should assist in the evacuation of the individuals who require assistance. The assistance may be in the form of the following:
 - Be familiar with the people requiring assistance who are routinely in your work area.
 - Inform hearing impaired people that they have to evacuate.
 - Assist visually impaired people to an exit stairway.
 - Inform emergency personnel of the location of people inside the building who have not been evacuated.
 - In the extreme case that you must physically evacuate a person, ask how to safely carry/assist them.

ATTACHMENT "A"



FIRE WATCH LOG

Name of Building: _____ **Floor:** _____

Date Started: _____ **Time:** _____

Date Ended: _____ **Time:** _____

Reason for Fire Watch: _____

Comments on Fire Watch: _____

Company Name: _____

Address: _____

Telephone: _____

Name: _____ **Signature:** _____ **Date:** _____
This form is to be submitted to EH&S at the end of the Fire Watch. Phone 561-297-3129, Fax 561-297-2210, 777 Glades Rd, Bldg #69, Boca Raton, FL 33431, email:ehs@fau.edu.

ATTACHMENT "B"