



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

EMERGENCY ACTION GUIDE

Fire

January 2018

Emergency Action Guide

FIRE

While Texas Tech University Health Sciences Center strives to make our campuses as safe and secure as possible, personal safety ultimately becomes a personal matter. How safe you are depends on your preparation and how much attention you pay to your surroundings.

This Emergency Action Guide (EAG) will assist you by providing basic guidelines and actions for you to use to enhance your own personal safety. Read this plan and become familiar with actions you should take in the event of a **fire**. This guide may not address every specific situation; however, the guidelines and actions found here may be adapted to fit the particular situation or circumstance you are facing.

The TTUHSC **STAT!Alert Emergency Notification System** is used to notify the TTUHSC Community of emergency situations, weather-related campus delays or closings, and other important information via text, telephone, and e-mail. **Don't be left out - go to the [STAT!Alert](#) portal and update your account to assure you have activated the notifications you wish to receive!**

When there's a **fire**, you've got to be prepared. It's important to have the resources you need – information, updates, and planning – all linked from a central place. When faced with an emergency, you'll know what to do, where to go, and how to respond.

Read this EAG. Be prepared!

Fire

A major fire occurring on the TTUHSC campus could involve areas where multiple facilities are clustered closely together, increasing the possibility of rapid spread of a structural fire. Thus, it is very important for the campus community to recognize fire hazards, practice building evacuations, and know what to do when the fire alarm sounds.

Preparedness actions for fire:

- Plan and practice an escape route.
- Post emergency numbers near telephones.
- Get training from TTUHSC Safety Services Fire Marshals on using fire extinguishers.
- Do not store combustible materials in closed areas or near a heat source.
- Extension cords should never be used as a permanent electrical output solution and should only be used on a temporary basis (unplugged and removed daily). Extension cords can be dangerous. Never run them under carpets, or anywhere they can be pinched under or behind furniture. Avoid overloading electrical sockets and plugging extension cords together, or using multi-plug adapters in place of extension cords.
- Keep all electrical appliances away from anything that can catch fire. Remember to always turn them off at the end of the day.
- Pay attention to housekeeping issues. Do not clutter exits, stairways, and storage areas with waste paper, empty boxes, and other fire hazards.

If there is a fire inside a building:

- Activate a fire alarm or pull station, or if unavailable, use verbal commands.
- Call 911 when safe to do so and give your name, building name, address, floor, room number or location, and related information.
- Evacuate the building using Building Evacuation instructions.

Remember - R.A.C.E

- **Rescue** persons in danger
- **Activate** the fire alarm system (if available)
- **Contain** fire by closing doors
- **Evacuate** to a safe area

Building evacuation - When the building fire alarms sound:

- Immediately evacuate using department or building emergency evacuation procedures.
- Check doors for heat before opening – do not open if it feels hot!
- Walk to nearest exit/stairwell (close doors behind you).
- Do not use the elevators.
- If caught in smoke, drop to hands and knees and crawl toward exit. Stay low to the floor as smoke rises toward the ceiling. Breathe shallow through your nose and use a filter such as your shirt or a towel.
- Proceed to the designated gathering area outside the building and report to your supervisor (for a headcount).
- Do not re-enter the building until cleared by authorized personnel.
- Assist with the evacuation of individuals with special needs.

If the fire is outside a building:

- Call 911 and give your name, building name, address, floor, location, and related information.
- Do not activate the building fire alarm system.
- You may need to shelter-in-place or move to another area of the building for your own safety.

You can use a portable fire extinguisher if:

- You are properly trained (you have had hands-on fire extinguisher training).
- It is a small, contained fire (e.g. wastebasket).
- You can extinguish it within 12 seconds (evacuate if it takes longer).
- For fire extinguisher training, contact the TTUHSC Fire Marshals (806-743-2597).

Remember - P.A.S.S.

- **Pull** the pin
- **Aim** the nozzle or hose at the base of the flame
- **Squeeze** the trigger to release the extinguishing agent
- **Sweep** the agent from side to side at the base of the flame

If you are unable to leave the building, you should create an area of refuge:

- Seal the room. Use wet cloth to stuff around cracks under doors and seal up vents to protect against smoke.

- Do not break windows unless as a last resort for escape.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 911 or hang something in the window.

Special Needs Population Considerations

Individuals with special needs such as visual or hearing impairment or limited mobility (walkers, wheelchairs, scooters) may need assistance evacuating in a fire situation. Be aware of those individuals within your work areas and assist them, if possible. Make them aware of the situation, and assist them in evacuation or moving to an area of refuge.

Campus buildings are equipped with Evacuation Chairs which can be used to assist individuals with limited mobility. Training in the use of these chairs can be scheduled through the Department of Safety Services (806-743-2597).

Areas of refuge to which individuals can move to safely await assistance in evacuation have been identified on each floor of the campus buildings. The area of refuge may be a stair landing or other area that protects from fire and smoke. If you are uncertain of the location of areas of refuge on your floor, you may contact the TTUHSC Fire Marshals for assistance in locating those areas (806-743-20597).

After a fire:

- Give first aid where appropriate. Seriously injured or burned victims should be transported to professional medical help immediately.
- Stay out of damaged buildings. Return to buildings when local fire authorities say it is safe.
- Look for structural damage.
- Discard food that has been exposed to heat, smoke, or soot.
- Do not discard damaged goods until after an inventory has been taken.

Support Links

- [TTUHSC Safety Manual](#)
- [Safety Services Fire and Life Safety Division](#)
- [National Fire Protection Association \(NFPA\) – Campus and Dormitory Fire Safety](#)