Fire Safety

Environmental Health and Safety Department
Welcome

In lieu of our Spring Evacuation Drills, we are sharing valuable Fire Safety information. Read through the following slides and contact Environmental Health and Safety (EHS) with any questions.

Topics covered:
• Fire Safety: Preparedness and Prevention
• Fire Extinguisher Usage
• Evacuation Procedures
• Floor Marshals
Fire Safety
Preparedness and Prevention

• **Evacuation Drills**: Participate in all evacuation drills when they resume.

• **Exits Routes**: Always know the location of the two exits closest to you. Exit routes are illustrated on evacuation maps, and exit signs are located above stairwell doors. Never block an exit route, and remove any obstacles or items that may obstruct this route.

• **Fire Alarm Components**: Never block access to pull stations, sprinkler heads, smoke detectors, strobes, horns, fire hoses and other fire alarm components.
Fire Safety
Preparedness and Prevention

• **Fire Alarm Pull Station**: Fire alarm pull stations activate building alarms and automatically alert public safety and the local fire department. Learn and remember the location of the nearest fire alarm pull station. They are typically near stairwell doors.

• **Fire Doors**: Never prop open fire doors. Fire doors are designed specifically to stop the spread of fires.

• **Fire Extinguishers**: Know the location of the nearest fire extinguisher and how to use it. Follow the PASS (Pull, Aim, Squeeze, Sweep) method for use of fire extinguishers. More information is included in the following pages. Following the COVID-19 Pandemic, EHS will resume hands-on fire-extinguisher training each year for the campus community.
Fire Safety
Preparedness and Prevention

• **Electrical outlets**: Do not overload outlets or daisy chain extension cords.

• **Stairwells**: Always use the nearest stairwell to exit. Never use the elevator during evacuation drills or a fire event. Remember that combustible materials should not be stored in stairwells.

• **Storage**: Keep general storage to a minimum. Never block exits and doorways. Electric panels must have 3-foot clearance. Higher storage must be maintained at 2-feet below the ceiling.
Fire Extinguisher Usage

Most fire extinguishers operate using the following P.A.S.S. technique:

- **PULL**... Pull the pin, this will break the tamper seal.
- **AIM**... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire. *NOTE*: Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
- **SQUEEZE**... Squeeze the handle to release the extinguishing agent.
- **SWEEP**... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

Video – Fire Extinguisher Training

When in doubt, get out! If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!
The purpose of the Emergency Evacuation Guidelines is to ensure a safe environment for all students, employees and visitors while on Duquesne University’s premises.

Employees and students should become familiar with the buildings in which they work, take classes and study. Building occupants should become familiar with the building’s egress pathways by referencing the building evacuation map and following exit signs.
Evacuation Procedures

All occupants of every University building should be familiar with the following:

• At least two exit locations other than the elevators
• Public Safety emergency phone number (412.396.2677 or emergency phone)
• Location and operation of the building’s fire alarm system
• Gathering Point(s) outside the building where your department/class will congregate when exiting the building.
• Designated individuals who assist impaired individuals during an evacuation
• If assigned a specific duty, know your responsibilities and follow them as quickly and calmly as possible
• Begin evacuating the building at the first sign of smoke or when notified via alarm, strobe and/or personnel. Participate in all evacuation drills and take them seriously.
Evacuation Procedures

High-Rise Buildings

A high-rise building is a building where the floor of an occupied story is greater than 75 feet (23 m.) above the lowest level of fire department vehicle access.

Examples of high-rise buildings on campus include Fisher Hall, Rockwell Hall, College Hall and the Power Center.

High-rise buildings (higher than 75 feet) present unique challenges not found in traditional low-rise buildings; longer egress times and distance, evacuation strategies, fire department accessibility, smoke movement and fire control. The multiple floors of a high-rise building create the cumulative effect of requiring many individuals to travel vertical distances on stairs in order to evacuate the building.
Evacuation Procedures

High-Rise Buildings

During an event in a high-rise building, *the alarm will sound on the floor of the incident as well as on the floor above and the floor below.* Individuals that may be in immediate danger should proceed to the nearest exit, safely exit the building and proceed to their designated gathering point. In most situations, when the fire is small and contained, the fire can be quickly extinguished.

All high-rise buildings are equipped with a manual “all-call” feature that can be used if the incident continues or spreads.
Floor Marshals

• The EHS Office oversees the Floor Marshal Program, a volunteer-based program.

• A Floor Marshal’s primary responsibility is to facilitate the safe evacuation of assigned designated areas. Each Floor Marshal wears a bright-colored safety vest so that building occupants, other floor marshals and emergency personnel can identify them.

• Floor Marshals are not expected to put themselves in danger or conduct search-and-rescue operations.

Volunteers needed: multiple Floor Marshals are needed in every building and on every floor to help assist the building occupants. Contact Paula Sweitzer (sweitzerp@duq.edu or 412.396.4763) for more information.
There are several regulations that govern fire safety, including the National Fire Protection Association (NFPA) and the Occupational Safety and Health Administration (OSHA).

- National Fire Protection Association (NFPA)
- NFPA, High-Rise Buildings
- NFPA Safety Tip Sheets relating to Fire Safety
- Occupational Safety and Health Administration – Fire Safety
- OSHA Fact Sheet – Fire Safety in the Workplace
Contact Information
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