



## Slippery Rock University Department Fire Safety & Evacuation Plan

### I. PURPOSE

This Fire Safety & Evacuation Plan (FSEP) is intended to communicate the policies and procedures for employees to follow in an emergency situation. **This written plan and attached worksheet should be completed by departments and made available to all employees.**

The department administrator shall review the FSEP for their department and provide updates as necessary (departmental moves, change in employees, etc.)

### II. GENERAL GUIDELINES

All personnel in the department shall be provided with a copy of the most recent FSEP, and shall be trained in safe evacuation procedures upon initial employment and when any substantial changes to the FSEP are made.

1. The department administrator or their designee should provide EHS/Emergency Management documentation that their FSEP has been electronically communicated to employees by adding [emergencymanagement@sru.edu](mailto:emergencymanagement@sru.edu) to the email distribution list. This will be completed by October 15, 2023.
2. Stairwells are the primary means for building evacuation.
3. Elevators shall not be used unless so designated by a fire or police official.
4. No employee is permitted to re-enter the building unless so instructed by authorized SRU emergency personnel.

### Department Responsibilities –Emergency Response Coordinator

Emergency Response Coordinator:

1. Assists in FSEP administration and may act as liaison with responding emergency services.
2. Obtaining and posting floor plans and evacuation routes.
3. Ensuring the FSEP is kept current and communicated to affected employees.
4. Relaying applicable emergency information pertaining to evacuations, fires or other emergency situations via a call tree when appropriate.
5. May assist in ensuring department spaces are vacated.
6. May volunteer to assist individuals with disabilities to appropriate refuge/rescue areas.
7. Keep written record of employees present at evacuation assembly points.
8. Maintains a list of personnel in their area in order to verify attendance at the designated meeting site.

### Emergency Evacuation Routes

Evacuation floor plans identify primary and secondary evacuation routes leading to exits from the building. Evacuation routes are posted in readily visible areas of offices and classrooms. If the primary evacuation route/exit is obstructed, follow the secondary evacuation route to exit the building. For assistance obtaining floor plans or identifying evacuation routes, contact EHS/Emergency management at 724-738-2055.



## Evacuation Procedures for Building Occupants

### A. Fire Evacuation

1. In case of fire leave the building immediately using the primary or secondary evacuation route.
2. Remain calm. Stay low to the ground if smoke is present closing doors if possible and activate the nearest fire alarm pull station as you leave.
3. Do not use elevators.
4. Alert individuals there is a fire in the building and prompt them to leave also.
5. Inform individuals who have declared they have a disability to the location of areas of refuge/rescue assistance.
6. Upon exit, proceed directly to the evacuation assembly point designated in your FSEP

NOTE: If unable to use evacuation routes due to fire or smoke, consider using the fire extinguishers to clear a path and proceed to evacuate. If trapped by smoke, look for the nearest room and close the door. Seal cracks under the door. Call University Police, identify yourself, report your location and let them know you are trapped and unable to evacuate.

### B. General Evacuations

1. Remain Calm.
2. Gather personal items with the knowledge you may not be able to return for the day or longer.
3. Alert individuals in the area of the evacuation order and prompt them to leave also.
4. Inform individuals who have declared they have a disability to the location of areas of refuge/rescue assistance.
5. Upon exit, proceed directly to the evacuation assembly point designated in your FSEP.

### C. Other Emergency Procedures

Refer to Emergency Procedures and Guidelines for Employees, Students and Visitors for more information on other emergency situations where evacuations may be necessary i.e. power failures, chemical spills, etc.



## Areas of Refuge/Rescue Assistance

Building stairwells are designated as areas of refuge or areas of rescue assistance for persons with disabilities. During an evacuation order, persons with disabilities should proceed to the nearest stairwell and use the areas of rescue assistance communication system to alert first responders that they need to be evacuated. Stairwells without rescue assistance technology are referred to as areas of refuge. If evacuating to an area of refuge/rescue assistance is not possible, persons with disabilities may need to stay in their office or in classrooms and notify University Police directly of their location and inability to evacuate.

Department volunteers may choose to assist persons with disabilities in going to an area of refuge first and then evacuate themselves. Upon reaching the evacuation assembly point, employees should notify the emergency response coordinator or contact University Police directly and inform them there is a person with a disability that needs to be evacuated.

The information above is provided to address persons with a mobility disability. (Requests for American with Disabilities Act of 1990 (“ADA”) accommodations can be obtained by contacting the Human Resources and Compliance Office using this link: <https://www.sru.edu/offices/human-resources-and-compliance/policies-procedures-samples-and-forms>.)

## Critical Operations

Critical operations are those services and any associated equipment deemed critical to continue departmental operations and customer service. Examples of critical operations include but are not limited to technology needs for academic classes, lab experimentation involving chemicals, and continuing housing and dining services for students.

Identify those critical operations that need to be addressed and include any shutdown procedures or actions necessary, and which departmental personnel is responsible for these actions.

Include any hazardous materials or conditions that may pose a risk to emergency personnel and be sure to notify responders after evacuating the building.

Contact EHS/Emergency Management with questions or to request assistance.

## Evacuation Assembly Points - Accountability

As soon as employees exit the building, they should move calmly but quickly to the designated evacuation assembly point for their department as identified in the FSEP. Evacuation assembly points should be no less than thirty (30) feet, and may likely be further from the affected building. Emergency response coordinator should maintain a written record of employees present at the evacuation assembly point. Efforts should be made to identify the whereabouts of all department employees. Notify University Police of any employees unaccounted for that may still be inside the building.

For assistance in identifying appropriate evacuation routes and assembly points, contact EHS/Emergency Management for assistance.



## Fire Safety & Evacuation Plan Worksheet / Communication

Department Administrators are responsible for ensuring their FSEP is completed, annually reviewed and updated. All employees should be provided with a copy of the department FSEP initially upon employment and annually thereafter. It is the responsibility of each department to ensure their employees are trained on the procedures within the FSEP, and to document this training. The department administrator or their designee should provide EHS/Emergency Management documentation that their FSEP has been electronically communicated to employees by adding [emergencymanagement@sru.edu](mailto:emergencymanagement@sru.edu) to the email distribution list. This will be completed by October 15, 2023.

## Fire Evacuation Drills

The University conducts fire drills as emergency evacuation drills once each semester in all campus buildings, with the exception of residence halls where fire drills are conducted twice each academic semester in accordance with the Jeanne Clery Act requirements. While coordinated with department administrators, no advance notification of when fire drills will occur is provided to employees, students or visiting entities.

## EHS/Emergency Management Department Staff

**724-738-2055**

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