



Facilities Fire Prevention & Emergency Action Plans

Intent:

The University of Wisconsin-Eau Claire/Barron County is committed to providing a fire safe environment for its students, faculty, staff, and visitors, and to protect its property through an effective fire prevention, protection, preparedness, and response program.

- To establish an action plan and procedures for the orderly and coordinated evacuation in response to fire, smoke or other emergencies at UW-Eau Claire.
- To assist the Facilities and/or Heating Plant in working together to maintain an environment that reduces the risk of fire and other hazards.
- To provide employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.
- To provide guidelines to facilitate local emergency planning, and to provide practical emergency response guidelines for common types of incidents.
- To reduce potential fire hazards to preserve life safety and reduce the risk of loss from fire through prevention, education, engineering, administrative controls and to comply with applicable laws, regulations, and best practices.

Scope:

This plan applies to all UW-Eau Claire facility, including residential buildings. The University requires that all members of its community strictly adhere to the fire safety procedures created to support the safety of its students, staff, faculty, and visitors.

- To provide employees with procedures to follow for effective & safe actions, including evacuation, during an emergency affecting the Facilities Building and Heating Plant.
- To provide information that may be useful in responding to emergencies while working at other locations on campus. The Emergency Contingency Plan developed by RMSS is available on its website and provides additional information that may be helpful to employees working at other locations on campus.



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Definitions:

Action Plan: The written framework from which to facilitate emergency response actions at the building level during all-hazards incidents/emergencies/events.

Building Coordinator: A designated building representative who carries out basic emergency response functions (e.g., evacuation facilitations and accountability documentation) during a building incident/emergency/event.

Emergency: An incident that is sudden, urgent and usually unexpected that requires immediate actions.

Evacuation: The systematic removal of persons from an endangered area/building.

Facilities and Grounds: Buildings, structures, parking lots, grounds and space owned or leased by the University.

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Procedures

This plan is intended to control and reduce the possibility of fire and to specify the type of equipment to use in case of fire. To ensure employees and students know what to do when they are the first person to discover a fire emergency. The campus safety team has developed alternate evacuation procedures for responding to a fire emergency, depending on the severity of the fire emergency.



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Responsibilities

Risk Management, Safety and Sustainability (RMSS)

1. Be responsible for ensuring the development & implementation of this policy.
2. Provide necessary resources as available to carry out the program.
3. Serve as the primary contact and coordinate the emergency evacuation and fire prevention plans with the designated persons.
4. Keep the emergency evacuation and fire prevention plans current.
5. Provide initial and annual training in emergency procedures.
6. Provide training for assigned designated persons to make them familiar with their duties and responsibilities in an emergency.
7. Provide prompt assistance to designated persons, supervisors, or others as applicable on any matter concerning this safety requirement and procedure.

Designated Person (Building Coordinator)

1. Provide information, assistance, and directions regarding required actions during emergency conditions.
2. Alert building occupants of the need to proceed to a designated emergency shelter location in the building, following notification of imminent threat of severe weather.
 - 2.1 Report this assurance to emergency services (fire, police, rescue, etc.) when requested.
 - 2.2 Notify building occupants when it is safe to leave the emergency/severe weather shelter locations.
3. Instruct building occupants to evacuate the building in case of **fire, bomb threat, chemical spill, or another similar emergency.**
4. Attend training for general and specific emergency evacuation procedures.

Department Heads, Faculty, Supervisors

Each employee, staff member and student has the direct responsibility to be familiar with the contents of this Plan as well as follow the rules and procedures provided herein. To meet this responsibility, employees, staff and students will:

1. Notify all students, employees and other involved persons of the contents of this Plan as well as the applicable emergency procedures contained herein.
2. Ensure that the emergency evacuation and fire plan is posted in a conspicuous location within the shop and that new employees attend training at the start of employment and refresher training sessions when offered.



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3. Assist Designated Persons in Coordination of Evacuation procedures and other emergency situations.
4. Ensure that electrical equipment is properly grounded, insulated, and maintained and that all flammable or combustible materials are properly stored, ventilated, and contained.

Employees, Staff and Students

Each employee, staff member and student has the direct responsibility to be familiar with the contents of this Plan as well as follow the rules and procedures provided herein. To meet this responsibility, employees, staff and students will:

1. Attend Emergency Procedures training when it is offered.
2. Participate in drills and Plan review meetings
3. Become familiar with the emergency evacuation and fire prevention plans, posted exits and evacuation routes and the location of emergency shelters.
4. Report emergency conditions such as fires, gas leaks, chemical spills or bomb threats to their supervisor or other appropriate persons or office.
5. Notify supervisor or department heads of previously unidentified hazardous operations or material that may need to be addressed by this plan.

General Evacuation Procedures

The following procedures are to be followed IMMEDIATELY when notified by Supervisor or Designated Persons to evacuate the building.

1. Walk directly to the safe exit routes (i.e., Facilities Evacuation Routes)
2. DO NOT collect belongings before exiting
 - 2.1 Designated persons need your full immediate attention.
 - 2.2 Designated persons will be advised when it is safe to return to the building to collect purses, packages, etc.
3. WALK - DO NOT RUN! (Do not use elevators when working in a building that has them).
4. DO NOT TALK during the exiting period to allow the designated persons to issue and receive instructions.
 - 4.1 Prepare to receive instructions and proceed accordingly.
 - 4.2 Comply with the designated persons' instructions.
 - 4.3 Clear the exit IMMEDIATELY.
 - 4.4 Above all, REMAIN CALM - DO NOT PANIC!



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Specific Evacuation Procedures

1. Fire Emergency Procedures

Use the acronym **R.A.C.E** for general fire response and evacuation procedures as follows:

- 1.1 **Rescue** – people from the immediate area if trained and safe to do so.
- 1.2 **Alert** – all people in the immediate area, activate a verbal evacuation procedure by calling FIRE, FIRE, FIRE) and then call 911 to report the smoke or fire. (Activate the nearest Fire Pull Station if you are working in a building that has one).
 - a. The individual noting the emergency, or someone designated to do so will call for emergency responders. *Note: The call must be made from a safe location.*
 - b. The person calling must inform the dispatcher of the building number, name and/or street address, if known. In addition, the information should include:
 - ⇒ Type of emergency (smoke, fire, electrical arcing, vehicle accident, smell, or gas, etc.).
 - ⇒ Location of the emergency within or near the facility.
 - ⇒ The extent of the emergency (one room, a vehicle, the first floor, etc.).
 - ⇒ Whether or not the building is being, or has been, evacuated.
 - ⇒ If the fire is spreading, contained or if it has been extinguished.
 - ⇒ If the fire alarms are sounding or if the sprinkler system has been activated.
 - c. An individual who is knowledgeable of the situation should be designated to stand outside and advise the first emergency responder of the location and current situation regarding the emergency.
- 1.3 **Contain** – close all doors to contain the fire and smoke.
 - a. When evacuating, it is best to close all doors on your way out. Do not lock them except under security-required conditions. The fire department may have to forcibly open the door to check for fire spread. Closing doors will aid in containing the fire to a smaller area.
 - b. Turn off any gas, oxygen or other valve that may control a hazardous substance.
 - c. Secure all fire doors leading to rooms with high value items.



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- 1.4 **Extinguish** small fires. DO NOT ATTEMPT TO EXTINGUISH LARGE FIRES. If necessary, evacuate the building/area. *NOTE: The phrase “if necessary”, relates to the safety of the person who is attempting extinguishment of a fire. (Notify designated persons of the nature and location of the fire).*
- a. Designated persons will report without delay to the area when notified of a fire. The decision to fight fire, or retreat/evacuate, will be made by the designated persons on site.
 - b. Employees should:
 - Know at least two exits from the building.
 - Be familiar with the evacuation routes posted for the designated area.
 - When notified to evacuate, do so in a calm and orderly fashion:
 1. Walk, do not run
 2. Keep conversation level down
 3. Close all doors behind you
 4. Assist others in need of assistance
 - Go to the designated area or as instructed during the notification.
 1. If exiting the building, move at least 150 feet from the building to allow others to also exit the building safely.
 2. Do not re-enter the building or immediate area until the All-Clear signal is announced.

2. Fire Prevention Procedures

To reduce the risk of fire, use the proper housekeeping, storage, handling procedures, and guidelines to handle fuel source hazards.

2.1 Housekeeping Procedures

- a. All buildings or structures should be maintained in such a manner to avoid the creation of potential sources of ignition. Workshops should be cleaned regularly, and accumulations of flammable materials should be removed or stored in approved fire containers.
- b. All aisles in the building should be kept in a clear and orderly fashion. All waste & combustible materials such as cardboard/trash in trash receptacles should be stored in such a manner to avoid the creation of a fire hazard.
- c. All spills of flammable & combustible liquids should be cleaned up immediately. Fires and open flames should not be left unattended.
- d. All exits, rescue equipment, and firefighting equipment location should be kept free from obstruction.



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2.2 Storage and Handling

- a. Fire extinguishers, aisles, and passageways shall not be blocked.
- b. Storage areas shall be free from accumulated items that could create fire or explosion hazards.
- c. Bonding and grounding procedures shall be used in all areas where flammable liquids are transferred to portable containers.
- d. All flammable liquid containers shall be stored in approved flammable cabinets.
- e. All sources of ignition shall be prohibited in areas where flammable liquids are stored, handled, or pumped.

2.3 Fuel Source Hazards

- a. The Facilities Director and/or designee, is responsible for managing all onsite fuel source hazards.
- b. Smoking, open flames, temporary heaters & spark-producing containers, devices, or tools are not permitted in areas where flammable materials are stored or used.
- c. Adequate ventilation shall be provided when using flammable materials. Vapors have a low explosive level that can be quickly reached if the ventilation is not adequate.
- d. Flammable liquids such as gasoline must be dispensed from approved safety cans.
- e. All storage containers, safety cans, and drums containing solvents/chemicals must be properly labeled with the appropriate Hazard Communication label.

2.4 Smoking Policy

- a. Smoking is allowed only in designated smoking areas. "No Smoking" signs are posted near fuel and chemical storage areas.

2.5 Periodic Walkthroughs - The following are typical checks made for fire prevention, employee safety, emergency equipment, etc.:

- a. Emergency generator - fuel, heaters, batteries, general condition
- b. Emergency battery condition
- c. General housekeeping
- d. Eyewash stations and First Aid Kit
- e. Hazardous Waste Storage Areas and Oil storage areas



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3. Tornado Procedures

3.1 Tornado Watch

- a. The National Weather Service will issue a Tornado Watch bulletin when weather conditions present the threat of severe weather or Tornadoes.
- b. This bulletin is issued to local authorities as well as local television and radio stations.
- c. Use all available means to find out more emergency or severe weather information, including:
 - Radio, Television, Weather alert radio, and Internet services, etc.
- d. Communicate information to other employees.

3.2 Tornado Warning

- a. The National Weather Service will issue a Tornado Warning when severe weather or tornadoes are approaching Eau Claire County.
- b. The Eau Claire County Siren System will be activated (this alarm will be sounded when these conditions exist anywhere in Eau Claire County).
- c. Follow the directions of persons designated to provide emergency instructions.
- d. Proceed to a place designated as a TORNADO SHELTER and do not leave this area until an All-Clear signal is received. (See Attachments # 1 and 2 for designated Tornado shelter areas in Facilities and the Power Plant).
- e. If you are working in or near another building on campus where you are unsure of Tornado shelter areas:
 - Go to the basement or a small interior room of the building.
 - Stay away from all windows and exterior doors.
 - Avoid rooms with large roofs such as auditoriums, gymnasiums, or similar large rooms.
 - If you are outside during a tornado warning and do not have time to move inside for shelter, try to find a ditch or other low spot below grade level where you can lie. If you are on flat ground and are caught in the path of a tornado, always move at right angles to its path.
 - Do not stay in any vehicle if possible. Do not try to outrun a tornado in a vehicle.
 - Remain calm and quiet.



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- f. Assist in protecting the safety of others who may need assistance or direction.
- g. All Clear will be sounded within FP&M buildings by the Director, Associate Director, Assistance Director, Safety Coordinator, or Campus Police.
- h. Alert to dangerous conditions that may exist after all clear signal, such as:
 - Severe thunderstorm conditions may persist including heavy rain, lighting, high winds, and hail.
 - Downed electrical lines, gas leaks, broken glass, or structural damage to buildings that may be a threat to safety.
 - Downed tree limbs and other vegetative damage which may be a threat to safety.

4. Chemical Spills

Good Housekeeping requires that the University control accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency. This is basic to fire safety and should be a major concern in every type of department. The following general preventive measures apply. To limit the risk of fires, employees shall take the following precautions:

- 4.1 Minimize the storage of combustible materials.
- 4.2 Make sure that doors, hallways, stairs, and other exit routes are kept free of obstructions.
- 4.3 Dispose of combustible waste in a sufficient number of covered, airtight, metal containers.
- 4.4 Use and store flammable materials in well-ventilated areas away from identified ignition sources.
- 4.5 Use nonflammable products whenever possible.
- 4.6 Keep incompatible (i.e., chemically reactive) substances away from each other.
- 4.7 Keep equipment in good working order (i.e., inspect electrical wiring and appliances regularly and keep motors and machine tools free of dust and grease.
- 4.8 Ensure that heating units are safeguarded.
- 4.9 Report all gas leaks immediately by notifying Campus Police at 715-836-2222 or Eau Claire County Dispatch at 715-839-4972. The Department of Facilities shall ensure that all gas leaks are repaired immediately upon notification.
- 4.10 All spills must be reported to the EHS Manager at 836-3999.
 - a. Use Spill kits, brooms, or dike materials, if available, to contain the spills until further direction is given by the EHS Manager.



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- b. Personnel on site should be vacated from the affected area at once. Seal off the contaminated area to prevent further contamination until the arrival of trained responders.
 - c. Persons who may be contaminated by a spill/release are to:
 - Avoid contact with others as much as possible.
 - Remain in the vicinity.
 - Give his/her name to Public Safety.
 - 4.11 Repair and clean up flammable liquid leaks immediately.
 - 4.12 Keep work areas free of dust, lint, sawdust, scraps, and similar material.
 - 4.13 Do not rely on extension cords if wiring improvements are needed, and take care not to overload circuits with multiple pieces of equipment.
 - 4.14 Turn off electrical equipment when not in use.
 - 4.15 General work areas such as offices, classrooms, labs, and shops must be kept orderly and clean.
 - 4.16 Discarded packing material or scrap should not be accumulated.
5. **Bomb Threat**
- 5.1 Emergency Precautions and Procedures
 - a. If a suspicious object or potential bomb is discovered report it to your supervisor or other person in charge:
 - Do not handle it.
 - Do not activate the fire alarm.
 - Do not open any drawers or cabinets.
 - Do not turn any lights on or off.
 - b. Any person receiving a Bomb Threat should follow these procedures to the extent possible:
 - Keep the caller on the line if possible and try to get answers to the following questions:
 1. When will bomb explode?
 2. Where is bomb right now?
 3. What does it look like?
 4. What kind of bomb is it?
 5. What will cause it to explode?
 6. Why did you place the bomb?
 7. What is your address?
 8. What is your name?



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- o Make sure to record the time of call
- o Try to determine the age and gender of the caller; speech pattern, accent etc.; emotional state of the caller, and background noise.
- o Do not use radios for communication in the area (Some explosive devices may be detonated by radio signals).
- o DO NOT HANG UP THE PHONE-even if the caller hangs up.
- o Call 911 (from a different phone) to report the Bomb Threat immediately.
- c. Bomb Threat information should be passed on as soon as possible to the Campus Police and Risk Management, Safety and Sustainability, as well as specific offices or areas that may be affected.
- d. The following persons will be notified as appropriate by management or Emergency Responders:
 - o Shop Supervisors
 - o Office Staff
- e. If the building is evacuated, do not re-enter the building or immediate area until the All-Clear signal is sounded.

6. Electrical Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can result from loose ground connections, wiring with frayed insulation, or overloaded fuses, circuits, motors, or outlets. To prevent electrical fires, employees shall:

- 6.1 Make sure that worn wires are replaced.
- 6.2 Use only appropriately rated fuses.
- 6.3 Never use extension cords as substitutes for wiring improvements.
- 6.4 Avoid overloading the building's electrical system by plugging in too many pieces of equipment.
- 6.5 Use only approved overcurrent protection. [i.e., those with the Underwriters Laboratory (UL) label].
- 6.6 Check wiring in hazardous locations where the risk of fire is especially high.
- 6.7 Check electrical equipment to ensure that it is either properly grounded or double insulated.
- 6.8 Ensure adequate spacing while performing maintenance [i.e. 36 inches of space between all electrical equipment or mechanical equipment.].
- 6.9 Do not plug multiple surge protectors together ("daisy chain")



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Appendices

- A. Facilities Maps
 - [Evacuation Routes & Storm Shelter](#)
 - [Emergency Equipment & First Aid Kit Locations](#)
 - [Hazardous Materials Controlled Locations](#)
 - [Safety Glasses Requirement Areas](#)
- B. Power Plant
 - [Evacuation Routes & Storm Shelter Lower Level](#)
 - [Evacuation Routes & Storm Shelter First Floor](#)
 - [Evacuation Routes & Storm Shelter Second Floor](#)
- C. [Emergency Contact List](#) - will be posted at all first aid locations in the Facilities

Related Information:

29 CFR1910.38, [Emergency Action Plans](#)
 29 CFR1910.39, [Fire Prevention Plans](#)
[Wisconsin Emergency Response Plans](#)
 UW-Superior, [Emergency Response Plan](#)

Administration:

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