

## **GRADUATE SCHOOL OF PUBLIC HEALTH EMERGENCY PROCEDURES**

The activation of the fire alarm system in the Graduate School of Public Health (GSPH) is a signal to all building occupants of an emergency condition within the GSPH Complex (Parran Hall, Crabtree Hall and their Annexes). All personnel in the building are to follow the emergency procedures described below. Evacuation drills will be conducted by the Pitt Department of Environmental Health and Safety on at least an annual basis.

### **1. FIRE SAFETY SYSTEM**

There are several components that make up the fire safety system.

A. The Graduate School of Public Health Complex does have a limited number of **sprinkler heads**. Sprinkler heads are activated by heat (as from a fire). When heat melts the fusible link in the sprinkler head, water will flow to that head only. To ensure reliable operation of the automatic sprinkler system, a distance of at least 18 inches must be maintained between the top of stored materials and the level of the sprinkler heads.

B. **Fire alarm pull stations** are located throughout GSPH. They are found at Exit doors and various other areas on the floors. Fire extinguishers are located in the hallways and in certain laboratories.

C. There are **smoke and heat detectors** in machine rooms, specified ductwork, and hallways.

D. **Magnetic Fire Doors** are located in each hallway. These doors are held open by a magnet, which automatically releases in the event that a smoke detector, on either side of the door is activated. These doors must not be blocked open.

#### **1.1 The Fire Alarm System**

The GSPH alarm system uses horns/strobes and a voice message to notify individuals of an emergency. When any smoke detector or manual pull station is activated, the entire building will go into alarm.

When the fire alarm system is activated, the following will occur:

A. The bells will sound alerting building occupants of emergency conditions.

B. The Pitt Police and the City Fire Department will be notified automatically and dispatched.

C. If a smoke detector is activated in any of the elevator lobbies; the elevators will automatically return to the first floor. During this type of emergency, elevators can only be operated with a special override key, available only to emergency response personnel. Elevators should not be used for building evacuation unless directed by emergency personnel.

#### **1.2 Fire Alarm System Tests**

The building engineer is responsible for the scheduled monthly testing of the fire alarm system. Notification of the testing will be posted by the building engineer at each building entrance and in the elevators on the day of the fire alarm test to inform occupants. The building will also be posted prior to the start of any repair work on the fire alarm system. Occupants should not respond to the signal or evacuate during announced tests of the fire alarm system. If you discover smoke or fire during a posted test period, immediately call the campus emergency number 412-624-2121 from a safe area. If you are

not able to hear the alarm during any scheduled testing, please notify your supervisor and/or the Department of Environmental Health and Safety.

## 2. EMERGENCY FIRE RESPONSE PROCEDURES

### 2.1 If You Discover A Fire:

If you find a fire or smoke, the following **R.A.C.E.** principle should be followed, if possible:

- R** – Rescue anyone in immediate danger, if it is safe to do so.
- A** – Activate the building alarm at the nearest manual pull station. After the fire alarm system has been activated and if it is safe to do so, dial Pitt Police at (412) 624-2121 or 811, from a campus phone, and state: “I would like to report a fire at:  
**The Graduate School of Public Health**  
**The floor number of Crabtree or Parran Hall,**  
**Room number, by the elevator, etc.**  
There are also emergency phones available outdoors that are identifiable by a blue light. Press the red button to call. These phones automatically register your location and connect directly to the Pitt police.
- C** – Contain the fire by closing doors and windows.
- E** – Evacuate the building.

Fire extinguishers are located in the halls and in certain labs. They are multi-purpose dry chemical fire extinguishers. You may attempt to extinguish a fire, if it is small and you have received hands-on training in fire extinguisher operation. Remember, the following **PASS** instructions:

- P** – Pull Pin
- A** – Aim at the base of the fire
- S** – Squeeze the extinguisher handle
- S** – Sweep the hose from side to side

Do not wait for a smoke detector or the sprinkler system to operate. If you discover a problem, take appropriate action.

### 2.2 Emergency Evacuation Instructions:

Any time the fire alarm system activates, individuals must calmly respond according to the following procedure:

1. Turn off all equipment which cannot safely operate in a fire condition or unattended for at least 30 minutes.
2. Notify and/or assist others as necessary while evacuating the area.
3. Close all doors and windows as you leave the area.
4. Proceed to the exterior of the building. Follow the red or green EXIT signs.

To assist in learning evacuation routes, signage providing emergency evacuation routes is posted by the elevators and exit doors. Also, emergency evacuation alarm procedures and evacuation routes are posted on the GSPH website and should be reviewed periodically for changes – **[www.publichealth.pitt.edu](http://www.publichealth.pitt.edu)**.

5. Remain outside the building until the “All Clear” is given by the Pitt police or fire department.

### 2.3 Classrooms Instructors

Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students and visitors as well as faculty and staff are obligated to follow emergency procedures.

### 2.4 Disabled Faculty, Staff and Students

The Department of Environmental Health and Safety can develop an individualized evacuation plan for persons not capable of evacuating, not capable of complying with any portion of these emergency procedures, or those with any special needs. Employees and Students requiring an individualized evacuation plan are encouraged to contact the Department of Environmental Health and Safety at 412-624-9595, or via e-mail at [safety@ehs.pitt.edu](mailto:safety@ehs.pitt.edu), and marked to the attention of Fire Safety. A representative of this Office will contact you for specific information. Per federal requirements, individuals must self-identify to EH&S for this recommended assistance.

For additional information about Fire Safety and Evacuation Procedures, go to the EHS home page ([www.ehs.pitt.edu](http://www.ehs.pitt.edu)). Once there, click on Fire Safety, Evacuation Procedures and Evacuation Locations. *Emergency Evacuation Preparedness: A Guide For People with Disabilities and Other Activity Limitations*, by June Isaacson Kailes, is available on <http://www.cdihp.org/evacuationpdf.htm>.

### 2.5 The “All Clear”

The all clear will be announced by emergency response personnel when:

- A. The fire is out,
- B. The smoke is cleared,
- C. The fire alarm system has been reset, and
- D. the Fire Department has deemed it is safe to re-enter.