

Murray State University Fire Prevention and Emergency Procedures



Hart College



Objectives

- Provide information on Building Coordinators everyday duties and emergency preparedness procedures to follow in the following events-
 - Fire
 - Tornado
 - Earthquake
 - Terrorism
 - Gunshots Heard
 - Threat of Harm



Purpose

- Help Building Coordinators understand their general duties.
- Help university employees understand their role in an emergency.
- Provide information to employees on how to respond appropriately in the event of an emergency.
- Provide resources for additional information and support.
- Apply NFPA 101 Fire Life Safety Codes to identify hazards and provide guidelines that enhance public safety

Building Coordinator Responsibilities

- Communication
- Door Security
- Repair Request
- Emergency Procedures

Communication

- The *Coordinator* will be responsible for facilitating communication between building occupants and disseminate information for students, faculty, staff, and visitors who are affected by conditions in the building. This information may relate to changes in building conditions; construction or renovation projects; heating, cooling and ventilation problems; utility service interruptions; fire alarm system maintenance and testing; indoor air quality; and other environmental health and safety concerns.
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Door Security

- Under the direction of the building's administrative or departmental management, the *Coordinator* shall determine normal opening/closing hours for the building's exterior doors and all internal doors to offices, classrooms, and laboratories. The *Building Coordinator* shall be the liaison between the building's occupants, custodial services, and university security and assist these units to ensure exterior and interior door security. The *Building Coordinator* will authorize what keys are issued to building occupants.

Repair Request

- The Coordinator shall submit work orders for any repairs requested for the building

Emergency Procedures

- The *Coordinator* shall assist the Environmental Safety and Health office to develop and maintain Emergency Action and Evacuation Procedures for the building, coordinate their dissemination, and schedule evacuation drills within the facility. The *Building Coordinator* shall delegate a substitute *Coordinator* in the event that the original designated *Coordinator* is not present during an emergency. As necessary, the *Building Coordinator* shall designate a responsible party to act as a floor warden to assist with the evacuation process or the duties as needed (accountability, situation report, etc). In particular, when a building alarm sounds or an evacuation is ordered, the *Building Coordinator* shall:
 1. ensure, to the extent practicable, that building emergency action and safe exiting procedures are followed
 2. direct evacuated building occupants to gather at designated outside safe assembly location
 3. report to campus and community emergency personnel, immediately upon their arrival, the exact location of any persons who may be waiting in the building's rescue area and all other details of the emergency situation known.

Fire and Life Safety Programs

- Fire Prevention Programs

- University Fire Marshal Life Safety Audits
- State Fire Marshal's Annual Inspection
- Fire Detection and Suppression Equipment Inspections, Testing, and Maintenance
- Life Safety and Fire Safety Training

- Fire Response

- Fire Alarms
- Sprinklers
- Smoke Alarms and Detectors
- Fire Department Response
- Building Evacuations
- MSU Public Safety Response

Emergency Responders

- Murray State University Police
- City of Murray Fire Department
- Murray Natural Gas
- Murray Calloway County EMS
- Calloway County Emergency Services



Fire Response

- Evacuate people from the building in the event of a fire.
 - Be aware of the evacuation procedures for your building.
 - Inform emergency responders of the details when they arrive.



[Get Out and Stay Alive: Fire Prevention Info for College Students \(youtube.com\)](#)

Fire Response

- Alert others in the building
 - Pull the fire alarm to alert others, including the Murray State University Police.
 - Call MSU Police and 911, and provide details of the situation.
 - As you evacuate the building, inform others of the need to evacuate.



Fire Response

- Direct individuals to exit
 - Know location of nearest exits
 - Know location of alternate exits
 - Use Stairs to evacuate; do not use elevators. Assist physically-impaired individuals
 - Ask others to help you assist
 - Shelter them in a stairwell and alert emergency responders to their location



Fire Response

- Once outside, alert the Fire Department and MSU PD of any information you have observed.
 - Fire
 - Smoke
 - Natural Gas Leak
 - Trapped Occupants
- Account for building occupants at the designated meeting area.



Designated Meeting Areas

- **Elizabeth** - Grassy area between Hart & Winslow
- **Hart** - Grassy area in front of Wellness Center (formerly Springer)
- **Hester** - Grassy area in front of Wellness Center (formerly Springer)
- **Hollis Franklin** - Grassy area around Hart and Winslow
- **James Richmond** - Intramural Fields
- **Lee Clark** - Intramural Fields
- **Regents** - Grassy area beside Tennis Courts
- **White** - Parking lot south of the building

Fire Survival

- If you are unable to exit the building
 - Isolate yourself from the fire and/or smoke
 - Close doors
 - Seal the door with a wet cloth
 - Inform others of your location
 - Call 911 or 2222
 - Signal others from the window
 - Yell
 - Wave

Fire Survival

- If the hallway becomes filled with smoke
 - Get down on your hands and knees and crawl.
 - Cover your face with a wet cloth.
 - Proceed to the nearest exit or designated place of safety.



Building Life Safety Systems

Smoke Alarms and Detectors



Fire Alarm Pull Stations



Strobes and Horns



Elevator Fireman's Service



Sprinklers



Fire Extinguishers and Fire Doors



Exits



Emergency Generators



Fire Alarm Panel

- The fire alarm system will summon help when activated.
- Activation can occur by:
 - Pulling a fire alarm pull station.
 - Automatic activation of a smoke or heat detector.
 - Sprinkler system activation.
 - Report Fire Troubles to MSU PD.
 - Do not reset the Fire Panels.
 - Do not silence the Fire Alarms.
 - Note the Fire Trouble from the display.

**Note: Facilities Management Personnel
Will reset and restore the fire panels once
MFD gives MSU PD/FM the okay to reset.**



Fire Pull Station & Detectors

- Manual fire pull stations are located near exit doors.
- Pull the alarm in the event of fire, smoke, or a suspected gas leak to activate the fire alarm.
- Smoke detectors and alarms can be activated by smoke, aerosolized mist, or dust in the area.



Fire Horn/Strobe Light



- Fire horns and strobe lights are activated when the fire alarm panel is activated.
- These devices are located in visible areas throughout the building.

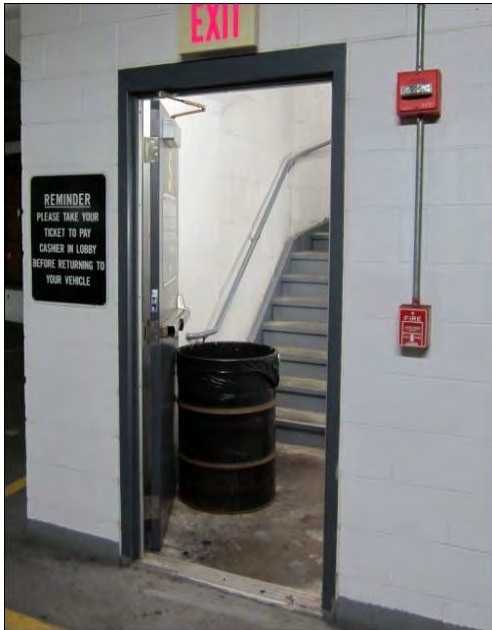
Sprinkler System

- Sprinklered Buildings have sprinklers installed throughout the building.
- Sprinkler heads are independently heat-activated.
- Not all sprinkler heads activate simultaneously.
- Do Not Hang items from Sprinkler Heads!
- Do Not Paint Sprinkler Heads!
- Do Not Hang any items from the Ceilings!



Manual Fire Doors

- All fire doors control the spread of smoke and flames to compartmentalize the fire.
- Manual fire doors do not function properly when propped open.

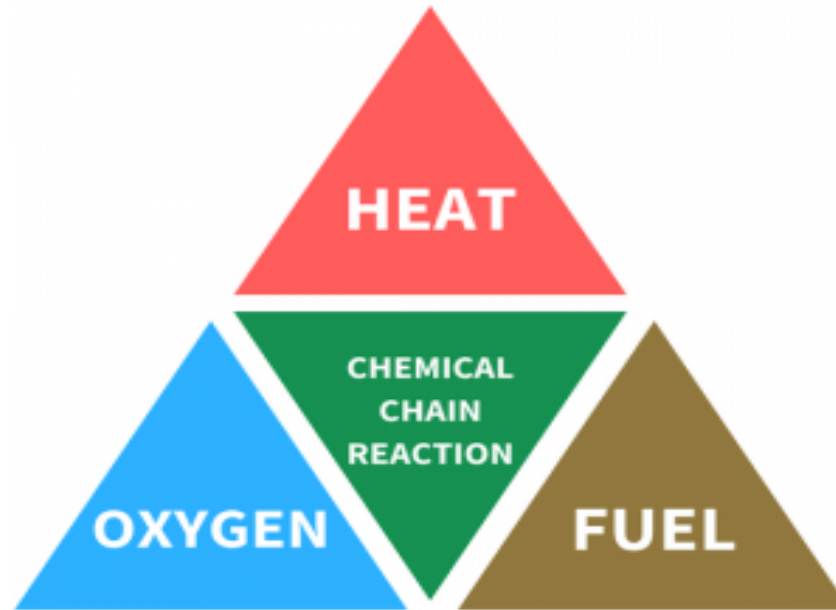


Automatic Fire Doors

- Automatic fire doors will close when the alarm is activated; ensure these doors have no obstructions that prevent them from closing.
- If an Automatic Fire Door fails to stay open, it must remain closed until repairs are completed.
- DO NOT block open.



Fire Tetrahedron



Fire is a chemical process of combustion that involves the oxidation of a fuel source at high temperatures. It releases energy, producing heat and light. When you remove one of the four elements, the fire can then be extinguished.

The Four Stages of Fire

- **Ignition:** At this stage, a fire extinguisher can effectively control the fire.
- **Growth:** Additional fuel ignites, causing the fire to expand in size.
- **Fully developed:** This occurs when temperatures reach their peak, resulting in severe damage.
- **Burnout/Decay:** The fire becomes less intense.

Fire Extinguisher Locations

- Academic buildings and residential colleges have 10# or 20# ABC dry chemical fire extinguishers located in public areas, near kitchens, and laundry rooms.
- Labs, Mechanical, Electrical, and Server Rooms, Workshops, Kitchens, and dining halls will have various types and sizes of fire extinguishers based on the types of hazards.

Fire Extinguishers

- Class A



- Will put out fires involving ordinary combustibles

- Wood
- Paper
- Cloth
- Trash
- Plastic

- Class B



- Will put out fires involving flammable liquids

- Gas
- Grease
- Oil
- Solvents

Fire Extinguishers

- Class C
 - Suitable for use on electrical fires
 - Electric-powered tools
 - Any equipment using electricity



Class K Fire Extinguishers

- Class K: Winslow Dining Hall and other campus kitchens.
- Suitable for use on fires involving vegetable oils, animal oils, or fats utilized in commercial cooking appliances.
- Commercial kitchens handle large quantities of cooking oils, such as those found in restaurants, cafeterias, food trucks, bakeries, and other food-related establishments.



CO2 Fire Extinguishers

- CO2 Carbon Dioxide is located in server rooms, including electrical and mechanical rooms, and some computer rooms
- They are a prevalent type of fire extinguisher.
- They are used in situations where traditional water and foam fire extinguishers, or dry chemical fire extinguishers, are not suitable.
- Are a “clean extinguisher” and leave no residue on the area where they are applied.
- Ineffective in fires involving flammable solids.
- Work by replacing the oxygen surrounding the flames with carbon dioxide, meaning the fire can no longer burn.



Multi-Use Fire Extinguishers

- The label indicates that the extinguisher is suitable for use on Class A, B, and C fires.



Fire Extinguisher Use

- To use an extinguisher, remember PASS-
 - **P**ull the pin
 - **A**im at the base of the fire
 - **S**queeze the handle or trigger
 - **S**weep back and forth
- <http://www.youtube.com/watch?v=BLjoWjCrDqg>



Emergency Routes, Exits and Stairs

- Illuminated exit signs are located throughout the building to indicate routes to emergency exits and provide clear egress in the event of an emergency.
- Exit signs are equipped with backup power.
- Designated Emergency Lights throughout the building, including stairways and exit corridors.
- Emergency evacuation charts are located on the wall near the elevator. They indicate alternative routes for building evacuation and emergency guidelines.
- Evacuation charts are posted on all dormitory doors.
- All stairwells must remain sterile; no obstructions or decorations are permitted.
- No storage is allowed in stairwells, including first-floor landings and areas under stairs.

Emergency Generators

- Emergency generators start automatically in the event of a power disruption. It provides power for emergency and exit lighting, as well as for the life safety systems, including fire alarm and fire suppression systems.
- Do not use elevators during the time the building is on emergency backup power.
- Do not use elevators during a building evacuation.

Elevator Fireman's Service

- Elevators return to an alternate floor in the event of a smoke detector activation in the elevator lobby.
- Elevators remain locked out and are available only for Fire Department use during fire alarm activation.



Campus Fire Safety

- Test all smoke alarms at least monthly in residential rooms (Hart, Regents, White, College Courts, and Station 74).
- Learn the building's evacuation plan and conduct periodic fire drills; send documentation to the University Fire Marshal.
- When the fire alarm sounds, exit the building quickly and remain outside. Do not use elevators!
- Check rooms for prohibited items and do not overload electrical circuits. (See Prohibited Items on MSU Website)
- No open flames allowed in residential colleges.
- No space heaters are allowed in residential colleges, including offices within a residential college building.
- Do Not Obstruct the Building's Life Safety Systems.

Campus Fire Safety

- Plug appliances directly into an outlet; do not use extension cords or power strips.
- Never leave a charging electrical device unattended.
- Only use the battery and charger that were designed for and came with the device.
- Do not discard batteries in the trash; contact the local waste department for disposal instructions.
- Always follow the manufacturer's instructions.
- Do not store electrical devices in direct sunlight.
- Keep all HVAC units free of obstructions.
- Do not disconnect or remove any of the building's Life Safety Systems.

Campus Fire Safety

- Decorations are permitted, but with specific limitations.
- Signs and Decorations should be made of flame-resistant materials.
- Signs for informational purposes are allowed on fire doors and should not exceed 5% of the door's surface area. Fire doors should not be covered or decorated. (All doors leading to residents' rooms are rated fire doors.)
- No Decorations are allowed to cover or obstruct any building's life safety system.
- No Decorations are allowed in stairwells or on fire doors.
- Artwork and other teaching materials may be adhered directly to the walls, provided they do not exceed 50 percent of the wall surface in a sprinklered building or 20 percent in a non-sprinklered building, and they do not impede egress from the building.
- No decorations are allowed to hang from door frames or near the ceiling.
- Outdoor lighting is not allowed in buildings.
- Propane, flammable liquids, and other accelerants are prohibited in all residential college buildings.

Murray Natural Gas Safety

- Leaks from a natural gas pipeline are sporadic. However, it is essential to know how to recognize the signs of a leak if one were to occur in your area. Call 270-809-2222 or 911 immediately if you:
- See: Vegetation over or near the pipeline, Which appears to be dead or dying for no apparent reason. Water bubbling at a creek, pond, river, or any wet area over or near the pipeline. Dirt flying into the air over or near the pipeline. Fire or explosion near or involving the pipeline. Exposed pipeline, possibly caused by a natural disaster, such as a flood or earthquake.
- Smell: Murray Natural Gas adds an odorant to the gas before it is delivered to your home or business. When an odorant is added, the gas may have a slight rotten egg smell. If the odorant is not added, the mixture may occasionally have a petroleum-like smell, or it may not have any detectable odor.
- Hear: A hissing, whistling, or roaring sound along or near the pipeline.

If you suspect a natural gas leak, immediately evacuate the area and contact our office at 270-809-2222 or call 911 and activate the fire alarm on the way out to notify others to evacuate.

- **Do leave** the area immediately, a minimum of 350 feet from the affected area, and warn others to stay away.
- **Do Not** move any equipment or vehicles in the area.
- **Do Not** turn on any equipment ignition or attempt to move the equipment. If the equipment is running, do not attempt to turn it off.
- **Do Not** use an open flame or bring anything into the area, like phones or lighters, that could cause the gas leak to ignite.
- **Do Not** go near the area. Maintain a minimum distance of 350 feet from the site in the affected area.

Tornado

- Watch vs. Warning
 - Watch
 - A tornado is possible, but not imminent
 - Proceed with normal activity, stay alert
 - Warning
 - A tornado has been sighted in the area
 - Take immediate action
- Racer Alert | Murray State University



Tornado Watch

- Listen to local radio or TV station
- Check weather websites for updates
- Listen for emergency notification messages



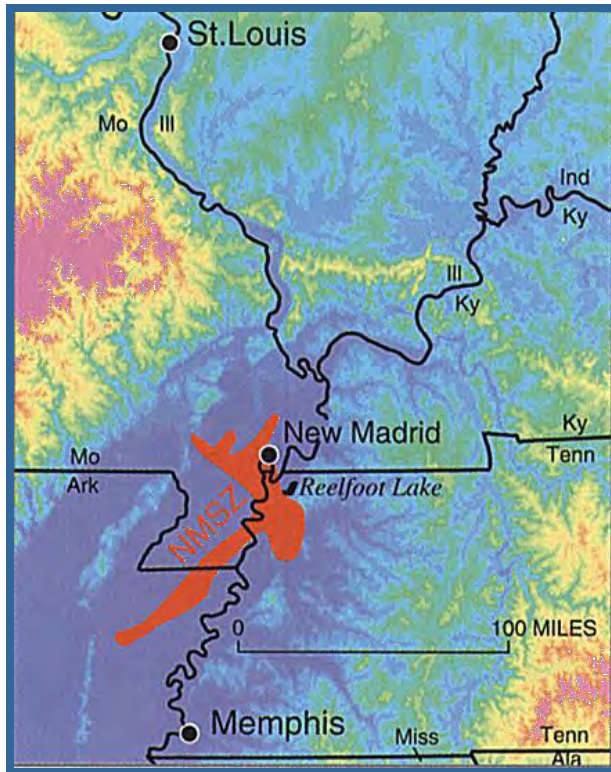
Tornado Warning

- Move to the interior of the building. Stay away from outside walls and glass, and close interior doors.
- Crouch against the interior wall with your head covered for maximum protection.
- **Lower floors with no glass hazards and basements will provide better protection.**
- If evacuating using some stairwells may present a hazard with glass, stay on the current floor and seek shelter in the interior hallway.
- Wait for the “All Clear” message.

After a Tornado

- If the building has significant damage, evacuate with caution once the tornado has passed.
- Watch for:
 - Broken glass and debris
 - Downed power lines
 - Falling objects
- Assist people with injuries.
- Report damage and/or injuries to 911 or x2222.

Earthquake



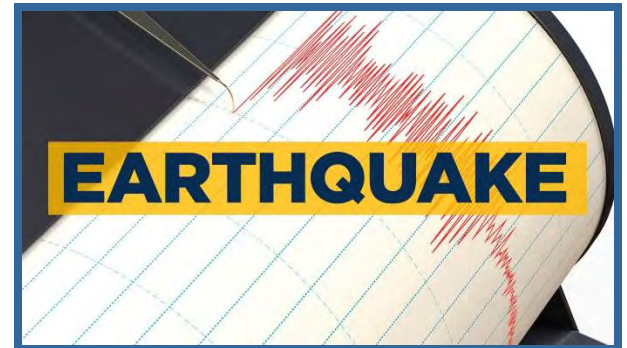
Earthquake Safety Tips

- If you are INDOORS -- STAY THERE! Get under a desk or table and hang on to it ([Drop, Cover, and Hold on!](#)) or move into a hallway or against an inside wall. STAY CLEAR of windows, and heavy furniture or appliances. DON'T run downstairs or rush outside while the building is shaking or when there is a danger of falling and hurting yourself or being hit by falling glass or debris.
- If you are outside, move into the open, away from buildings, power lines, trees, and any other objects that might fall on you.
- If you are driving, stop, but do so carefully. Move your car as far out of traffic as possible. DO NOT stop on or under a bridge or overpass, or under trees, light posts, power lines, or signs. STAY INSIDE your car until the shaking stops.

[The New Madrid Seismic Zone | U.S. Geological Survey](#)

Earthquake

- After an earthquake
 - Assist others in need
 - Call 911 or 2222 to report damage and/or injuries
 - Evacuate the building, watch for hazards
 - Account for building occupants at the designated meeting area



Terrorist Threat/Terrorism

- Always be aware of your surroundings.
- If you observe something unusual, call 911 or 2222 and report:
 - What the person(s) is/are doing
 - Where it is happening
 - Physical description of those involved
 - If weapons are involved, and what type
 - Vehicle description and direction of travel when last seen

Terrorist Threats/Terrorism

- Toxic/Irritant Gas

- Immediately evacuate the building by pulling the fire alarm.
- Account for all building occupants at the designated meeting area.
- Call 911 or 2222 and inform them of the situation with as much detail as possible.

Terrorist Threat/Terrorism

- Infectious Agents
 - Leave the material in the same location where it was found or opened. Immediately evacuate.
 - Segregate individuals who were exposed.
 - Call 911 or 2222 and inform them of the situation with as much detail as possible.

Gunshots Heard

- If you are involved in a situation where gunshots are heard:
 - Exit the building immediately.
 - Notify anyone you may encounter to exit the building immediately.
 - Call MSU Police at 911 or 2222 and provide details of the situation.

Gunshots Heard

- If you are directly involved and exiting the building is not possible:
 - Go to the nearest room or office.
 - Close and lock or barricade the door.
 - Cover the door windows and turn off lights.
 - Keep quiet and act as if no one is in the room.
 - Do not answer the door.

Run. Hide. Fight. Video Link

- Please click on the link below to view the short video developed by the City of Houston and the Department of Homeland Security to learn how to survive an active shooter event.
- <http://www.youtube.com/watch?v=5VcSwejU2D0>

Gunshots Heard

- Call MSU Police at 911 or x2222 and tell them:
 - Your name and location
 - Number and identification of shooter(s), if known
 - Number of persons involved in the situation, and wait for emergency responders to assist you.

Threat of Harm

- In the event of immediate danger:
 - Call MSU Police at 911 or 2222.
 - Take immediate action to move others out of harm's way in the immediate vicinity of the incident.
 - Initiate lockdown procedures.

Threat of Harm

- Warning Signs of Danger:
 - Possession of a weapon
 - Suicide threats or statements
 - Detailed threats of violence
 - Rage for minor reasons
 - Destruction of property
 - Conflicts with peers, family, or others



Threat of Harm

- Early Warning Signs of Threat of Harm:
 - Withdrawal
 - Feelings of isolation or rejection
 - Victim of violence or bullying
 - Uncontrolled anger
 - Talk of suicide
 - Depression
 - Marked changes in appearance
 - Expressions of violence in writings or drawings
 - Distorted or bizarre thoughts or statements

Threat of Harm

- If you become concerned that an individual may pose a risk of harming him/herself or others, call MSU Police at 2222 and give them information on the individual.



Emergency Alert Systems

- In the event of an emergency, MSU will notify the campus community by activating the outdoor sirens and speakers, the campus VOIP phone system, and the Racer Alert messaging system.
 - Tornado
 - Active shooter
 - Any emergency



Emergency Phone Numbers

- Fire 911
- Police 911
- Medical 911
- MSU Police 270-809-x2222
- Village Medical (on campus) 270-809-x3809
- Env. Safety & Health 270-809-x3480
- Facilities Management 270-809-x4291

Summary

- Careful attention to these procedures should help you respond appropriately in the event of an emergency.
- Become familiar with the MSU Emergency Procedures Guide.
- Together, we can help ensure the safety and protection of every member of our university community.
- Visit our website at [Environmental Safety and Health \(murraystate.edu\)](https://www.murraystate.edu/environmental-safety-and-health)