

# YALE SCHOOL OF MANAGEMENT

## EMPLOYEE EMERGENCY EVACUATION PLAN

**IT IS MANDATORY THAT THE ENTIRE BUILDING BE EVACUATED ON ANY ALARM REGARDLESS OF THE APPEARANCE OF A FIRE OR BUILDING EMERGENCY.**

Staff volunteer Fire Wardens have been assigned to your building to assist you in the event of an emergency evacuation. During an evacuation, Wardens will wear a yellow cap for easy identification. After vacating the building, the Warden will meet you at the designated meet-up area and take attendance. The Warden will notify you when it is safe to return to the building.

### **IN CASE OF EMERGENCY**

1. When the evacuation alarm sounds, stay calm.
2. Stop what you are doing.
3. All students, faculty, visitors and staff are to evacuate the building using the nearest stairway or exit.
4. The fire alarm system is never to be silenced or reset without permission.
5. Gather your personal belongings (coat, hat, purse, laptop, etc) and leave the room immediately. Be sure to take your keys since you may not be allowed to re-enter the building. In the winter, wear your coat.
6. Close all doors behind you as you exit. This will lessen the spread of smoke and damage.
7. Go to the nearest exit. If smoke, heat or fire blocks your exit, go to an alternate exit.
8. Do not use an elevator.
9. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
10. Should the alarm sound after 5:00 p.m. weekdays or on weekends there are no Fire Wardens. Leave the building immediately. Move to a safe location away from the building and follow the directions of firefighters and University Police.
11. After leaving the building, do not re-enter for any reason until the Fire Department has declared it safe.
12. From a safe location away from the emergency, call the University Police at 111 from a campus phone or 432-4400 from your cell phone. Give as much information as possible to the dispatcher. Do not hang up until told to do so by the dispatcher. During working hours, call the SOM Facilities office at 432-6000. Alarms for each building do not sound at the facilities office.

## **FIRE PREVENTION PLAN**

1. Flammable or combustible materials are not to be left in the building. All combustible waste materials are to be removed each day.
2. Smoking is not allowed within the building.
3. Corridors and stairs are not to be used for storage of equipment, since they become an obstruction during an evacuation.
4. All SOM buildings are equipped with a fire alarm system, consisting of smoke detectors, pull stations, and fire sprinkler systems.
5. All SOM buildings have emergency lighting and lighted exit signs to locate the exit stairwells.
6. Hand held fire extinguishers have been provided throughout each SOM building.

### **R.A.C.E. RESPONSE PROTOCOL:**

**"R.A.C.E."** Stands for **RESCUE, ALARM, CONFINE, EXTINGUISH.**

**RESCUE:** Injured visitors, employees or staff must rapidly be rescued from the immediate area of the fire/smoke origin.

**ALARM:** At the sight of flames or smoke, immediately activate a Fire Alarm Pull Station.

**CONFINE:** Fire, Smoke and Toxic combustion products must be confined to the area of fire origin as much as possible. Close the door to the room of fire origin as soon as any rescue is accomplished.

**EXTINGUISH:** If at all possible, staff should make one attempt to extinguish the fire with a hand-held fire extinguisher. They are to be used only after Rescue, Alarm and Confine have been completed. A fire extinguisher is not a replacement for activating the fire alarm system. Any fire extinguisher that has been used must be reported to the SOM Facilities Services office 432-6000 so that it can be recharged.

### **P.A.S.S. FIRE EXTINGUISHER PROTOCOL:**

**"P.A.S.S."** method is used for the proper operation of a hand held fire extinguisher and stands for **PULL, AIM, SQUEEZE, and SWEEP.**

**PULL:** Pull the safety ring/pin at the top of the fire extinguisher.

**AIM:** Aim the discharge nozzle at the base of the fire.

**SQUEEZE:** Squeeze the handle of the fire extinguisher together to discharge the agent.

**SWEEP:** Sweep the nozzle side to side while extinguishing the fire.

Whenever using a fire extinguisher the following is to be remembered.

- Maintain a clear exit
- Keep your back to that clear exit.
- If at any time you feel as if you are in danger, evacuate the area and close the door behind you.