



Subject: Safety Programs and Requirements:
**Emergency Response/Action Plan: Emergency Procedures
Fire**

Section: V

Date: 06/04/2019 (rev. 2)

Page 1 of 7

FIRE - IF THERE IS ANY DOUBT – GET OUT!

When a Fire is Discovered:

1. Activate the nearest fire alarm pull station.
2. Call 911 and report the incident.
 - a. What building are you in?
 - i. Steward Observatory
 1. Building 65 – Faculty Row
 2. Building 65A – Middle Building
 3. Building 65B – North Building (distinguished by “N” room numbers)
 4. Building 65D – Dome
 - ii. Richard F. Caris Mirror Lab (RFCML) Building 61B
 - iii. Steward Observatory Annex – Building 64
 - iv. Steward Observatory Modular Building (Portable / Trailer) – Building 64A
3. Report to Floor Manager and exit building
4. **If you have been trained to use a fire extinguisher:**
 - a. Always maintain an accessible exit.
 - b. Never enter a room to use a fire extinguisher without at least one other person as backup.
 - c. Avoid smoke or fumes.
 - d. Exit the building and report to Emergency Coordinator or Evacuation Monitor
 - e. Do not assume that the fire is out. Let the fire department make that determination.

NOTE: Fire extinguisher training is an annual requirement. If you have not had any training or have not had training within the last 12 months, you are required to immediately evacuate the building.

When a Fire Alarm Sounds:

1. Never enter a room that is filled with smoke, or if the door is warm to the touch.
2. Shut down lab equipment and follow procedures involving heated reactions.
3. Evacuate the building through the closest safe stairwell; do not use the elevator.
4. Close doors behind you to confine the fire and smoke.
5. If you are in smoke, stay low.
6. Report to your designated evacuation area at least 50' away from the building.
(see map and description following)
7. Report any relevant information to the Emergency Coordinator or Evacuation Monitor



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan: Emergency Procedures
Fire

Section: V

Date: 06/04/2019 (rev. 2)

Page 2 of 7

Environment, Health,
& Safety Manual

For Mobility Impaired Persons:

An individual who is unable to use the stairs to exit the building should use the following procedure:

1. Go to the nearest enclosed or exterior stairwell; ask for assistance if necessary.
2. Make sure the Floor Manager or another individual knows where you are. When in doubt, call 911 and explain the situation.
3. **Close the door to the stairwell to block fire and smoke.**

If you know of a mobility impaired individual:

Give the person's name and location if known, to either a First Responder, Floor Manager, the Emergency Coordinator or an Evacuation Area Monitor wearing a colored safety vest.

Assist mobility impaired person(s) to the nearest enclosed or exterior stairwell. Do not attempt to carry a mobility impaired person down the stairwell. Only trained personnel should make the rescue. If in doubt call 911 to ensure that help is on the way.

Emergency Response Personnel will include: UAPD, Tucson Fire Department, Facilities Management Fire Safety, and Risk Management Fire Safety. Once Tucson Fire Department is on-site the building is under their control until they leave.

DO NOT RE-ENTER THE BUILDING UNTIL YOU RECEIVE THE OFFICIAL ALL CLEAR, EVEN IF THE ALARM NO LONGER SOUNDS.

ONLY FACILITIES MANAGEMENT OR RISK MANAGEMENT PERSONNEL SHALL AUTHORIZE RE-ENTRY INTO THE BUILDING. The fire department will return custody of the building to either of these entities.



Subject: Safety Programs and Requirements:
**Emergency Response/Action Plan: Emergency Procedures
Fire**

Section: V

Date: 06/04/2019 (rev. 2)

Page 3 of 7

Definition of Roles:

Floor Manager:

1. Walks his/her floor to make sure everyone is aware and exiting the building
2. Checks for injuries/disabled individuals in need of assistance
3. Contacts Emergency Coordinator or Evacuation Monitor in designated evacuation area and informs them of person(s) in need of assistance
4. Relays information to building monitor regarding situation if the fire is on his/her floor

Emergency Coordinator:

The Emergency Coordinator is the Building Monitor. S/he will be the vest-wearer outside of AURA/NOAO and is the point of contact for Emergency Response Personnel. S/he will collect and relay information, instructions and updates to the "Rover" and "Evacuation Area Monitors" in the other designated areas.

As soon as Emergency Response arrives, the building monitor will greet them and provide the following information, stored in a binder for immediate use:

1. Location of Fire Panel System
2. Maps of Floor Plans
3. Location of HVAC and Mechanical Rooms
4. Electrical Breaker Boxes
5. Location of Fire Department Risers
6. Location of Electrical Rooms
7. Identification of rooms containing hazardous chemicals, including identity and quantity

Evacuation Area Monitors:

Evacuation Area Monitors will wear colored safety vests for identification. Inform these individuals immediately of incident information or personnel requiring assistance or rescue. Instructions and updates on the situation will be relayed to the Evacuation Area Monitors to inform those in the evacuation areas.

Evacuation Supervisor (Rover):

The Evacuation Supervisor (Rover) will not be identified by a vest. This individual will be responsible for moving between the Designated Evacuation Areas and building perimeter to assess the situation and redirect personnel, if required. The Rover will coordinate with the Evacuation Area Monitors, support the Emergency Coordinator, and report to the Steward Observatory Director or his (her) designee and University Risk Management the ongoing status of the situation.



Subject: Safety Programs and Requirements:
**Emergency Response/Action Plan: Emergency Procedures
Fire**

Section: V

Date: 06/04/2019 (rev. 2)

Page 4 of 7

Designated Evacuation Areas: (see map below)

YOU MUST EVACUATE TO AT LEAST 50' AWAY FROM THE BUILDING TO THE DESIGNATED EVACUATION AREA.

1. **Steward Observatory Annex:** North side of 2nd Street
2. **Trailer:** West of Dome between Psychology and Education buildings
3. **Steward Observatory West section and Dome:** West of Dome between Psychology and Education buildings
4. **Steward Observatory Northside Expansion:** Eastside of Cherry Ave in front of AURA/NOAO building
5. **Steward Observatory Southside Addition:** Eastside of Cherry Ave in front of AURA/NOAO building
6. **Charles P. Sonett Space Sciences Building:** Eastside of Cherry Ave in front of Flandrau building or Southside of University Blvd
7. **RFC Mirror Lab:** North end of parking LOT 6097 (Grass Area)



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan: Emergency Procedures
Fire

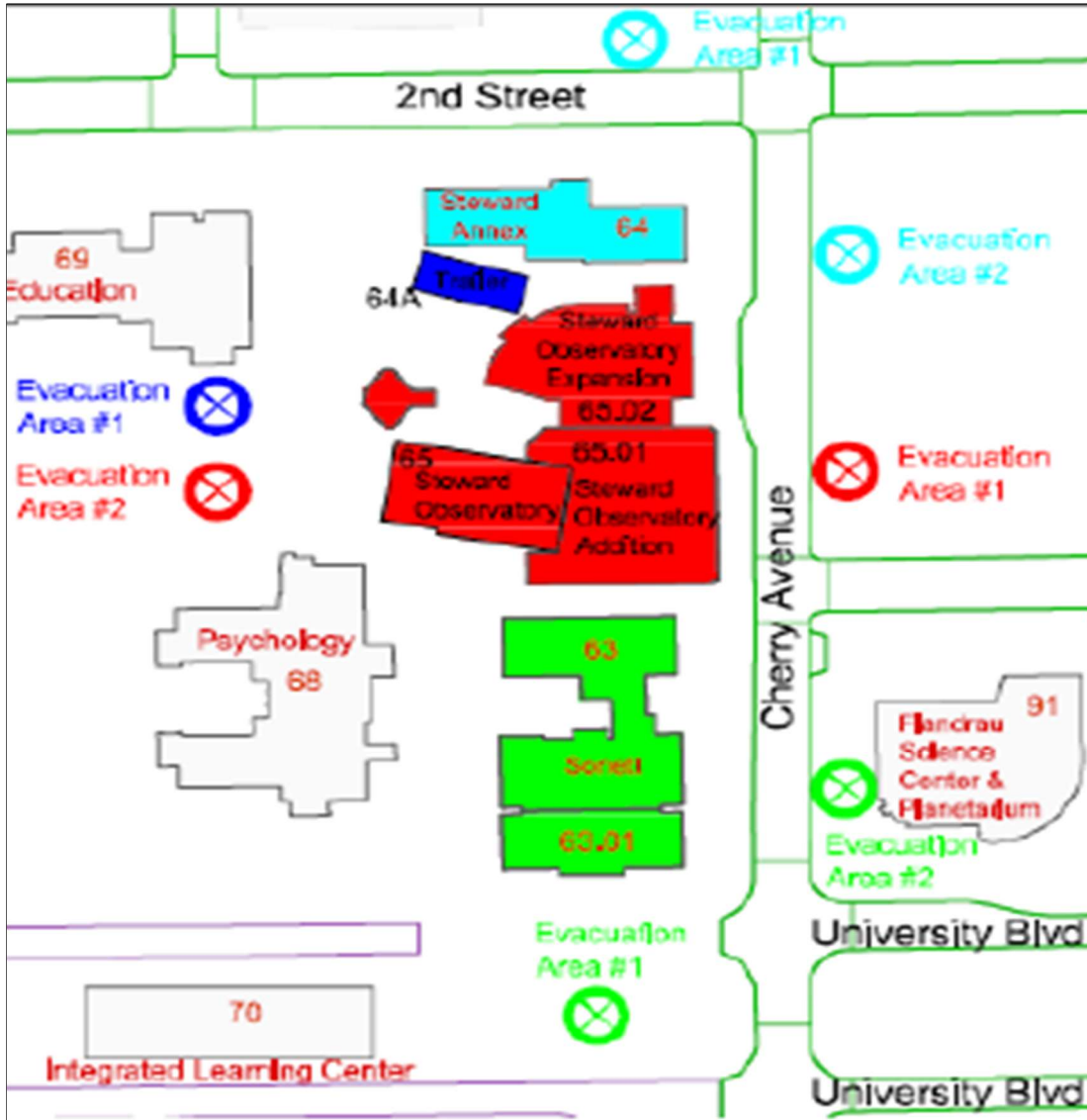
Section: V

Date: 06/04/2019

Page 5 of 7

Environment, Health,
& Safety Manual

An **Evacuation Area Monitor** will be designated in each area to coordinate evacuees. The **Evacuation Supervisor (Rover)** to facilitate communication between areas and the **Emergency Coordinator**.



EVACUATION DRILLS:

Steward Observatory may elect to conduct fire drills quarterly or each semester, as desired. To coordinate this effort, contact Herb Wagner at Risk Management Services.



Subject: Safety Programs and Requirements:
**Emergency Response/Action Plan: Emergency Procedures
Fire**

Section: V

Date: 06/18/2008

Page 6 of 7

Environment, Health,
& Safety Manual

How Most Fire Extinguishers Work

Learn How to **P.A.S.S.**

- ✓ **Pull** the pin. Some units require the releasing of a lock latch, pressing a puncture lever, or other motion
- ✓ **Aim** the extinguisher nozzle (horn or hose) at the base of the fire
- ✓ **Squeeze** or press the handle
- ✓ **Sweep** from side to side at the base of the fire until it goes out. Shut off the extinguisher. Watch for reigniting and reactivate the extinguisher if necessary.

Fire Extinguishers Type:

- **"A"** Effective on fires composed of burning wood, paper, plastics, and fabrics
- **"B"** Effective on fires fueled by flammable liquids or grease
- **"C"** Effective on fires involving electric current
- **"D"** Effective on fires fueled by combustible metals such as magnesium and sodium, and other finely divided metal particles

Fire Prevention Procedures

To prevent a fire, the building should maintain a good housekeeping policy by storing flammable and combustible materials in an approved manner and avoiding accumulation of flammable and combustible materials in work areas and exit hallways.

The Building Manager, Deans, Directors and Department Heads, work with U of A Risk Management Services to ensure that there is no excess accumulation of flammable and combustible materials in the building.

Facilities Management provides custodial services to the building.

A schedule of custodial services for the building may be obtained by contacting the Facilities Management at 621.7558.



Subject: Safety Programs and Requirements:
Emergency Response/Action Plan: Emergency Procedures
Fire

Section: V

Date: 06/18/2008

Page 7 of 7

Environment, Health,
& Safety Manual

Potential Fire Hazards

The following are potential fire hazardous identified in this building: *(Check all that apply)*

- Combustible materials (e.g. paper, cardboard, wood, etc.)
- Flammable/combustible gases in laboratories
- Flammable/combustible solids in laboratories
- Cleaning fluids
- Grease
- Gasoline/diesel
- Oils
- Other: _____

Summary

- Prepare occupants in your department and building ahead of time for emergency evacuations
- Know your building occupants
- Train faculty, staff and students to be aware of the needs of people with disabilities and know how to offer assistance
- Hold evacuation drills, with the assistance of UAPD and U of A Risk Management Services in which occupants participate, and evaluate drills to identify areas that need improvement
- Plans must cover regular working hours, after hours, and weekends
- People with disabilities should consider what they would do and whether they need to take additional steps to prepare for an emergency situation

Everyone needs to take responsibility in preparing for emergencies!