

TAB X – FIRE EMERGENCY

I. Definition of the Event

Robert Morris University has established a Fire Procedures Policy (FS 1.8). This policy details fire response procedures, types and use of fire extinguishers, fire prevention and similar information. In addition to the noted policy, this TAB contains basic response procedures and communication guidelines to be followed during a fire related emergency. Any fire related incident requires building evacuation and is

II. Scope of Potential Impact

RMU Police will act as the initial/scene Incident Response and determine whether the conditions are severe enough to warrant action beyond the Immediate Response Procedures listed in Section III below. A fire incident may impact specific areas within a facility, the entire facility or multiple campus facilities.

In the event that facilities are damaged or closed, managers must identify and inform employees who must report to work. Provisions for temporary operations and locations may be required. (For example, services that support residential students including, housing, dining and facilities and maintenance.)

III. Required Actions

IMMEDIATE RESPONSE PROCEDURES:

In the event that you discover fire, see flames or smoke or there is an activation of the building fire alarm or similar system, all occupants must begin an orderly evacuation of that facility. Persons should remember the “**RACE**” acronym when responding to a fire/alarm situation.

- A. **RESCUE.** If it is safe to do so, Rescue anyone who may be in imminent danger of fire or smoke. Do not use the elevators. Be aware of persons who may need assistance. RMU faculty and staff provide direction regarding evacuation to students and visitors in their area.
- B. **ALARM.** Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exits. Call the University’s emergency number (412-397-2424) to report the nature of the incident and exact location.
- C. **CONTAIN.** Close all doors and windows, even if you are not in the affected area. Shut off all fuel sources, such as piped gas.
- D. **EVACUATE.** Evacuate the building to your designated assembly point safely away from the fire/building. Fire Extinguishers are located throughout RMU facilities, but should only be used by persons trained on their proper use.

COMMUNICATION & RESPONSE:

- A. Upon recognition of a fire incident, RMU Police must be notified immediately at (412) 397-2424. RMU Police Department will notify Colonial Central at (412) 397-4343. **RMU Police will act as scene Incident Command.**
- B. RMU Police Department and Facilities Management Personnel will be dispatched to the scene of the reported fire.
- C. RMU Police Department will contact and communicate with the appropriate Emergency Response Agency(s) as necessary (911/fire, police, ambulance, etc.). **Local Fire/Emergency Response Agency will assume Incident Command.**
- D. RMU Police Department will initiate communications to senior administration in accordance with Section III of the Emergency Response Plan – Incident Response & Communications.

RMU Police Department → Office of General Counsel → Senior VP

INTERMEDIATE & LONG TERM ACTIONS:

- A. Senior VP for Business Affairs and Treasurer will communicate with Senior Vice President for Academic Affairs and the President as appropriate. **The most senior Administrator will assume responsibility as RMU Incident Commander.**
- B. RMU Police Department and Colonial Central will continue to gather information regarding the incident and update the Incident Commander.
- C. RMU Police Department along with Senior Administration will determine what areas and/or operations are affected and make appropriate notifications.

Depending on the nature and extent of a fire situation, the incident commander may convene the Incident Response Team. (Attachment C to the Emergency Response Plan identifies contact names and numbers for the IRT).

- D. Determinations will be made regarding the need to relocate, modify and/or cancel classes, activities, events, and other operations.
- E. The Incident Commander or IRT may need to assess short and long-term needs including, but not limited to:
 - 1. Medical Treatment
 - 2. University Classes
 - 3. University Housing / Residence Halls
 - 4. University Facilities and Building Systems
 - 5. Other University Operations

IV. Reporting

INCIDENT COMMAND & REPORTING:

- A. **Identify Initial Reporting Channels (within 1 hour).** Use RMU Emergency Response Plan Incident Response Team Phone List to contact RMU administrators who must react to or be made aware of the event immediately. Communication with local emergency response agencies as noted in Section III above.
- B. **Identify Recurring Reporting Channels (1-6 hours).** Use RMU Emergency Response Plan Incident Response Team Phone List to contact RMU Administrators who will put into effect long-term solutions to the event or who wish/need to be updated periodically for safety, health or continuity of operations.
- C. **Identify Follow-On Reporting Channels (post-event reporting).** List RMU and off-campus agencies who should receive a final action report regarding any or all

V. Primary Contacts

Primary contacts in departments identified as office(s) of primary responsibility and office(s) of collateral responsibility.

- RMU Police Department
- Colonial Central
- Jeffrey Schmetzer, Chief of RMU Police
- Office of General Counsel
- Jeffrey Listwak, Senior Vice President, Office of Business Affairs and Treasurer
- Mary Ann Rafoth, Provost & Senior Vice President, Academic Affairs
- Dr. Christopher Howard, President

** Additional contact phone numbers related to the IRT is available at the RMU Police Department or Facilities Department.