

# Cheyney University Policy FA-2013-1016

## Policy on Emergency Evacuation and Fire Drills on Non-Residence Buildings

**Approved by:** Finance and Administration Council / President's Cabinet

**History:** Issued - 2-17-2009  
**Revised** -08-25-2019  
-08-26-2021

**Related Policies:** n/a

**Additional References:** n/a

### A. Purpose

To establish a policy and procedure for the execution of emergency evacuation and fire drills in Cheyney University non-residence buildings.

The Commonwealth of Pennsylvania, through the adoption of the International Building Code and its associated Fire Code, has promulgated regulations governing Life Safety in buildings wherein any person is employed or assembled and required to have a manual or automatic fire alarm system. Provisions in the regulations regarding Fire Drills, shall apply to this institution.

### B. Scope

This policy and subsequent procedure shall apply to all non-residence buildings.

### C. Definition(s)

Automatic Fire Alarm System - a system designed to detect smoke, fire or hazardous vapor release and provide automatic notification to building occupants. Fire Alarm Signal - any bell, gong, horn or electronic (audible or visual) signal emitted, that alerts occupants of a building that a fire, vapor release or smoke has been detected. Fire Door - a door, frame, automatic closing device and other appropriate hardware, which has been rated to retard the spread of fire through the door opening. The rating is void if any component is omitted or altered.

Manual Fire Alarm System - a system with manual pull stations, activated when a fire or other hazardous condition is detected by a building's occupant(s).

### D. Policy & Procedure(s)

#### Fire Drill Requirements

Fire drills shall be conducted in all buildings required to have a manual or automatic fire alarm system. Fire drills, in non-residence buildings, shall be conducted a minimum of once each semester in which the building is occupied. All fire drills shall be held during normal times of occupancy. All staff and faculty members must realize his or her own responsibility and ensure all occupants participate during an evacuation/fire drill.

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**General Evacuation Requirements**

Upon the sounding of a fire Alarm Signal in any building on campus, all occupants shall leave the building immediately. No person shall re-enter an evacuated building until they are given the signal to return by an official of the Cheyney Police Department.

Fire Doors, which isolate stair towers or parts of buildings, to retard the spread of fire or smoke, must be kept closed at all times. These doors must never be blocked open during drills or emergency evacuation, nor shall they be locked or blocked in any manner. Occupants shall review and conspicuously post, the Evacuation Drill Procedures and Emergency Preparedness Guidelines provided to each employee, department or office by the Cheyney Police Department.

**Fire Drills**

Upon the sounding of the fire alarm signal, all occupants shall immediately evacuate the building by the nearest and safest exit(s). Occupants shall not use elevators during an evacuation. Upon leaving the building, move a safe distance from the building and do not block the exits. Remain outside, until given the signal to return by a Cheyney Police Officer.

**Emergency Evacuations**

Upon the discovery of smoke, fire or other such condition that requires evacuation of a building, the occupant shall activate the fire alarm by pulling the nearest fire alarm box. When the fire alarm signal has been activated:

- a) turn off any equipment you may be using
- b) pick up valuables such as your purse or briefcase or secure in your office
- c) close windows and doors, but leave doors unlocked
- d) leave building using safest and closest exit (Do not use elevators)
- e) stand away from the building or exits
- f) do not return to building until given signal to return by Cheyney Police

If assigned to an Emergency Assembly point, walk to designated area in an orderly manner. Notify the Cheyney Police Department at 610-399-2405 if it is apparent they have not received a report of the emergency.