Department Name:  CIEMAS/Fitzpatrick/Vinik
Building: #7735

Designated Emergency Assembly Point(s) Entry Number

1. CIEMAS/Hudson
2. CIEMAS/Chapel Trail
3. Hudson/Research Drive
4. Telecom Dr Circle
5. Science Drive
6. Bostock/Perkins Walkway

Signature of Department Director, Manager

__________________________

Date 3/1/2005

Signature of the Chairman, Duke University Safety Committee

__________________________

Date
PROCEDURE FOR HANDLING FIRE ALARM ACTIVATION DURING ANESTHETIZED ANIMAL PROCEDURES

PURPOSE

The purpose of this policy is to provide instruction and further clarification with respect to proper procedure during fire alarms and drills. This resolution will protect human life, but will also satisfy the IACUC with respect to animal life.

SCOPE

This procedure should only be followed when the fire alarm is activated during an anesthetized animal research procedure. Research procedures on deceased animals or other animal components are not affected by this policy and those involved are REQUIRED TO LEAVE THE AREA IMMEDIATELY UPON FIRE ALARM ACTIVATION.

SCHEDULED FIRE DRILLS

The OESO Fire Safety Office will post notices of a scheduled fire drill at least 48 hours in advance stating the date and window of time the drill will occur. If an unavoidable conflict arises, the research personnel must notify the OESO Fire Safety office immediately. Our main office phone number will be posted on the notice. If no prior notification is given, the drill will be held, and ALL OCCUPANTS ARE REQUIRED TO EXIT THE BUILDING IMMEDIATELY!

FIRE ALARM ACTIVATIONS

In every surgical lab, there will be a poster permanently displayed in a visible location which lists a building contact person, an alternate contact person, and their mobile phone numbers. The designated contact persons for fire alarm evacuations will be determined by the department(s) upon the receipt of this policy. Alternates will also be determined. A list of contact persons and their cell phone numbers will be distributed to all animal procedural areas.
1) If the fire alarm is activated, the research personnel shall first check the areas for signs for smoke, fire, toxins or other dangers. ONLY if they do not see any immediate signs of smoke, fire, or other hazards, they will immediately contact the department designated contact person in the building and state that they are remaining in the laboratory because they are performing an animal procedure on an anesthetized animal. If they decide to evacuate, they shall still notify the building contact of this as well. This ensures proper accountability.

2) If the research personnel and designee are remaining in the lab, the laboratory designee (if applicable) will continue to serve as a lookout person for signs for smoke, fire, or other hazards, and in charge of communications with the building contact person. If no others persons are in the lab to serve as a laboratory designee, the research personnel must watch for signs of changing conditions to the best of his/her ability.

3) The building contact person will notify responding units of the person(s) remaining in the laboratory and their exact location.

4) The building contact person will notify the research personnel or his/her designee immediately if conditions deteriorate and evacuation is necessary.

5) If evacuation is necessary, the research personnel and his/her designee will then take steps to safely and quickly euthanize the animal (e.g. perform a bilateral thoracotomy while anesthetized), if conditions allow, and evacuate the building immediately.

6) If the research personnel are alone when conducting the procedure, the research personnel shall notify the building contact person that the procedure is complete. Any alarms after this point will require prompt evacuation from the building for all occupants.
OCCUPATIONAL AND ENVIRONMENTAL SAFETY OFFICE
FIRE SAFETY DIVISION

SITE-SPECIFIC FIRE PLAN
FOR

Building # 7735
CIEMAS/Fitzpatrick/Vinik

Fire Drill & Evacuation Procedures

ALL PERSONNEL ARE REQUIRED TO EVACUATE THE BUILDING DURING A FIRE ALARM EVENT.

It is the department’s responsibility to ensure that all employees respond to fire alarms and assist any visitors, volunteers, or others who may not be familiar with the exit routes or evacuation procedures.

IF YOU DISCOVER A FIRE, SEE FLAME OR SMOKE:

1) Follow the RACE procedures:
   R = Remove all persons in immediate danger to safety.
   A = Activate manual pull station AND call or have someone call 911.
   C = Close doors and fire shutters to prevent the spread of smoke and fire.
   E = Extinguish the fire.

IF YOU HEAR THE FIRE ALARM ACTIVATE:
Proceed to the closest exit and evacuate the building.

General Fire Information

Evacuation

There are six stairwells exits provided for egress during an emergency, in addition to the interior exit doors. Each occupant should follow the directional exit signs and stairwell signage that indicates where to exit the building from your location.

Emergency Assembly Point (EAP)

The designated EAP’s are as follows;
- Ciemas/ Hudson
- Ciemas/ Chapel Trail
- Hudson / Research Drive
- Telcom Dr Circle
- Science Dr Dircle
- Bostock / Perkins Walkway
Each employee must adhere to Duke University Policy and exit the building upon activation of a fire alarm!

**Fire Alarm Pull Stations**
Fire alarm pull stations activate the building fire alarm system and are located throughout the building. Pull stations are usually located at or near an exit and staff should know where each pull station is located in their immediate work area. Fire alarm pull station locations are shown on the evacuation plan drawings located on each floor.

Although activation of a manual fire alarm pull station will activate the building fire alarm and automatically notify Duke Police and other emergency personnel, it is important to call or have someone call 911 and provide all pertinent information to include your name, location, type of fire and your observations of the situation.

**Fire Extinguishers**
Fire extinguishers of the appropriate size and type have been installed throughout the building. Any Duke employee may use the fire extinguisher to reduce or extinguish a fire. The acronym, PASS, defines the proper procedure:

- **P** = Pull the pin breaking the plastic seal;
- **A** = Aim at the base of the fire;
- **S** = Squeeze the handles together; and
- **S** = Sweep from side to side.

**Fire Drill Frequency**
According to North Carolina State Law, fire drills will be conducted at least annually. Areas under renovation or construction requiring Interim Life Safety Measures (ILSM) may require additional fire drills.

Fire drills are conducted for three reasons:
1. To allow personnel to practice fire response (training),
2. To reinforce fire safety practices (education)
3. To allow for evaluation of staff knowledge (evaluation)

To ensure that drills provide the maximum benefit, personnel should respond to each drill as if there were an actual fire. Fire drills will be conducted as if there were a real emergency.

**Fire Drill Evaluation**
The OESO-Fire Safety Division utilizes a Fire Drill Form and database to determine the effectiveness of each actual fire drill by evaluating the staff participation and understanding of the fire response (RACE), as well as, site-specific fire response issues in the area or zone where the fire alarm was initiated. Each unit participating in an actual fire drill is given a score to determine whether it “passed” or “failed”. Pass or Fail criteria are outlined on each Fire Drill Evaluation Form and must pass the fire drill with a score of 90% or more. Those departments who fall below this 90% score will be rescheduled within 30 days for a follow-up fire drill. Additional fire drills are required until a passing score is obtained.
Staff Roles and Responsibilities

Director of Facilities

Interim Life Safety Measures (ILSM)

Interim life safety measures are a series of temporary administrative actions required during construction to provide the level of life safety that existed prior to construction start-up. Interim life safety measures apply to all personnel (including construction workers), must be implemented upon project start-up, and must be continuously enforced through project completion. Each interim life safety measure action must be documented through written policies and procedures.

OESO-Information Telephone Numbers:

- Biological Safety 684-8822
- Fire Safety General Mail Box 684-5609
- Chemical Safety/Waste Pick-Up 684-2794
- Ergonomics 286-1722
- Hearing Conservation 684-5996
- Laser Safety 668-3157
- Occupational Hygiene (Industrial Hygiene) 684-5996
- Radiation Safety 684-2194
- Safety Training 684-2794