

Fire & Life Safety Emergency Response Plan

**ENVIRONMENTAL HEALTH AND SAFETY
UF Scripps**

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UF Scripps

Fire Life-Safety Emergency Response Plan

INTRODUCTION

The Fire Life-Safety Emergency Response Plan was created to protect employees, students, visitors, contractors, property, equipment, and other assets of UF Scripps Biomedical Research. The Plan details how UF Scripps will respond to fire-related emergencies.

UF Scripps facilities are designed with fire-resistive concrete and structural steel construction and are equipped with fire detection and suppression equipment to protect life and property from fire. The fire life-safety equipment includes automatic fire sprinkler systems, fire extinguishers, smoke and fire detection systems, evacuation alarms, and an Underwriters Laboratory (UL) 24 hours per day, 365 days per year central station monitoring service. If the monitoring system detects a fire event, Palm Beach County Fire Rescue (PBCFR) will be automatically dispatched and UFScripps Security will be notified.

RESPONSIBILITIES

Firefighting procedures for UF Scripps buildings have been pre-planned by PBCFR and UF Scripps Administration. Search and rescue is the sole responsibility of PBCFR.

Fire-Life safety emergencies will be reported to Security immediately by dialing x-2757 from a campus Phone. This number is monitored 24/7 by UF Scripps Security (employees have the option to dial 911 and be routed to an external emergency operator). Security will notify external emergency responders, then contact the designated personnel below. These individuals will ensure the automatic fire suppression system is operational.

I. Personnel	1st Shift	Second Shift	Third Shift
A. Sprinkler Valve Operator	Facilities Operator	Facilities Operator	Facilities Operator
B. Fire Pump Operator	Facilities Operator	Facilities Operator	Facilities Operator
C. Name of Notifier	Security Officer	Security Officer	Security Officer

Security will then contact various support services departments so they can assist public emergency responders as needed.

Support Services Emergency Call List

EH&S, Biosafety Manager	(561) 228-2043 (Ashish Sawant)
EH&S, SEMCOM Manager	(561) 228-2061 (Galina Judge)
EH&S, Safety Coordinator	(561) 228-2048 (Marisa Hoefs)
Facilities Construction and Engineering, Director	(561) 228-2008 (Tim Jackson)
Human Resources, Director	(561) 228-2036 (Christine Ng A Fook)
ARC, Director	(561) 228-3101 (Brian Ermeling)
Security, Manager	(561) 228-2756 (Keith Totten)

Trained UF Scripps employees may attempt to extinguish small fires; providing there is no personal life-safety hazard, and such action will not endanger others.

Environmental Health and Safety (EH&S) will:

- Provide support to the responding agencies
- Keep a current inventory of all Controlled Substances (CS) and Radioactive Materials (RAM) and make it available to responding agencies
- Provide SDS of chemicals as needed
- Implement and manage this Plan
- Provide fire life-safety education and training to employees
- Communicate emergency-related information to the campus via Everbridge Mass Notification System

Facilities Services will:

- Check sprinkler control valves in the event of a fire to ensure they are wide open; an operator will stand by to shut the valve after the fire has been extinguished and ordered closed by the fire chief or next person in charge from PBCFR.
- Ensure fire pump is operable and the pump alarm has sounded in a fire event; turn the pump on manually if necessary; keep fire pump operational until the fire has been extinguished and ordered closed by the fire chief or next person in charge from PBCFR.
- Replace sprinkler heads that have operated and restore full protection of fire systems and alarms promptly following a fire event
- Know how to operate the sprinkler control valves and fire pump
- Attend relevant fire-life safety training, including annual fire extinguisher training

Security will:

- Manage all internal emergency calls
- Contact external emergency services and provide access, vital information, and continual support to the external emergency responders

- Be the point of contact for UL central monitoring system
- Notify appropriate UF Scripps personnel (noted in this Plan) of Fire-Life Safety emergencies
- Attend relevant fire-life safety training, including annual fire extinguisher training.
- Coordinate and manage emergency response drills

Human Resources will:

- Maintain a list of current UF Scripps employees and their contact information

Information Technology will:

- Coordinate shut down of essential computers and electronics
- Support and facilitate communication of emergency-related information, including website and emergency hotline

Faculty Chairs, Principal Investigators (PI), and Supervisors will:

- Assist EH&S in implementing fire prevention measures and evacuation procedures
- Inform employees on the specific hazards of their work area
- Participate in emergency response drills

Employees will:

- Receive an overview of the UF Scripps emergency procedures as part of the EH&S new hire safety orientation and Lab Personnel Safety training
- Become familiar with location of the emergency exits, fire alarm pull-stations, fire extinguishers, and other fire life-safety equipment
- Conform to fire safety guidelines and promptly report any fire life-safety related issues or concerns to Security by dialing x-2757 from a campus phone
- Participate in emergency response drills

On-site Contractors will:

- Know Scripps fire-life safety evacuation protocol (see **Appendix A**)
- Participate in emergency response drills

All UF Scripps employees and on-site contractors are offered to attend, as optional, the annual fire-life safety training, including fire extinguisher training, presented by PBCFR.

SCRIPPS FLORIDA EMERGENCY EVACUATION PROCEDURE

The emergency evacuation procedure will be utilized to evacuate all occupants, regardless of the type of emergency.

Emergency Evacuation Procedures (Appendix A)

- If you observe a fire, call UF Scripps Security by dialing x-2757 (on campus phone) and/or activate the fire pull-station alarm
- Evacuate the building immediately and in an orderly manner. Take your purse, car keys, and other personal belongings that are easily accessible. The last occupant to

leave a room will close the doors leading to the exit corridor and exits. (Do not use the elevators. Elevators are automatically recalled to the street floor or transfer level upon the activation of the buildings' fire alarm system)

- Proceed to nearest designated Assembly Point; see **Appendix B** for map of assembly points
- Do not reenter the building unless instructed to do so by a fire official or an "all clear" is sounded

NOTE: Shut down any experiments, equipment, devices, or procedures that should not be left unattended, only if it does not compromise your safety.

Employees Requiring Assistance

All UF Scripps Florida employees are responsible, within the limits of their abilities, to help those requiring assistance during an emergency. Assistance may be in the form of notifying emergency responders of the location of those individuals or by providing guidance to a safe area. Employees requiring assistance will proceed to the nearest stairway and request assistance from other evacuees. Do not obstruct the stairway or door leading to the stairway. If the location becomes unsafe, move to a different exit stairway and call for help.

Employees with disabilities will prepare for emergencies in advance by learning the locations of exit corridors and exit stairways, by planning an escape route, and by showing a co-worker how to assist them in case of an emergency. Employees with speech impairment will carry a whistle or have other means of attracting attention. All exit corridors and stairways are marked with exit signs and are protected with self-closing fire-rated doors. These are the safest areas during an emergency. Rescue team will check all exit stairways for trapped employees first.

BSL-3/ABSL-3 Laboratories

If working in the BSL-3/ABSL-3 laboratory, during a fire emergency, all work will be stopped. If possible, the infectious agent in use will be safely secured in approved storage location immediately. If it is not possible, the infectious agent will remain inside the biosafety cabinet or other approved primary containment unit.

NOTE: The BSL-3/ABSL-3 laboratories are limited access to only approved employees.

FIRE SAFETY EDUCATION AND TRAINING

Educating and training at UF Scripps Florida is a vital component of successful fire emergency response. EH&S will facilitate education and training of employees during New Employee Orientation, Lab Personnel Safety training, and annually in the following areas:

- Fire reporting
- Fire drill evacuation procedures (annual campus-wide fire drills)
- Proper use of fire extinguishers; and fire prevention and life-safety measures

Fire Lanes and Emergency Access

In the event of a fire, it is critical that emergency responders be able to access the UF Scripps buildings and emergency equipment. Pre-designated fire lanes, and emergency access routes have been provided for PBCFR in front of the three buildings and may not be blocked at any time. Parking is prohibited within 15 feet of any fire hydrant or fire department connections.

When an emergency vehicle approaches from any direction, all vehicles will immediately pull over to the right side of the road to allow the emergency vehicle to pass. Security will meet PBCFR outside to direct them to the emergency location.

Reviewed/Revised by: Ashish Sawant (April 2022)

Appendix A:

FIRE & LIFE-SAFETY EMERGENCY

Evacuate:

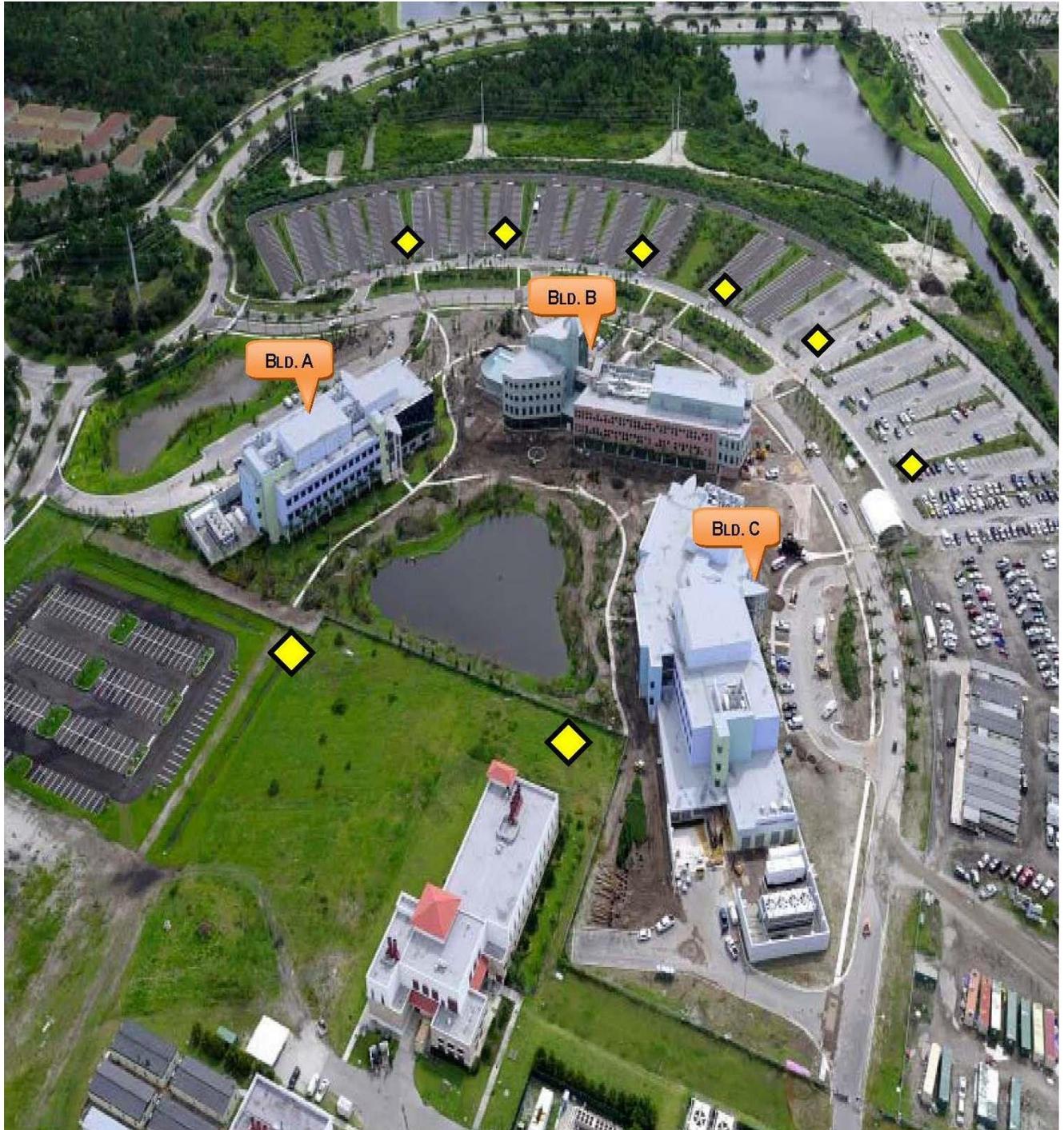
- **Evacuate from the immediate area.**
- Use stairs; close doors as you exit
- Report to the designated assembly points
- Do not re-enter building unless instructed to do so by a fire official or an “all clear” is sounded

Activate:

- Activate the nearest alarm pull station
- Notify Security by dialing **“2757”** on campus phone from a safe location

Do not attempt to fight the fire unless you have been trained to use a fire extinguisher.

Appendix B: UF Scripps Biomedical Research



 **Evacuation Assembly Areas**