



FACILITY MANAGEMENT

PPD

EMERGENCY GUIDELINES AND PROCEDURES

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Fire Safety Guide

OSHA requires that if the employer provides fire extinguishers for employees to use, the employees must be trained to properly use them. As a quick guide to being prepared, you should know the following.

Types of Fire Extinguishers

A portable fire extinguisher is a "first aid" device and is very effective when used while the fire is small. The use of fire extinguisher that matches the class of fire, by a person who is well trained, can save both lives and property. Portable fire extinguishers must be installed in workplaces regardless of other firefighting measures. The successful performance of a fire extinguisher in a fire situation largely depends on its proper selection, inspection, maintenance, and distribution.

There are four different types of fires:

- Type A - ordinary combustibles such as wood, cloth, paper, rubber and many plastics
- Type B - flammable liquids, such as gasoline, oil, grease, tar, oil-based paint, lacquer, and flammable gas
- Type C - energized electrical equipment, including wiring, fuse boxes, circuit breakers, machinery and appliances
- Type D - combustible metals such as magnesium and potassium (uncommon)

Most of the fire extinguishers at UNM are classified as ABC which can be used on the three common types of fires. Note that most extinguishers are limited and most small extinguishers will discharge their contents within 8-15 seconds. For more information on the fire extinguishers read the answers to frequency asked questions on fire safety. For information on how to use a fire extinguisher please read the following and see the safety class descriptions for hands-on fire extinguisher training.

All Employees Should Know

- where the fire alarm boxes are in your area. They should be well marked and easy to access.
- where the exit routes are in your area. The lighted exits signs will help guide you in heavy smoke or if the lights are out, but you should know the layout of the area.
- where the extinguishers are located. The extinguishers must be mounted in a designated location, well marked and easy to access.
- the procedures to follow in the event of a fire. What steps to follow, where to go and how to use a fire extinguisher if needed.

Procedures for Fire Emergency

Immediately pull the handle on the nearest fire box and/or call Campus Police at 277-2241.

If the fire is small, heavy smoke is NOT present and you have an exit available to you for evacuation purposes, you can use the nearest appropriate extinguisher following the P-A-S-S procedure. Otherwise leave the area by the nearest exit.

Do not use an elevator, use the stairs to change floors. If you are disabled and not able to exit the building, go to the nearest safe area and wait for rescue.

If the fire is large or the area is filled with heavy smoke (just as deadly as the fire), pull the handle on the nearest fire box, evacuate the building and call 911 from safe area.

Fire Extinguisher Use

Remember the 'P-A-S-S' word

Although extinguishers can vary in size, color and type of extinguishing agent, all devices operate basically the same way. If the fire is small and heavy smoke is NOT present and you have an exit available to you for evacuation purposes, grab the nearest appropriate extinguisher and operate following the P-A-S-S procedure:

- P - Pull the pin located in the extinguisher's handle.
- A - Aim the nozzle, horn or hose at the base of the fire.
- S - Squeeze or press the handle.
- S - Sweep from side to side at the base of the fire until it is out.

If you have a fire extinguisher in your work area, your employer is required to provide training on its use. Training on how to properly use a fire extinguisher is in the Basic Annual Safety Training.

Used Fire Extinguisher??

Used extinguishers must be immediately reported to SRS through iServiceDesk for service. Please include the building and room number in your request so we can easily locate the fire extinguisher.

Remember PASS

Pull the pin- Aim the discharge toward the base of the flames. Do not aim the fire extinguisher directly onto the source, as it may spread the flames. Begin discharging 8-10 feet away from the fire source. Squeeze the handle - Sweep from side to side

Fire or Smoke

Smell of smoke

- Report location to Campus Police 505-925-8570
- Report Location to PPD 505-925-8850

PD and PPD will investigate the situation and act accordingly

Visible Smoke (interior of the building)

- Pull closest fire alarm pull station as to not endanger yourself or others
- Evacuate the building
- Meet in assigned area of campus parking lots.
- Follow Emergency Operation Plan (EOP)

Visible Smoke (Outside of any buildings)

- Report location to PD
- Report location to PPD

PD and PPD will investigate and act accordingly

Visible Fire (Interior of a Building)

- Pull nearest pull station and evacuate immediately
 - Do not place yourself or anyone else in a dangerous situation
- Evacuate to the designated area for the building you are in
- Follow campus EOP



Urinal Water shut off Procedure (Urinal Overflow)

The urinal shut off valve can be found in the upper right of the valve

The small plastic cap covering the valve can be popped off with just about anything

Ex; knife, screw driver or fingernail

Turn water off

With the screw driver or (blade in an emergency situation) turn the set screw clockwise until it stops

Report issue to PPD and Leave water off until maintenance can repair

Cuustodial staff will Label Urinal "Closed" and cover with plastic bag



Toilet Water shut off Procedure (Toilet Overflow)

The toilet shut off valve can be found in the upper right of the valve

The small plastic cap covering the valve can be popped off with just about anything

Ex; knife, screw driver or fingernail

Turn water off

With the screw driver or (blade in an emergency situation) turn the set screw clockwise until it stops

Report issue to PPD and Leave water off until maintenance can repair

Custodial staff will Label stall "Closed"



Emergency Building Water Turn Off

Each building has it's own mechanical room where the door is labeled "Main Water Shut Off" (As seen below)

In each mechanical room the correct valve is labeled "Water Main Shut Off"

- NOTE: This valve will turn all water off to specific building
(Clockwise is off)

****These valves should be turned off in emergencies listed below****

- Exterior water spigot Leak
- Interior Water Line Leak
- Restroom leak that "**can not**" be turned off at toilet/urinal or sink



Exterior Water Line Leak

Due to the complexity and numerous valves associated with exterior water leaks all these types of leaks need to be reported to PPD immediately.

- If exterior water leak poses more immediate danger or damage to structures **"Main"** shut is located at PPD as seen in the pictures below (painted white)

***These valves will turn off water to entire campus and should only be used as a last resort** *Note; these take 60 full rotations to turn off supply water with key seen in photo

- The water key seen in the photo is kept hanging on the WEST wall of PPD shop



ENTERING A FLOODED SPACE

Policy 5080

I. PURPOSE

This procedure is to outline steps to ensure personal safety when entering a flooded space.

II. GENERAL

Before staff can enter the space to assess the damage and begin clean-up and repair, steps must be taken to protect themselves, workers, and volunteers who have come to help.

III. PROCESS

1.0 Prior to entering the flooded space

- 1.1 Contact Facilities Management Utilities Division electricians to turn off power to the space, as directed, at the exterior main disconnect prior to anyone entering (typically at a pad-mounted switch ahead of the building's pad-mount transformer).
- 1.2 Be aware that a building may have more than one electrical service, as well as possibly one or more sources of backup/emergency power, e.g., standby engine generators, UPSs, and emergency lighting inverters.
- 1.3 After electricians and Utilities Division electricians will need to determine that all electrical hazards within and around the building are controlled. Only then can staff be certain that the space is electrically safe.

2.0 While working in the flooded space

- 2.1 Never touch electrical equipment if the ground is wet.
- 2.2 As an additional safety measure, after entering the space, open the main breaker(s)/fused switch(es) in the main electrical panel/switchboard as needed.
- 2.3 Shut off the water.
- 2.4 Stay well away from downed power lines and electrical wires. Electrocutation is a major source of deaths in flooded areas. Electric current passes easily through water and soil. You can be electrocuted even if you only approach a downed power line.
- 2.5 Look for electrical system damage: sparks, broken or frayed wires, smell of burning insulation.
- 2.6 Do not turn power back on to electrical and mechanical equipment that is, or has been, wet until it has been properly dried, cleaned, repaired or restored, and inspected/tested per the recommendations given in NEMA's publication "Evaluating Water Damaged Electrical Equipment."

3.0 Guidelines for cleaning up flooded space (based on the article *After the Flood: Safety Tips for Business Owners* (https://s0.hfdstatic.com/sites/the_hartford/files/after-the-flood-business.pdf))

- 3.1 Take immediate steps to ensure personal safety
- 3.2 Secure the spaces and utilities
- 3.3 Identify damage and begin clean-up of space contents
- 3.4 Decontaminate spaces and contents
- 3.5 Ensure worker safety during clean-up

Power Outage

Single Classroom or office

- Report to PPD
- PPD will Ensure no electrical hazards to occupants (sparks, fire or smoke etc.)
- PPD staff will check for tripped breaker and/or cause of outage
- PPD if a qualified person is on staff they will repair the issue back to normal working condition as soon as possible
- If no qualified person is on campus an outside agency or company will be called to repair issue

Entire building(s)- *This is not typical and should be considered an emergency situation*

- Report to PPD
- PPD will Ensure no electrical hazards to occupants (sparks, fire or smoke etc.)
- PPD will investigate and act accordingly to get repairs made as soon as possible

Off Campus Emergency

Proximal Fire - If there is an "OFF" campus fire/smoke incident

- PPD will protect campus property from any inherent fire or smoke dangers
- HVAC (ALC) system "CLOSE" all outside air dampers
- In extreme conditions HVAC units may be turned to the "OFF" position to protect occupants from inherent smoke inhalation.
- Close communication will be kept with the authority having jurisdiction of incident