



Minot State University

Policy Manual

Section 4.7

Fire - Emergency Procedures

1. Prevention/Preparedness:

The greatest protection against property loss and injuries from fire is prevention. Follow these guidelines to promote fire/life safety:

- a. Minimize combustible storage.
- b. Store waste materials in suitable containers.
- c. Use flammable materials in well-ventilated areas. Use and store flammables away from ignition sources, such as cigarettes.
- d. Keep equipment in good working order. Have electrical wiring and appliances inspected regularly.
- e. Ensure that heating units are properly safeguarded.
- f. Do not hunt for gas leaks using an open flame. Use approved gas indicators.
- g. Report and repair all gas leaks immediately.
- h. Conduct hot work in well-ventilated areas.
- i. Test enclosed or confined spaces for flammable atmospheres.
- j. Use open flames carefully. Do not use open flames where flammable atmospheres may be present.
- k. Know the location of fire extinguishers in your work area.
- l. Know the evacuation plan for your work area.

2. Fire Response:

If you see a fire or smoke, or if you smell smoke, complete the following steps:

- a. Exit the building by following posted evacuation routes. Do not use elevators during an emergency.
- b. Alert the Fire Department at 911 from the nearest telephone from which you can safely call. Provide them with:
 - Your name (calling from MSU)
 - Location of the fire (building name, room #)
 - Extent of the fire, and
 - If applicable, indicate that someone will be at a specific address or building to give directions.

3. Calmly alert people in the building and evacuate the building by following the EXIT signs. **DO NOT USE THE ELEVATORS.** When a fire alarm is activated, **ALL PERSONS MUST EVACUATE THE BUILDING IMMEDIATELY!**
4. Once an alarm has been activated and immediate attention has been given by emergency personnel to the safety of others, and if it is safe to do so, close corridors, windows, doors, and stairwells to prevent the spread of fire and smoke.
5. Remain outside of the building at a safe distance.
6. Meet police or fire personnel upon their arrival to direct them to the fire.
7. Emergency fire systems, such as fire extinguishers and fire alarms, must be in a state of readiness at all times. It is a criminal offense to tamper with firefighting equipment or to sound a false alarm. In instances where the fire alarm is utilized to evacuate buildings as in the case of a bomb threat, the alarm is to be activated only upon authorization of the main administrative office in the building.

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