

# Cal Poly

## Code of Safe Practice

### Fire Safety for Custodial Operations

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These following general rules shall be followed and these precautions shall be taken when performing custodial operations in any campus facility.

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## Fire Alarms

Most campus facilities have fire alarms with very few exceptions.

Fire Alarms make a loud, honking sound and flash a lighted strobe when activated.

In the event that a fire alarm is activated in a building, take the following actions:

- Immediately evacuate the building.
- Leave using stairs. Do not use elevators.
- Proceed outside the building at least 25 feet and await direction from your lead or supervisor.
- Stay out of the way of emergency responders.
- Follow all directions issued by University Police or responding fire department personnel.
- Do not re-enter the building until told to do so by your supervisor.

Some campus buildings without fire alarms may utilize an air horn. In the event of a fire, the horn will be the signal to evacuate the building and you will use the same steps as above.

## Discovery and Reporting of Fires

If you discover a fire in a building or a fire starts near where you are working, immediately take the following actions:

- Alert other employees in your immediate area, if safe to do so.
- Proceed to the nearest exit away from the direction of the fire.
- Activate a fire alarm pull station on your way toward the exit.
- Proceed outside and at least 25 feet away from the building.
- Await direction from your lead or supervisor, do NOT leave the area or campus without the approval of your supervisor.
- Stay out of the way of emergency responders.
- Follow all directions issued by University Police or responding fire department personnel.

## Fire Extinguishers

Do not stay inside a building to fight a fire with a fire extinguisher. Follow the procedures above and immediately evacuate in the event of a fire.