Cal Poly
Code of Safe Practice
Fire Safety for Custodial Operations

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

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.