

Emergency Egress Program

Purpose

To establish a program for maintaining building corridors and means of egress in all University facilities to create a safer environment for students, employees and guests.

- A. The primary purpose of corridor space is to provide for the safe and unobstructed movement of people, particularly during emergencies. The purpose of this policy is to ensure that corridors provide for:
 - 1. The safe movement of people during normal daily use of the building
 - 2. The safe transportation of goods and materials
 - 3. A readily apparent, safe and adequate means by which building occupants may exit a building in the event of a fire or other serious emergency
- B. Adequate access and use by emergency personnel

General

Building Corridors and means of egress are an integral part of building operations. They allow for the efficient flow of people, equipment and supplies under both normal and emergency conditions. Fire and Building Codes establish requirements for safe and adequate means of egress from buildings during emergencies and any obstruction of corridor space restricts this necessary flow. A fundamental principle of these codes is to maintain an exit path (i.e., corridors) which is free of obstructions and hazards. This principle is usually interpreted as prohibiting the storage of materials, the placement of furniture or operation of equipment in building corridors, even though the corridor widths are greater than code specified minimum widths.

Program

The corridors and areas of egress in all buildings shall be maintained in such a manner that they are free of obstructions at all times. No building equipment, fixtures or furnishings shall violate designed corridor width as determined by Code. The extension of departmental activities or equipment from adjoining spaces into the corridor and the placement of hazardous chemicals in corridors are prohibited, regardless of corridor width.

Responsibilities

- A. Facility Administrators are responsible for ensuring compliance with this policy within their assigned buildings.
- B. Departments are responsible for ensuring compliance with this policy in areas that it occupies.
- C. Employees and students are responsible for understanding the need for maintaining a readily apparent and adequate means of egress from a building in the event of serious emergency and are required to adhere to the provisions of this policy.
- D. Environmental Health and Safety is responsible for conducting periodic inspections of the corridors for the purpose of advising Facility Administrators and Department Heads of conditions requiring corrective action.
- E. Corrections must be made promptly to ensure safe egress from the building and compliance with this policy.

General Fire Safety Requirements

- A. Obstructions to the Means of Egress - Egress from every part of the building shall be kept clear of all obstructions (including decorative items) at all times. This includes all components of the exit -- aisles, corridors, exit doors, exit stairways, exit passageways, and exit discharges.
- B. Corridor Storage – Storage in corridors shall be kept to a minimum at all times and shall only be permitted for items used in daily operations. Regardless of operational needs, at no time shall storage in any corridor violate the minimum corridor width required for the given exit path (normally 36"). Items permitted in corridors shall be kept to one side of the corridor.
- C. Stairwell Storage – No items are permitted to be stored in stairwells at any time.
- D. Identification of Items – Items stored in any corridor shall be clearly labeled with the owner's name, phone number, and campus room or address.
- E. Inclement Weather – All designated exit doors shall be cleaned of snow, ice, or other obstructions which serve to impede the normal operation of the door as soon as possible. Snow shall not be plowed or moved to any location that blocks or obstructs exit discharges from buildings.

Exceptions

- A. The placement of fire alarm stations, fire extinguishers, safety showers, eyewash stations and other safety equipment.

- B. The working day utilization of a corridor to temporarily place equipment or supplies while they are being used is permitted if items are kept to one side of the corridor and the minimum egress width required by the fire codes is maintained free of obstructions. Overnight storage is prohibited. This exception is primarily to allow for corridor pickup of exam papers, product deliveries, cleaning operations, etc.

Restrictions and Prohibitions

- A. Fire and Safety Equipment – At no time shall storage of any items obstruct or otherwise block from view any fire protection or safety equipment, including but not limited to portable fire extinguishers, sprinkler heads, fire alarm pull stations, and safety showers.
- B. Flammable and Combustible Liquids – Storage of flammable and combustible liquids in any means of egress is strictly prohibited.
- C. Trash – No trash shall be stored or allowed to accumulate in a means of egress.

Enforcement, Monitoring, and Interpretation

- A. Periodic Inspections – Environmental Health and Safety shall conduct monthly inspections of all campus buildings and identify any violations to the Emergency Egress Policy. Hazards noted shall be documented on fire and safety inspection reports and forwarded to the appropriate official for correction.
- B. Facility Administrators – Facility Administrators and their assistants shall monitor all emergency egress paths in their buildings for violations and report any unsafe conditions they are unable to correct immediately to Environmental Health and Safety.
- C. Interpretation – In any case where there is a dispute regarding the storage of items in an emergency egress path, Environmental Health and Safety shall evaluate the situation and render a decision. Priority shall be given to the life safety of the building occupants and emergency services personnel.