

<b>WASHINGTON ADVENTIST UNIVERSITY</b>  <b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>UNIVERSITY FIRE PLAN</b>	<b>APPLICABILITY:</b> <b>ALL UNIVERSITY BUILDINGS</b>		
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	<b>TITLE: GENERAL FIRE PLAN &amp; POLICY &amp; PROCEDURES</b>		

## Policy

Washington Adventist University will prepare, publish, and distribute an Annual Fire Safety Report (AFSR) by October 1 of each school year. The Department of Public Safety is responsible for insuring that this occurs. The AFSR informs current students and employees of the fire safety policies, procedures and practices described in this policy. The AFSR will also disclose statistics from the previous three years concerning reported fires listed in the Fire Log.

It is also the policy of Washington Adventist University that students and employees are ultimately responsible for their own safety and security. Although members of the campus community are encouraged to use the AFSR as a guide for safe practices on and off-campus, nothing in this policy or other publications of WAU is intended to represent the University as an insurer of any individual's personal safety or security. Students, employees and visitors are expected to use caution and good judgment, and make decisions to ensure their own safety.

## Procedures

Washington Adventist University will prepare the AFSR by gathering and assimilating all pertinent fire data statistics. The resulting AFSR will be published in electronic form on the University's website. All current students and employees will be notified by October 1 of each school year of the specific electronic location of the AFSR. Every WAU employee and current student is provided an email account where the AFSR will be delivered, in order to provide adequate assurance that each member of the campus community has received the document. Furthermore, students and employees will be notified that a paper copy can be provided upon request.

### **(I) Washington Adventist University Fire Safety Plan Statement**

The Washington Adventist University, concerned with the health and safety of its students, faculty, staff and visitors, acknowledges its responsibility to endeavor to create, maintain, and enhance a healthful and safe environment for all individuals associated with the institution. To this end, the University is committed to provide reasonable resources and support for the development, implementation and maintenance of an effective Fire safety program.

The University is committed to the principle that such a program will minimize University losses, reduce costs, improve morale and increase productivity. For these reasons, the University

requires that health promotion and accident prevention be integrated into all its academic and operational activities and has established a central Office of Department of Public Safety on campus which reports to the Vice President of Finance. This office has been charged to oversee the development and implementation of an effective fire safety program. To best fulfill this responsibility, the Department of Public Safety will develop and assist in implementing University guidelines and standards compatible with existing external agencies' rules and regulations. Compliance with all University health and safety guidelines will be required. All supervisory personnel shall bear primary responsibility for the health and safety concerns within their respective area.

## **(II) Purpose**

The Department of Public Safety (DPS) developed these Fire Safety Policies and Procedures to reflect the policies and guidelines of the Fire Safety Program. It is the intent of the Fire Safety Program to establish uniform procedures for students, employees and guests in case of a fire or other emergency at Washington Adventist University. These guidelines are in compliance with the National Fire Protection Association (NFPA), Fire Code 1, Life Safety Code 101, Maryland State Fire Prevention Laws, Montgomery County, Fire Code (Chapter # 22), OSHA 29 CFR 1910.38 and 39 and the American with Disabilities Act. This information is not all-inclusive and DPS is not responsible for any omissions or errors.

## **(III) Responsibilities**

### **1. The Washington Adventist University Department of Public Safety**

The Washington Adventist University Department of Public Safety acts as the liaison between the local fire department and the campus community. A representative from DPS responds to each fire alarm on campus occurring during working hours, whenever possible. DPS maintains an active database for inspection of fire alarm systems and other fire safety equipment on campus. DPS conducts code compliance inspections at all academic, administrative and housing facilities. DPS coordinates the fire safety program and provides training and information to The University community as needed.

### **2. The Montgomery County Fire and Rescue Services**

The Montgomery County Fire and Rescue Department (MCFRS) is the local fire department, which responds to all alarms on campus. Montgomery County Fire Marshal Office randomly inspects buildings on campus. Once an alarm is initiated, MCFRS is the only entity that can give the approval to reset a fire alarm system once the fire department has been dispatched.

### **3. The Washington Adventist University Department of Public Safety**

The Washington Adventist University Department of Public Safety (DPS) respond to all alarms on campus. Their primary responsibility is to secure the area of any immediate hazard and act as a liaison between the local fire department and the campus community

when an alarm occurs on campus outside of normal working hours. DPS also resets all fire alarm systems after MCFRS has given the all clear.

#### **4. Building Representatives**

Each University owned building on Washington Adventist University campus has an assigned building representative. It is the responsibility of the building representatives to know the number and locations of all offices, classrooms and employees working in their respective buildings. The Building Representative or their alternate may be requested to provide access to offices or classrooms within their building by locating keys or access codes to these areas. It is also the building representative's responsibility to know the locations of any physically impaired individuals within the building.

#### **5. The Washington Adventist University Department of Facilities Services**

The Washington Adventist University department of Facilities Services (DFS) will assist in providing access to buildings or may provide substitute space for individuals whose office, lab, classroom, etc. has been damaged by fire. DPS and DFM inventories, maintains, repairs and tests all fire alarm systems in University owned buildings on campus.

#### **6. The Washington Adventist University Housing Department**

The Washington Adventist University Residential Halls will assist in providing access to housing facilities and substitute housing for any student living in University owned housing whose on-campus residency is damaged due to fire.

#### **7. The Washington Adventist University Dean of Students or Office of Student Life**

Washington Adventist University Dean of Man or Woman and the Office of Student Life may assist in locating substitute housing for any on-campus student, whose space is damaged by fire.

#### **8. Contractors**

It is the responsibility of outside contractors working in university buildings or on The University property to provide adequate fire protection to workers on the job site. It is also the responsibility of contractors to train their employees to evacuate the building safely during a fire alarm. Contractors working on fire alarm systems connected to the Washington Adventist University fire alarm system must contact DPS at 301-891-4019 or DFS at 301-891-4161 prior to performing any work on that buildings fire alarm system. It is also the responsibility of contractors working on Washington Adventist University campus to contact DPS if they will be doing any work (such as sweeping or fire alarm maintenance) which could potentially set off the fire alarm system.

## **(IV) Inspections**

### **1. Portable Fire Extinguishers**

All portable fire extinguishers in University owned buildings on campus are visually inspected on a monthly basis. Each fire extinguisher is inspected to determine if the seal and pin are intact, the extinguisher gauge indicates the extinguisher is fully pressurized and that the extinguisher is in place and operational. Any fire extinguisher found missing a seal or pin or with a low charge indicated on the gauge will be replaced. DPS is responsible for the maintenance of all portable fire extinguishers in University owned buildings on campus. Each portable fire extinguisher is inspected and reviewed to determine if hydrostatic testing, tagging or other preventive maintenance is required. All dry powder chemical fire extinguishers must be internally inspected every six years with either maintenance or recharging or hydrostatic testing and recharging performed, while carbon dioxide fire extinguishers are inspected every five years. An outside contractor provides preventive maintenance and recharging of all carbon dioxide and halon fire extinguishers in University owned buildings on campus. All ABC and BC type extinguishers in University owned buildings are recharged and hydrostatically tested at DPS. Documentation of annual inspections is maintained on the fire extinguisher tags, while documentation of monthly inspections is maintained at DPS.

It is the responsibility of those living on University property but outside of University housing to assure adequate portable fire extinguisher protection and that each fire extinguisher is visually inspected monthly and annually inspected for preventive maintenance. Fire extinguishers should always be conspicuously located and unobstructed. Documentation of the annual inspection must be placed on each portable fire extinguisher, along with documentation of any preventive maintenance performed.

In the event that an extinguisher is discharged in a University owned building on campus, it is the responsibility of the individual discharging the extinguisher to notify DPS immediately so that the extinguisher can be replaced while recharging and maintenance is being performed. If an extinguisher is discharged in a lab or classroom, it is the responsibility of the Lab Chemical Hygiene Officer or classroom instructor to contact DPS. Those individuals living on University property but not in a University owned building must also replace or recharge any discharged fire extinguisher in a timely manner.

### **2. Bedroom Smoke Detectors**

Residential Advisors (RA's) inspect bedroom smoke detectors in each housing facility at the beginning of each month while the building is occupied. A representative from DPS randomly inspects a number of bedroom smoke detectors at the end of each month in every housing facility. Annually, each summer, representatives from DPS inspect, clean and test each bedroom smoke detector in University owned housing facilities. It is the responsibility of each fraternity and sorority on University property to assure each bedroom smoke detector has been inspected prior to reoccupying the building in the fall

of each year. Documentation of this inspection should be sent to DPS To7600 Flowers Ave, (General Services Building, and Office # 4) Takoma Park, MD.

### **3. Emergency Lights**

Representatives from DPS inspect emergency lights in university owned buildings on campus monthly to assure they are working correctly and are intact. Work orders are initiated to repair or replace emergency lights not working correctly in University owned buildings on campus.

### **4. Exit Lights**

Representatives from DPS inspect exit lights in university owned buildings monthly to determine if they are intact and illuminated. Exit lights are inspected annually and prior to any registered social event on campus to determine if they exist and are functional. Work orders are initiated to repair or replace exit lights not working correctly in university owned buildings on campus.

### **5. Hood Suppression Systems**

DPS and DFS schedules the inspection of all University owned kitchen commercial hood suppression systems semiannually (according to NFPA 96). An outside contractor inspects each hood system, filters and replaces the fusible links. Documentation of this inspection is maintained at DPS and on the pull station for the hood suppression system. Each fraternity or sorority with an operational kitchen must have their hood suppression system inspected and maintained by a fire suppression company. Documentation of this inspection should be placed on the pull station for the hood suppression system. Use of any commercial kitchen on University property is not allowed without semiannual preventative inspections and maintenance.

### **6. Fire Alarm Systems**

Each fire alarm system is tested annually (according to NFPA 72). Fire alarm systems are inventoried and tested by a certified fire alarm technician. Each smoke detector is inspected to determine if it is functional and passes a periodic sensitivity test. They are also visually inspected to verify they are in place and have not been tampered with. Heat detectors, duct detectors, audiovisuals and magnetic door holders are also inspected to confirm they are operational and work correctly. Prior to reopening any building for occupancy on University property, including fraternity and sorority housing, all life safety devices must be inspected, cleaned, and tested by a certified fire alarm company to make certain they are in place and have passed a functional and sensitivity test. While The Washington Adventist University Fire Alarm Technician or vendor maintains all University owned building fire alarm systems, it is the responsibility of those living in houses not owned by The University to maintain and have repairs made to their fire alarm systems. Contact DPS prior to making any additions or changes to any fire alarm system

on campus. Documentation of any inspection or change made to these systems should be sent to DPS.

## **7. Sprinkler Systems, Special Extinguishing Systems, Standpipes and Fire Pumps**

All water-based fire protection systems in University owned buildings are inspected and tested routinely according to NFPA 25 guidelines by an outside contractor who also provides emergency repair service twenty-four hours a day. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the equipment under consideration. The weekly inspection and testing includes, but is not limited to, churn tests of fire pumps and inspections of dry system valve houses (during the winter months). The monthly inspection also includes review of all control valves to ensure they are secured in their normal operating positions. Quarterly tests consist of, but are not limited to, flow tests of sprinkler systems, tests of tamper and water flow alarms, inspections of hydraulic data plates, inspections of emergency sprinklers and wrenches, and inspections of all fire department connections. Annually, visual inspections occur throughout each facility, trip tests to dry systems, full flow tests of backflow prevention and flow tests of all fire pumps are performed. There are additional tests and inspections that are performed less frequently than annually, such as flow tests of standpipes and tests of pressure gauges, which also take place. Washington Adventist University Department of Facilities Services Department maintains documentation regarding all of these inspections. Sprinkler systems in fraternity and sorority houses must be maintained according to NFPA guidelines. Documentation of this inspection should be sent to DPS. See Appendix. (AA).

## **(V) Fire**

### **1. Fire Tetrahedron**

Four things must be present at the same time for a fire to be produced.

- a. There must be enough oxygen to sustain combustion.
- b. There must be enough heat to raise the material to its ignition temperature.
- c. There must be some sort of fuel or combustible material present.
- d. There must be a chemical exothermic reaction.

### **2. Types of Fires**

There are several types of fires that can develop. Fires are classified by the fuel or combustible source recognized in the fire tetrahedron.

- a. Class A Type Fires – Develop when a solid combustible (such as wood, paper, cloth or plastic) is the fuel source.
- b. Class B Type Fires – Develop when a non-metal flammable liquid or gas (such as gasoline, oil, grease or acetone) is the fuel source.

- c. Class C Type Fires – Develop when energized electrical equipment act as the fuel source.
- d. Class D Type Fires – Develop when combustible metals (such as magnesium, titanium, potassium, or sodium) are the fuel source.

### 3. Types of Extinguishers

Fire extinguishers are described by the type of fire that they extinguish. Fire ratings can be found on the extinguisher faceplate signifying the type of fire they extinguish.

#### a. Type ABC

- 1. Multipurpose extinguisher that can be used on Class A, B, and C fires.
- 2. Dry chemical extinguisher filled with a yellow powder made up primarily monoammonium phosphate.
- 3. Pressurized with Nitrogen.
- 4. Leave a residue that can harm sensitive equipment.
- 5. Range in size from 2.5 lbs. to 20 lbs.

#### b. Type BC

- 1. Can be used on Class B and C fires.
- 2. Typically found in commercial kitchens.
- 3. Pressurized with Nitrogen

#### c. Type D

- 1. Can be used on Class D fires.
- 2. Typically found around flammable metals in labs.
- 3. Work by smothering the fire.

#### d. Type CO<sub>2</sub>

- 1. Can be used on Class B and C fires. Filled with Carbon Dioxide under pressure.
- 2. Recognized by the lack of a pressure gauge and presence of a horn.
- 3. Range in size from 5 to 50 lbs.
- 4. Leave very little residue.
- 5. Typically found in labs, mechanical rooms and kitchens.
- 6. Remember that if damaged, a CO<sub>2</sub> cylinder can become a missile, so handle them with care.

#### e. Type Halon

- 1. Leave very little residue.
- 2. Typically found around computer equipment.

## **(VI) Equipment**

### **1. Portable Fire Extinguishers**

#### a. Types of Extinguishers on Campus

Currently, there are dry powder type ABC and BC, halon and carbon dioxide fire extinguishers on campus. Both halon and carbon dioxide fire extinguishers are being phased out in University owned buildings on campus by replacing them with ABC dry chemical fire extinguishers.

#### b. Locations of Fire Extinguishers

There are hundreds of fire extinguishers located throughout University owned buildings on campus. All University owned apartments have fire extinguishers installed in the kitchens, while University owned dormitories have fire extinguishers positioned throughout the hallways. Extinguishers are also in labs, hallways, corridors, kitchens, mechanical rooms, laundry areas where irons are used, aircraft hangers at the airport and in certain University vehicles and equipment. Fire extinguishers should always be conspicuously located and unobstructed. All fire extinguishers are denoted on the Emergency Evacuation Plans for that building. These plans are posted throughout buildings on campus usually near elevators or main entrances. Contact DPS to request a hazard analysis for placement of a fire extinguisher or to request a different size or type extinguisher for your area. The following types of extinguishers may be located in University owned buildings on campus as follows:

1. ABC Dry Powder – Found in apartments, dormitories, academic classrooms, hallways and corridors, fraternity and sorority houses, laboratories and maintenance rooms.
2. BC Dry Powder – Found in commercial kitchens (including fraternity and sorority houses).
3. D Dry Powder – Not found on campus. Due to the fact that many fires are a combination of several types of fires, a dry chemical ABC may be used to suppress the fire; however, it will not extinguish the fire completely. Always keep sand on hand to smother type D fires. Never use a Carbon Dioxide extinguisher on type D fires. Carbon Dioxide reacts with Grignard reagents, sodium metal and alkyllithiums.
4. Halon 1211 – Found in specific laboratories.

Carbon Dioxide – Found in maintenance rooms, labs and kitchens. These

### **2. Bedroom Smoke Detectors**

All bedrooms in housing facilities on campus are equipped with 110-volt smoke detectors that are tied into the electrical system unless they are equipped with smoke detectors that are tied into the fire alarm system. These smoke detectors in University owned buildings are maintained by



DPS. In the event that a bedroom smoke detector is broken or malfunctions, it is the responsibility of the occupant to notify the respective Resident Advisor who will send the DFS a work order to initiate the necessary repair.

### **3. Smoke Detectors Tied into the Fire Alarm System**

The University owned building fire alarm systems across campus. These smoke detectors are maintained, inventoried, cleaned and replaced by DPS. If a smoke detector which is tied into the fire alarm system becomes damaged, please contact DPS to initiate the necessary repair. Anyone performing an activity, which might initiate a fire alarm smoke detector, must contact DPS prior to performing this activity. In some cases it may be necessary for an area to be zoned out or smoke detectors disconnected until the work has been completed. Fraternities and sororities with smoke detectors tied into the fire alarm system must assure their systems are maintained in the same fashion. Prior to any changes or additions to the fire alarm system's smoke detector activation, contact DPS. Documentation of any changes to these systems must be sent to DPS.

### **4. Heat Detectors and Duct Detectors**

These detectors are maintained, inventoried, cleaned and replaced by DPS. Anyone performing an activity that might initiate a fire alarm duct detector or heat detector must contact DFS/vendor prior to performing this activity. In some cases, it may be necessary for an area to be zoned out or detectors disconnected until the work has been completed. Prior to any additions or changes to the fire alarm system's heat detectors or duct detectors, contact DPS. Documentation of any changes to these systems must be sent to DPS.

### **5. Fire Alarm Pull Stations**

Pull stations shall only be used for emergency purposes. They must be securely mounted and remain unobstructed at all times. These pull stations are maintained, inventoried and replaced by DPS. In the event that a pull station has been damaged, please contact DPS to initiate the necessary repair. Pull station covers that sound an audible alarm when they are tampered with protect some pull stations on campus. These pull station covers are operated on a 9-volt battery. Batteries are replaced in the pull station covers annually to assure they will alarm when tampered with. If a pull station cover is initiated or found alarming, contact DPS for instructions on how to reset the pull station cover so it returns to normal or silent position. Prior to making any changes to pull stations or the addition of pull station covers, contact DFS. Documentation of any changes to these systems must be sent to DPS.

### **6. Door Holders**

Magnetic door holders are found on many stairwell doors in University owned buildings on campus. Stairwell doors cannot be propped open except by installing magnetic door holders that are tied into the fire alarm system. These magnetic door holders allow the doors to remain open until a fire alarm is activated and then automatically release when the fire alarm is activated. This is the only means by which a fire door may be held open. All other fire doors must be kept closed to protect the means of egress from smoke. An initiative will be taken to magnetically tie

in stairwell doors to the fire alarm system when stairwell doors are found propped open repeatedly. Prior to incorporating any magnetic door holders into the fire alarm system contact DPS.

## **7. Emergency Lights**

Emergency lights are stationed throughout hallways of sleeping areas in housing buildings on campus. They are also placed in windowless classrooms and auditoriums where backup lighting may be needed if normal power fails. Emergency lights should remain lit for at least thirty minutes after normal power fails. DFS maintains all emergency lights in University owned buildings. The building representative or resident advisor of the building should report any emergency light found not illuminated during a power outage to DPS. It is the responsibility of the Faculty, Staff and Student who are occupying the space to assure the emergency lights work properly during a power outage.

## **8. Exit Lights**

Exit lights are found throughout all housing facilities, academic facilities and administrative facilities indicating the means of egress. Exit lights should be illuminated at all times so the entire word "EXIT" can be read. Exit lights should remain illuminated for at least thirty minutes after normal power fails. Any exit light found within University owned housing facilities, academic facilities or administrative facilities not working or with bulbs out should be reported to DPS by the building representative or the resident advisor of the area. DPS maintains exit lights in all University owned buildings. Fraternities and sororities on the University campus must provide exit lighting to indicate the means of egress throughout the entire house. It is the responsibility of the organization occupying the space to assure the exit lights are illuminated and work properly during a power outage. Exit lights may not be removed from any exit or means of egress without prior written approval from the TPFD and DPS. Contact DPS or DFS to discuss concerns regarding the placement of EXIT lights.

## **9. Hood Suppression System**

Hood suppression systems can be found throughout all University owned commercial kitchens on campus. An outside contractor under the direction of DFS maintains these suppression systems and any concerns regarding a hood suppression system should be directed to DFS. Documentation of this inspection should be placed on a tag attached to the pull station for the hood system.

## **10. Fire Alarm Systems**

Approximately nine fire alarm systems can be found in buildings on campus. DPS and the MCFRD monitor these systems. DPS and the Department of Facilities Services (DFS) must approve any changes, alterations or additions to any fire alarm system on campus. There are only two buildings that have local fire alarms that do not connect to the fire alarm computer monitored by DPS and MCFRD. These systems only alarm in the buildings. During an emergency, someone must dial 911 to initiate the dispatch of the fire trucks. DFS maintains fire

alarm systems in buildings owned by the Washington Adventist University. Anyone tampering with or vandalizing fire safety equipment is subject to disciplinary action and/or prosecution.

## **11. Elevators**

Elevators may only be used by the fire department in the event of a fire alarm. For this reason, evacuation must be by stairwell - not by elevator.

## **(VII) Fire Drills**

### **1. Frequency**

DPS conducts fire drills monthly and semiannually in all residential or housing facilities on campus. The first fire drill is scheduled only a few days into the fall semester. This drill is announced to the Residential Halls representatives. It is the responsibility of the Housing Department to notify resident hall directors or assistants. Another drill is held at the beginning of the Spring Semester. This drill is unannounced to any Residential Halls representatives. The purpose of the drills is to assure that students and employees are able to evacuate quickly and safely, and to assure everyone can hear the alarm and understands that it signifies an emergency where evacuating the building is necessary. Buildings may be searched to assure all occupants have evacuated.

#### **A. Preparing for Fire drills;**

1. Review procedures, duties and evacuation route as outline in the plan.
2. Determine who will participate in the drill.
3. Confirm participants are familiar with the plan.
4. Establish a date and time for the drill that is convenient but assures appropriate participation.

#### **B. Notification and Technical Assistance<sup>1</sup>.**

1. Call the DFS or DPS at 301-891-4011 or 301- 891-4019 to arrange for DFS or DPS to activate the fire alarm system and reset it after the drill.
2. For assistance in conducting and critiquing the fire drills, contact DPS or DFS.

#### **C. Publicize drills event to building occupants. (announcement drills only)**

1. Approximately three (3) days before the drill post notices in conspicuous location informing all occupants of the time and date. Notification also can be done via email and other means.

#### **D. Day before the drill;**

Note: Prepare any special props for the drill (optional).

1. Cardboard flames or balloon for the location of fire.

2. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

E. Confirm responsibilities Roles with players;

1. Building staff ( ).
2. Department of Facilities Services (DFS) to activate the fire alarm system.
3. Department of Public Safety will monitor and control the fire drill.

F. Conducting the Fire Drill.

1. Setup and fire alarm activation:

- Special props, if used, should be installed just prior to performing the fire drill.
- An assembly drill may performed at the same time as a comprehensive building fire drill or independently. If conducted as part of large building drill using the fire alarm system, campus operations (DFS) personnel must first bypass the fire panel of the location in question so the fire dept does not respond to the activate alarm system.
- Staff, ushers, stagehands and other associates staff should report to their area of responsibility. Requesting a small numbers of the other persons to simulate patrons may be helpful in making the drill realist.

2. Evacuation Procedures:

- Notes: the following procedures should be simulating as practical for fire drills.
- As the alarm sound or upon instruction, begin evacuation, staff ushers and stagehands should promptly assist patrons and players from the facility in safe and orderly fashion.
- Keep people moving calmly, yet quickly, no one should be allowed to run. Assist those individual with special needs.
- Used all exist. Prop exterior exit door open to help facilitate evacuation outdoor lighting will encourage and help speed the evacuation of patrons.
- Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
- Instruct people to move away from the building to a predetermined assembly point.
- Prevent people from re-entry the building. Patrons may re-entry the building only after the building has been declared safe by the fire department. Silencing the alarm should not be considered an all clear signal.
- Meet the Fire Dept the Building emergency Coordinator or event designee should meet the arriving fire dept to inform them of the situation and assist them as need.
- Account personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

2. Critiquing the fire drill:

- Notes: the following should be considered in evaluating the drill;
- Did staff known the layout of the building;
- Did staff respond promptly as outlined above?
- Were all exits used?

- Is staff familiar with how to activate the fire alarm system?
- Where all occupants accounted for?
- Is staff familiar with how to notified emergency services?
- Was a prepared evacuation statement read or available?
- Was the alarm Audible?

### **1. Failure to Evacuate**

It is the responsibility of each occupant to evacuate or move to an area of rescue assistance during a fire alarm, if possible. Buildings may be searched to assure all occupants have evacuated. To reach a compliance objective with the evacuation procedures, Deans and RA's need to conduct a quick room search to ensure full participation; failure to comply will result in administrative corrective action. Failure to evacuate the building during a fire alarm may result in the justification for community service.

### **2. Evacuation Routes**

Building representative should have an up-to-date Emergency Evacuation Map for each floor of every University owned building they are responsible for. These Emergency Evacuation Maps are posted in common areas throughout all Washington Adventist University owned buildings. Each Emergency Evacuation Map indicates the evacuation routes to be taken by employees, students and guests of Washington Adventist University. For additional copies of Emergency Evacuation Maps, contact DPS.

### **(VIII) Occupancy**

Occupancy limits are determined not only by useable square footage but by a number of factors. Among these are type of seating, type of activity in the room, number of exits, obstacles, room configuration and others. In order to determine room occupancy, DPS personnel must examine the area to establish the occupancy limit. DPS establishes occupancy limits according to applicable fire and life safety codes and therefore these limits may differ from numbers determined by others.

### **(IX) No Smoking Policy**

Washington Adventist University established a "No Smoking" Policy in Campus".

### **(X) Open Lights and Flames**

Open flames are not allowed near spray booths or in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper, or similar materials. Any torches being used must not be left unattended while burning. Information on open flames in labs can be found in Washington Adventist University Chemical Hygiene Plan and Laboratory Guide. DPS must approve any other use of an open light or flame on campus. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners and torches. The following information must be presented to DPS prior to approval of the use of an open light or flame: building name,

area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector and type of smoke detector (smoke detector tied into the fire alarm system or stand alone smoke detector). DPS may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, DPS reserves the right to terminate or decline the approval of the open light or flame permit.

Washington Adventist University does not allow the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Never leave a candle or incense unattended for any reason. Care must also be taken when extinguishing candles. Several candles blown out together can create enough smoke to initiate a fire alarm. Prior to the use of candles in any building on campus, contact DPS. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire in any Washington Adventist University building or on the campus grounds without prior approval.

### **(X-A) Residence hall Prohibited Items**

- Candles
- Incenses
- Electrical Ovens
- Hot plates
- Wood or paper matches
- Tobacco products or paraphernalia
- Portable heaters
- Coffee makers
- Halogen floor lamps
- Lighters
- Toasters
- Extension cords
- Other Portable Electronic Appliances (rice cooker and coffee pot are NOT allowed)

### **(XI) Decorations**

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited on campus. Structurally sound band platforms are acceptable. DPS must approve all other decorations. Submit a drawing of any planned decorations or structures, along with a list of materials, which will be used to create the decoration, to DPS for approval. Also, many structures and decorations, like those planned for social events or parties may need to be inspected by an engineer and deemed "safe" for its purpose of use before the approval is granted. Tents erected on Washington Adventist University campus must be flame retardant. Documentation of this treatment or material should be kept on hand at each tent location. At least twelve feet of non-obstructed space should be left open and free on all sides of the tent unless otherwise approved by DPS. All tents must be adequately supported, roped, anchored and braced to assure the tent will withstand the elements of the

weather and not collapse. All aisles in tents and exits from the tents should be left unobstructed. Tents or tent ropes, anchors or braces must be erected approximately two feet away from sidewalks and may not extend over or block any sidewalk. Contact DPS regarding concerns over the placement of tents on Washington Adventist University campus.

The use of live Christmas trees is prohibited in Washington Adventist University buildings on campus unless approved by DPS. Any electrical decorations, which may be used on Christmas trees must be UL listed and approved. Contact DPS prior to the establishment of any seasonal decorations.

## **(XII) Chimneys, Portable Heating Appliances and Extension Cords**

Any fireplace on campus must have a fire screen the correct size for the fireplace. If a fireplace is intended for use, the chimney must be cleaned at least annually, prior to use. Burn only wood inside the fireplace; never paper, plastic or flammables. Since great care must be taken to utilize portable heaters properly, their use is discouraged on campus. Contact DPS for some safety tips for the use of these heaters, to return to DPS "Safety Policies" as more information is available on heaters.

The use of extension cords is also discouraged on campus. However, if an extension cord must be used; there are several guidelines that must be followed. All extension cords used on campus must be UL listed and approved. These extension cords must only be used within the appropriate rating by comparing the rating on the extension cord to the rating on the temporary appliance being used. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords may never be run under rugs or carpet or through walkways or windows. Never use any extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a portable heater, halogen lamp, blow dryer, or iron.

Halogen lamps pose serious safety hazards. Their bulbs may shatter due to exposure to high temperature, they are easily tipped over due to their design and they may inadvertently ignite combustible materials. For these reasons, halogen lamps may not be used on campus in University owned buildings.

## **(XIII) Exits**

Each building or area occupied must have the appropriate number of exits. Exits must be clear and unobstructed. Curtains, drapes, or any other items are not allowed to confuse or conceal any exit or means of egress. Sitting or standing in any exit or means of egress is not allowed. Exits are marked by illuminated exit signs with battery backup and must be the correct size for the occupancy load of the building as established in NFPA 80 and 101. Exit doors must be easily opened from the inside and shall not involve the use of any special procedures or keys to open.

#### **(XIV) Stairwell Doors and Exit Doors**

All exit doorways, including stairwell doors, shall be the correct size for the occupancy of the building as established by NFPA. Exit and stairwell doors must be easily opened from the inside without the use of any special procedures or a key. Stairwell doors must not have deadbolt locks on them or be propped open. All stairwell doors must have door closures that are automatic closing devices. Doors, which can swing both ways, shall have a viewing area provided. There shall be no doorstops placed on stairwell doors. In the event that a doorstop or a deadbolt is found on a stairwell door, it will be immediately removed at the expense of the organization occupying the building. Once a stairwell door is found propped open by any other item, the organization occupying the building will be given a warning and told to remove the door prop. If this continues to be a problem, actions will be taken to upgrade the fire alarm system to include magnetic door closures that will hold doors open but automatically release doors to close upon activation of the fire alarm system. Any system without the capabilities of installing this feature should be upgraded so that this feature may be employed if this becomes an issue.

#### **(XV) Hallways, Stairwells, Ceiling Tiles and Aisles**

All hallways and stairwells must be clear of any clutter, obstruction, or storage. Each corridor shall be at least 44 inches wide with a height of 7 feet. Bicycles, furniture, lawnmowers and bulletin boards are not permitted in stairwells and hallways. The area should also be well lit and free of stored combustibles (paper, wood, etc.).

Ceiling tiles act as a fire barrier. When ceiling tiles are removed, the fire rating of the ceiling may change, the fire insurance may become void and most importantly, it creates a "Chimney Effect" in the event of a fire. It is the responsibility of the organization occupying the space to verify that any damaged or missing ceiling tiles are replaced. In University owned academic or office settings, it is the responsibility of the Facilities Services Department to replace them. In a housing building that is University owned, it is the responsibility of the Office of Housing Maintenance.

Any area of a building where tables, seats, chairs, equipment, etc. are installed, an aisle shall be provided which leads to an exit. All aisles shall be at least 36 inches wide. These aisles may not be obstructed. Floors need to be clear of any tripping hazards including, but not limited to, cords and debris. Sitting or standing in any aisle or path leading to an exit is not allowed.

#### **(XVI) Compressed Gases or Compressed Air**

All compressed gas cylinders must be adequately secured regardless of whether they are empty or full. Often chains, straps or stands are utilized to keep them from falling. Compressed gas cylinders should not be left freestanding. If cylinders are found freestanding, they will be removed at the expense of the occupants of the building. When moving compressed gasses, verify the protective caps are in place to protect valve stems and assure stability by strapping them to hand-trucks. Never tamper, force or lubricate cylinder valves. Contact the compressed gas company responsible for delivering the gases if problems occur with the compressed gas cylinder valve. Remember to wear safety glasses when using compressed gasses. Compressed



gasses or compressed air should never be directed towards a person or used to blow dust or particles off skin or clothing. Other safety guidelines regarding compressed gases can be found in The Washington Adventist University Chemical Hygiene Plan.

### **(XVII) Labs**

Extinguishers in laboratories are to be inspected monthly. However, it is the responsibility of the Lab's Chemical Hygiene Officer (**CHO**) to notify DPS if any extinguisher has been discharged. Always maintain dry sand or some other applicable material in case of a fire if metals such as lithium or sodium are being used in a lab. Prior to utilizing an open flame assure there are no flammable vapors present in the area. Also inspect gas burner tubing to confirm quality and that it is not becoming worn. When transferring flammable liquids from one metal container to another, make sure the containers are grounded and bonded. "No Smoking" notices shall be posted in all labs where flammable liquids are stored or handled. Smoking is not allowed in any laboratory on campus. All laboratory personnel must be trained in the operation of fire safety equipment of the lab. It is the responsibility of the Lab **CHO** to train the lab personnel in all areas of the Emergency Evacuation Plan, including evacuation procedures and routes, fire alarm system activation, and proper operation of equipment. Review the Laboratory Chemical Hygiene Plan regarding other safety concerns in labs.

### **(XVIII) Housekeeping**

General housekeeping is a high priority on Washington Adventist University. Contact DFS regarding concerns about the disposal of trash, debris, or hazardous materials.

### **(XIX) Kilns**

Always assure all electrical connections are secure in electric kilns prior to use. Kilns should only be used in well-ventilated areas with plenty of space between the kiln and the wall or combustibles. A ten-pound multi-purpose dry chemical fire extinguisher should be located near the kiln. The space surrounding the kiln should be kept clean and free of dusts. Prior to the installation of a kiln, contact DFS or DPS to discuss the proper location and other safety considerations to be taken when operating a kiln.

### **(XXI) Residential Life**

Early into each semester, Resident Advisors (RA's), along with Directors of residential buildings shall conduct a safety awareness meeting with all residents to discuss the Emergency Evacuation Plan. The RA's shall discuss proper evacuation during a fire alarm, locations of safety equipment, proper use of safety equipment and the buddy system with all residents. They shall inform all residents of the need for immediate evacuation during fire alarms or fire drills they shall also explain to residents the penalties for causing a false alarm, misusing, tampering with or damaging fire equipment or not evacuating during a fire alarm or drill.

Fire safety equipment is distributed differently depending on the type of housing area and occupants. Below is a description of the fire safety equipment on campus along with the distribution of such equipment in Residential Life areas.

### **1. Dormitories**

Each University owned dormitory is equipped with fire extinguishers in common areas and hard-wired smoke detectors in each dorm room. At least once a month these extinguishers are inspected. These extinguishers are inspected annually and provided 6-year maintenance, hydrostatic testing or recharging, where needed. At the beginning of the month, RA's test smoke detectors. Towards the end of the month, a representative from DPS randomly tests a sample of smoke detectors in these dorm rooms. Each smoke detector is cleaned annually, inspected and tested for operation. Fire alarm systems are also tested annually to assure all devices are working properly.

### **2. Apartments**

Each University owned apartment building or complex is equipped with a fire extinguisher in the kitchen area and hard-wired smoke detectors near the sleeping areas. Extinguishers are inspected annually and provided 6-year maintenance, hydrostatic testing or recharging when needed and each smoke detector is cleaned, inspected and tested for operation. It is the responsibility of the resident to notify the Residential Life Office or RA if there are problems with the smoke detectors or if the fire extinguisher has been discharged. Fire alarm systems are tested annually to assure all devices are working properly.

### **3. Small Group Housing**

Each University owned small group housing facility acts somewhat as a house. This area usually contains a group of bedrooms combined with the normal features of a house, such as laundry area, kitchen, living room and dining room. All bedrooms are equipped with a hard-wired smoke detector. These smoke detectors are cleaned annually and tested by representatives from DPS. Once a month, the building RA or house manager should also inspect and test these smoke detectors. Toward the end of each month a random sample of smoke detectors are also inspected by representatives from DPS. It is the responsibility of the residents to notify the Residential Life Office if smoke detectors are malfunctioning or a fire extinguisher has been discharged. Fire extinguishers are strategically placed in both first and second floor hallways and the kitchen. These extinguishers are inspected, tested and maintained by DPS. The fire alarm systems in these buildings are also tested annually to assure all devices are working properly.

## **(U) Training**

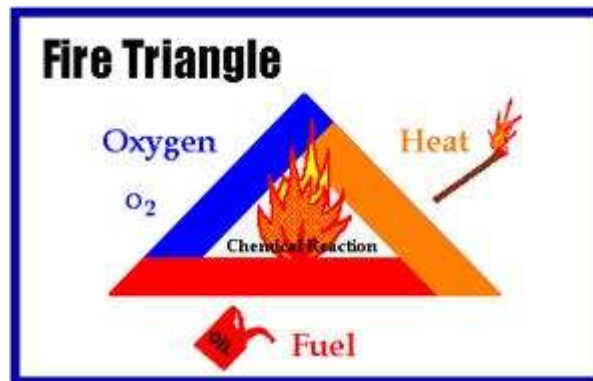
### **1. Emergency Evacuation**

Emergency Evacuation training is offered by DPS. This training focuses on the different types of emergencies and how to respond appropriately to each emergency. The use of an Emergency Evacuation Map and Plan is also discussed. Contact DPS to schedule this training.

## 2. Proper Use of Fire Extinguishers

### FIRE EXTINGUISHER TRAINING

Fire Safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.



Three things must be present at the same time to produce fire:

1. Enough Oxygen to sustain combustion
2. Enough Heat to reach ignition temperature
3. Some Fuel or combustible material

Together, they produce the chemical reaction that is fire. Take away any of these things and the fire will be extinguished.

### FUEL CLASSIFICATIONS

Fires are classified according to the type of fuel that is burning. If you use the wrong type of extinguisher on the wrong class of fire, you might make matters worse. It is very important to understand the four different fire (fuel) classifications:



Class A: Wood, paper, cloth, trash, plastics—solids that are not metals.



Class B: Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.



Class C: Electrical—energized electrical equipment. As long as it is “plugged in.”



Class D: Metals—potassium, sodium, aluminum, magnesium. Requires Metal-X, foam, and other special extinguishing agents.

Most fire extinguishers will have a pictograph label telling you which types of fire the extinguisher is designed to fight.

For example, a simple water extinguisher might have a label like this, which means it should only be used on Class A fires.



## TYPES OF FIRE EXTINGUISHERS

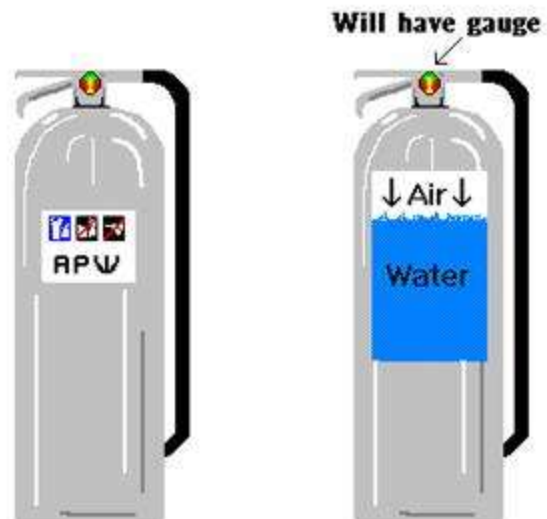
Different types of fire extinguishers are designed to fight different classes of fire. The three most common types of fire extinguishers are:

### 1. Water (APW)

Large, silver fire extinguishers that stand about 2 feet tall and weigh about 25 pounds when full.

APW stands for “Air-Pressurized Water.”

Filled with ordinary tap water and pressurized air, they are essentially large squirt guns.



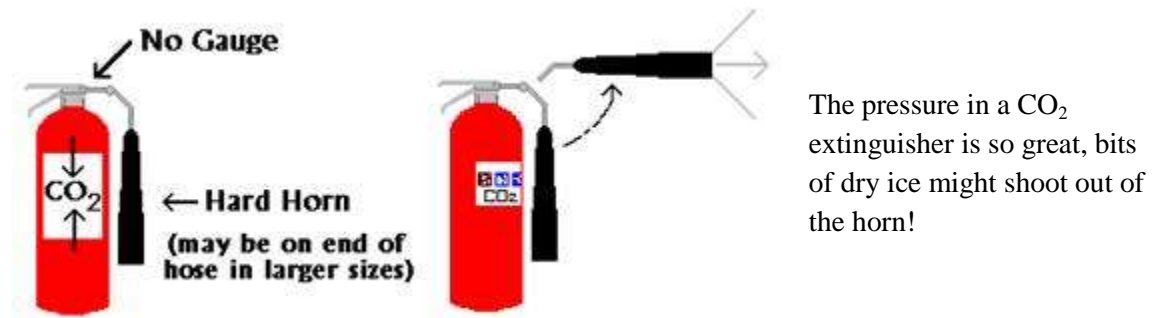
APW’s extinguish fire by taking away the “Heat” element of the Fire Triangle.

APW's are designed for Class A fires **only**: Wood, paper, cloth. Here are a couple of reasons you need to be careful about which extinguisher you use:

- ⊙ Using water on a flammable liquid fire could cause the fire to spread.
- ⊙ Using water on an electrical fire increases the risk of electrocution. If you have no choice but to use an APW on an electrical fire, make sure the electrical equipment is unplugged or de-energized.

APW's will be found in older buildings, particularly in public hallways, as well as in residence halls on campus. They will also be found in computer laboratories. It is important to remember, however, that computer equipment must be disconnected from its electrical source before using a water extinguisher on it.

## 2. Carbon Dioxide (CO<sub>2</sub>)



CO<sub>2</sub> cylinders are red. They range in size from 5 pounds to 100 pounds or larger. On larger sizes, the horn will be at the end of a long, flexible hose.

CO<sub>2</sub>'s are designed for Class B and C (flammable liquids and electrical sources) fires only!



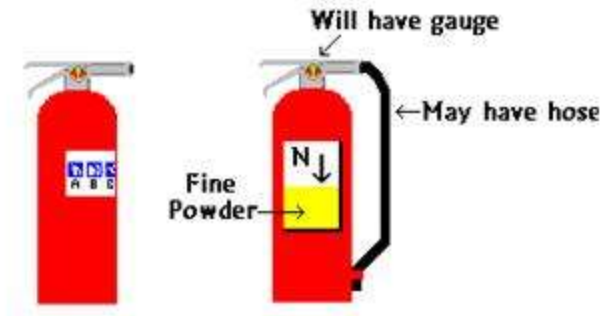
CO<sub>2</sub>'s will frequently be found in laboratories, mechanical rooms, kitchens, and flammable liquid storage areas.

In accordance with NFPA regulations (and manufacturers' recommendations) all CO<sub>2</sub> extinguishers at OSU undergo hydrostatic testing and recharge every five years.

Carbon dioxide is a non-flammable gas that takes away the oxygen element of the Fire Triangle. CO<sub>2</sub> is very cold as it comes out of the extinguisher, so it cools the fuel as well.

A CO<sub>2</sub> may not be very effective in extinguishing a Class A fire because it may not be able to displace enough oxygen to successfully put the fire out. Class A materials may also smolder and re-ignite.

### 3. Dry Chemical (ABC, BC, DC)



ABC extinguishers are red. On campus, they range in size from five pounds to 20 pounds.

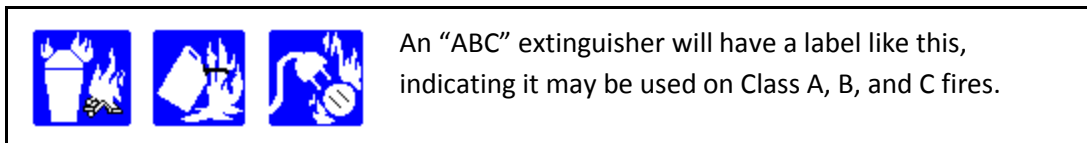
On the OSU campus, ABC extinguishers are filled with a fine, yellow powder. This powder is mostly composed of monoammonium phosphate. The extinguishers are pressurized with nitrogen.

Dry chemical extinguishers put out fire by coating the fuel with a thin layer of dust. This separates the fuel from the oxygen in the air. The powder also works to interrupt the chemical reaction of fire. These extinguishers are very effective at putting out fire.

Dry chemical extinguishers come in a variety of types. You may see them labeled:

- DC (for dry chemical)
- ABC (can be used on Class A, B, or C fires)
- BC (designed for use on Class B and C fires)

It is extremely important to identify which types of dry chemical fire extinguishers are located in your area!




You don't want to mistakenly use a "BC" extinguisher on a Class A fire thinking that it was an "ABC" extinguisher.


Dry chemical extinguishers with powder designed for Class B and C fires ("BC" extinguishers) may be located in places such as commercial kitchens and areas with flammable liquids.


On campus you will find ABC's in public hallways of new buildings, in laboratories, break rooms, offices, chemical storage areas, mechanical rooms, University vehicles, etc.


## HOW TO USE A FIRE EXTINGUISHER


It is easy to remember how to use a fire extinguisher if you remember the acronym, "PASS."

<p><b>P</b>ull</p> <p><b>A</b>im</p> <p><b>S</b>queeze</p> <p><b>S</b>weep</p>	
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<p><b>P</b>ull the pin</p> <p>This will allow you to discharge the extinguisher.</p>	
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<p><b>A</b>im at the base of the fire</p> <p>Hit the fuel...if you aim at the flames, the extinguishing agent will pass right through and do no good.</p>	
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<p><b>S</b>queeze the top handle</p> <p>This depresses a button that releases the pressurized extinguishing agent.</p>	
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<p><b>S</b>weep from side-to-side until the fire is completely out.</p> <p>Start using the extinguisher from a safe distance away and then slowly move forward. Once the fire is out, keep an eye on the area in case it re-ignites.</p>	
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## RULES FOR FIGHTING FIRES

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire. For this reason, when a fire is discovered,

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
2. Call 911 or activate the building fire alarm. The fire alarm will notify the fire department as well as other building occupants and shut off the air handling system to prevent the spread of smoke.

If the fire is small (and Only after having done these two things), you may attempt to use an extinguisher to put it out.

**However**, before deciding to fight the fire, keep these things in mind:

- **Know what is burning.** If you don't know what is burning, you won't know what kind of extinguisher to use.
  - Even if you have an ABC fire extinguisher, there might be something in the fire that is going to explode or produce toxic fumes.
- Chances are you will know what is burning, or at least have a pretty good idea, but if you don't, let the fire department handle it.
- Is the fire spreading rapidly beyond the point where it started? The time to use an extinguisher is at the beginning stages of the fire.
  - If the fire is already spreading quickly, it is best to simply evacuate the building.

**As you evacuate a building, close doors and windows behind you as you leave.**

**This will help to slow the spread of smoke and fire.**





## Do not fight the fire if:

- You don't have adequate or appropriate equipment.  
If you don't have the correct type or large enough extinguisher, it is best not to try fighting the fire.
- You might inhale toxic smoke.  
When synthetic materials such as the nylon in carpeting or foam padding in a sofa burn, they can produce hydrogen cyanide, acrolein, and ammonia in addition to carbon monoxide. These gases can be fatal in very small amounts.
- Your instincts tell you not to.  
If you are uncomfortable with the situation for any reason, just let the fire department do their job.

The final rule is to always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.



In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly. You don't want to become trapped

## (XXII) Welding and Cutting

Areas where welding and cutting will occur should be free of combustibles and flammables and well vented (according to NFPA 51B Standards for Fire Prevention during welding, cutting and other Hot Work and OSHA 29 CFR 1910.252). Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Relocate combustibles from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles. If combustibles cannot be removed from the area, a fire watch may be necessary. In this case, a

qualified individual or individuals (depending upon the size or amount and type of combustible) would have to remain in the area near the welding/cutting site and visually observe the combustibles and other surroundings for a period of time to ensure that a fire has not been the direct result of this welding or cutting. Contact DPS regarding fire watch procedure. Do not perform cutting or welding on metal pipes that come in contact with combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. Welding or cutting on drums, barrels or tanks is not allowed unless it is known that there has not been any flammables or toxic materials contained in the drum, barrel or tank, and the drum, barrel or tank has been cleaned and approved for such welding or cutting by DPS. When welding or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting operation has been suspended, the equipment must be cut off. Always schedule a checkup on the area welded or cut thirty minutes after the completion of the operation. Welding shields, goggles or helmets are needed to protect the eyes and face during welding. Contact DPS regarding further information on welding and personal protective equipment.

Forms:

<b>WASHINGTON ADVENTIST UNIVERSITY</b>  <b>DEPARTMENT OF PUBLIC SAFETY</b>  <b>UNIVERSITY FIRE PLAN</b>	<b>APPLICABILITY:</b> <b>ALL UNIVERSITY BUILDINGS</b>		
	ISSUE DATE:	PERMIT NO.	WORK ORDER #:
	<b>TITLE: HOT WORK PERMIT</b>		

**This form is to be filled out in its entirety by the responsible person actually performing the "HOT WORK" and then brought to Washington Adventist University Department of Public Safety, Fire Safety Division for approval prior to beginning the project.**

Company:	Date:	Start:	End:
Building:	Responsible Person:		
Work to be performed:			
Room Number, Area or Equipment:			
Is possible to perform this work in the shop?	<input type="checkbox"/> Yes or <input type="checkbox"/> No		
The following items have been completed flame or spark-producing equipment to be used has been inspected and found in good repair. <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Sprinklers system, where provided, are in commission and will not be taken out of service while is being or done. <input type="checkbox"/> Yes or <input type="checkbox"/> No			
There are no combustible fibers, dust, vapor, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence or vapors has been verified by a combustible gas detection instrument (applicable areas). If there is a possibility of a leak developing in nearby piping equipment or tanks, this area is to be continuously monitored. Call WAU-FS at ext: <b>4019</b> if assistance is need to test area. <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Fire alarms will not be taken out of service while is being performed. If alarm system must be inactivated during work them DFS or DPS will be contacted prior to taking alarm out of service so that a suitable "Fire Watch" can be coordinated with Campus Security. Under no circumstance will fire alarms be taken out of services without contacting DPS. <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Fire Watch will be provided during and continuously for 30 minutes after work, including during any work breaks, it will supplied with suitable extinguisher, fire watch is trained in use of the equipment and in sounding alarm, fire watch may be required for adjoining areas, above and below , hot work area inspected 30 minutes after job completed. <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Floor swept clean of combustibles.	<input type="checkbox"/> Yes or <input type="checkbox"/> No		
Combustible floor wet down	<input type="checkbox"/> Yes or <input type="checkbox"/> No		
All wall and floor openings covered.	<input type="checkbox"/> Yes or <input type="checkbox"/> No		
Area in question was inspected by Safety Officer:	<input type="checkbox"/> Yes or <input type="checkbox"/> No	Who:	

DFS and DPS were informed: <b>Yes or No</b>	Who:
Fire department was informed: <b>Yes</b>	Time: Operator No:
WAU-Safety Officer Approval and Signature:	Date: Time:

**(XXIII) Material Storage and Handling**

Material may not be stored in corridors, aisles, stairwells, hallways or mechanical rooms. Combustibles may not be stored in attics. Materials may not be stored within 36 inches of any sprinkler deflectors, ceiling, light fixtures, ventilation grates, or fire alarm panel. Refer to the Hazardous Material Management Guidelines for information on specific hazardous material storage. Hot ashes, cinders, or coals may not be deposited in or near any building or grounds area on Washington Adventist University campus. These items may only be placed in noncombustible or metal receptacles so designated by Washington Adventist University. Any items stored outside must be stored in a neat and orderly manner with no storage exceeding ten feet in height or twenty feet in diameter.

**(AI) Fireworks**

**ALL Fireworks are prohibiting on Washington Adventist University Campus.**

**(BII) Communication**

DPS and DFS are the liaison between Washington Adventist University and regulatory compliance agencies. Contact DPS or DFS if you have any fire safety concerns or issues. All press releases or comments shall be approved and/or made through Washington Adventist University Office of University Public Relations.

**(CIII) Fire Alarm Response**

**1. Roles**

- a. Washington Adventist University Department of Public Safety

DPS acts as the liaison between Washington Adventist University and the MCFRS. DPS may assist with communication, fire alarm keys, and locations of suppression equipment and location of activated fire alarm system equipment. DPS/DFS may also assist with obtaining repair or replacement of a system device by notifying the fire alarm system technician or vendor. During working hours, DPS responds to fire alarms on campus.

- b. The Montgomery County Fire and Rescue Services

Once a fire alarm system is activated MCFRD has authority of the area until the incident has been resolved. A fire alarm can only be silenced or reset after the Fire Department gives consent to DPS or the representative of DFS.

c. Building Representatives

Each building on campus has a building representative that is responsible for turning in work orders and having access to all areas of the building. During a fire alarm, these building representatives may need to provide access to areas of the building for the Fire Department or for representatives of DPS during an emergency situation. It is important that the building representative understands the layout of the building and knows all possible entrances, exits or mechanical rooms in the building. The building representative needs to have an up-to-date layout of all buildings for which he/she is responsible.

d. Washington Adventist University Department of Facilities Services

During a fire alarm or other emergency Washington Adventist University Department of Facilities Services may be asked to address areas of concern regarding the building and life safety as specified by the MCFRS or representatives from DPS. The Facilities services maintenance maintains all university owned academic and office buildings on campus. In the case of fire or some other emergency, the Department of Facilities Services may also be asked to find temporary storage or office space for those affected in University owned academic and office areas.

e. Washington Adventist University Housing Maintenance and Residential Life

During a fire alarm or other emergency, Housing/Residential/life representative may be asked to address areas of concern regarding the building or life safety as specified by the MCFRS or representatives from DPS. Residential halls representative assist to maintaining all University owned housing buildings on campus. In the case of fire or some other emergency, Residential halls may also be asked to find temporary housing for those students living in University owned housing which are affected.

f. Washington Adventist University Dean of Students or Office of Student Life

During an emergency situation where University student housing has been affected, the Dean of Students or Office of Student Life may be asked to help find temporary housing for those students affected.

g. Contractors

During a fire alarm or other emergency, contractors may be asked to respond to the situation at hand if it is occurring in a non-University owned building. For this reason, it is important that The DPS have a listing of the responsible parties of buildings on campus. It is also important that contractors understand their limitations and some guidelines have been set forth between the entity owning the building and those making repairs to the building. Never assume that the DPS has access to any non-University owned buildings or will allow contractors access to these areas. It is the responsibility of those owning the buildings to allow contractors access to their buildings.

## 2. Safe Fire Alarm Evacuation Procedures

### a. Evacuation for Students, Professionals, Staff, and Guests

#### 1. Activating the Fire Alarm

- If a fire is noticed, leave the hazard area. Do not risk a life by remaining in the unsafe building. If operating a heat source or flame, please extinguish it before exiting the building, if possible.
- On the way out of the building, pull a fire alarm system pull station. It may be necessary to break the glass or raise the pull station cover in order to pull the alarm. Some common locations of pull stations are at stairwell doors and exits.
- By sounding the alarm, occupants of the building are notified of a fire hazard and should evacuate the building. However, most importantly, The DFS, DPS, and the MCFRS are notified immediately of the hazard.

#### 2. Evacuating the Building

- When the fire alarm sounds, everyone must proceed with their emergency evacuation plan or evacuate the building immediately, even if another individual tells you that the fire alarm is being tested. Do not assume it is just a drill. Failure to evacuate the building during a fire alarm is grounds for community service.
- When evacuating, turn off any appliance or equipment you might be operating. Isolate your area by closing doors and windows and leave the building.
- Only use a portable fire extinguisher to control a small fire or assist yourself or someone else to evacuate the area. Remember, not all fire extinguishers are effective on all types of fires; so do not try to extinguish the fire unless you have been properly trained. Do not fight the fire if it is already beginning to spread beyond the location where it started, if you can't fight the fire with your back to an exit, or if the fire can block your only exit.
- Walk; do not run when evacuating the building. Assist those individuals with disabilities or those unable to evacuate by telling authorities their locations within the building. (See Safe Fire Alarm Evacuation Procedures for the Physically Challenged)
- To avoid smoke, stay low to the ground and cover your mouth and nose with a damp cloth, if possible, to help you breathe.
- Never use the elevators to evacuate.
- When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit or stairwell door. Then travel vertically down the stairwell until you reach an exit leading to the outside. Most stairwells are fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.
- If you must open corridor doors, hallway doors, bedroom doors, or office doors, feel them first by using the back of your hand (never the palm). If they are cool, open them and continue to follow the emergency evacuation plan and move towards an exit or stairwell if conditions allow.

## b. Evacuation for Physically Challenged

Although Washington Adventist University (adopted the NFPA Emergency Planning Guide for People with Disabilities) requires all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need assistance or special procedures to evacuate effectively. For this reason, they should inform other individuals, especially housing coordinators or Residential Advisors that they may need assistance in a fire alarm during the emergency evacuation-planning phase. Below are some tips that may prove useful during a fire alarm evacuation:

### 1. Utilize the Buddy System

- During the first few days at a new job or at classes, discuss with others your need for a "buddy" if the fire alarm goes off.
- Obtain several buddies in different locations where you may be during an alarm and discuss your evacuation plan with your buddies (especially housing coordinators or Residential Advisors).
- Explain what type of assistance you would need during a fire alarm.
- Plan and practice your procedure or evacuation during a fire alarm.
- If possible, your buddy should assure your location; capabilities and need for assistance during a fire alarm (however, do not risk life).
- Your buddy should inform DPS or the MCFRS of your need for assistance, plan, and location during a fire alarm.

### 2. Recognize your Capabilities and Limitations for Evacuating the Building

- When evacuating, travel horizontally, moving away from the fire until you reach a safe distance away from the hazard or an exit or stairwell door. Then travel vertically down the stairwell until you reach an exit leading to the outside.
- Most stairwells are fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.
- Persons utilizing wheelchairs should be taken to an area of rescue assistance (usually stairwell landings) or stay where they are located. This still requires their buddy notify DPS or the Fire Department of their location once they reach the assembly location outside. If the mobility-impaired individual is alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where they located.
- Persons with mobility impairments but without the need of a wheelchair will need to attempt to evacuate the building, allowing traffic to pass, when needed, in areas like stairwells. These individuals may decide to remain in place and contact 911 with their location if there is no sign of imminent hazard, and due to their impairment, they would not be able to evacuate the building at this time without assistance.
- Persons with physical impairments, such as hearing impairments, may need rooms equipped with additional warning signals to inform them of activation of the fire

alarm. A buddy may be needed to notify or assist the physically impaired during an emergency. Contact DPS to request additional warning signals for a room.

- Individuals who are visually impaired may need a buddy to assist him/her through the evacuation route. If the visually impaired individual is unable to evacuate alone, he/she should dial 911 and inform the dispatcher of his/her location, inability to evacuate and/or the area of rescue assistance where they are located

c. Procedures if Trapped in a Building Which is Burning

1. If the door is hot, only open it slowly.
2. If there is too much smoke or fire in the hallway for a safe evacuation, then remain in the room. Close the door and position towels or articles of clothing (dampened if possible) around the bottom edge of the door.
3. Call 911 and tell the dispatcher your name, where you are located and the reason you could not evacuate. The dispatcher will contact the DPS officers on the scene who will notify the Fire Department.
4. If you have a window that can be opened, open the window and hang a sheet, piece of clothing or another similar object out the window and wave it so it can be seen. This open window will allow fresh air to circulate into the room.
5. If the window cannot be opened, create a sign to display at the window indicating that you need help.
6. If you feel as though you can no longer breathe, break the window out using a chair and get the attention of those below.
7. Remain calm and wait for the Fire Department to assist you in evacuating the area.

d. Procedures if You are on Fire

1. Stop where you are.
2. Drop to the floor.
3. Roll until the flames have been smothered.

e. Procedures if Someone Else is on Fire

1. Try to smother flames by wrapping the individual on fire in a blanket or some other item that could be used to smother flames.
2. If unable to assist the individual on fire, insist that the person stop, drop and roll.

f. Once Outside

1. Move away from the building to a pre-designated location where a headcount should be initiated by the building representative, Residential Advisor, or another designated individual.
2. Notify DPS of anyone needing assistance exiting the building.
3. The building representative or some other supervisory personnel should notify DPS of anyone unaccounted for during the evacuation.

g. Resetting the Fire Alarm and Re-entering the Building

1. Remain outside and away from the building until you are given further instructions from the MCFRS, DPS or a representative from DFS.
2. Only MCFRS can authorize the fire alarm system being reset or silenced after the initiation of a fire alarm.
3. DPS and the representative of DFS responding to the alarm have access to the fire alarm panel keys.
4. DPS and the representative from DFM are the only entities on campus authorized to reset a fire alarm once approved by MCFRS.
5. Once the fire alarm system has been reset and the MCFRS has given the approval for re-entering the building, then faculty, staff, students, guests or others may reoccupy the area.

## **(DIV) Investigations**

### **1. Fire Alarm**

There are actually very few fire alarms initiated by faulty fire safety equipment, such as a smoke detector or heat detector that malfunctions. In fact, most alarms are initiated due to the actions of those inside the building. This does not mean that each alarm corresponds with an actual fire. The alarm could correspond with someone who is smoking near a smoke detector or an air conditioning unit that is overheating. For this reason, it is very important that people monitor their own habits closely and review fire safety data in a manner that considers the cause and the effect of the alarm rather than simply defining the alarm as being a true or false alarm. In the event that a piece of faulty equipment initiated the fire alarm, DPS and DFS monitors the repair/replacement of this equipment to assure this action does not occur again. DPS also investigates each fire alarm on campus to determine the cause of the alarm and maintains this information in an active database. Contact DPS or DFS regarding any questions or concerns about fire alarms on campus.

### **2. Fire Investigations**

#### **Fire Investigations**

The DPS (under a certified Fire Investigator) and Montgomery County Fire and Rescue Services- Office of Fire Marshal investigate cases of fires on Washington Adventist University campus. DPS also maintains information on false fire alarms activations related to cases of fires and fire prevention system tampering or damages on campus. Contact DPS regarding any questions or concerns directly related to fire alarms attributed to cases of actual fires or false.

#### **Fire Alarms, Suppression equipment and Warning System Tampering**

Any person who has intentionally caused damages or has misused the WAU fire alarm suppression equipment and warning alarm system will receive administrative fines from a



minimum of \$100.00 to a maximum of \$500.00, and are exposed to possible criminal charges in the state of Maryland and Montgomery County regulations;

- **Montgomery County Fire Safety Code Chapter # 22**

- **Sec. 22-34. Tampering with fire safety equipment**

- (a) It shall be unlawful to deliberately operate, trip or use any installed fire extinguishing system for purposes other than emergencies, maintenance or proscribed testing.

- (b) It shall be unlawful to tamper with or render inoperative any fire warning system.

- (c) It shall be unlawful to activate any installed fire warning system for purposes other than emergencies, maintenance, drills or periodic testing.

- (d) It shall be unlawful to use, tamper with or render inoperative any portable fire extinguisher other than during emergencies, maintenance, drills or testing.

- (e) No person shall molest, tamper with, damage or otherwise disturb any apparatus, equipment or appurtenance belonging to or under the supervision and control of the fire department without authority from the officer in charge or his authorized representative to do so.

- (f) No person shall remove, tamper with or otherwise disturb any fire hydrant or fire equipment required to be installed or maintained under the provisions of this chapter except for the purpose of extinguishing fire, training purposes, recharging, testing or making necessary repairs. Whenever fire equipment is removed as herein permitted, it shall be replaced or reinstalled as soon as the purpose for which it was removed has been accomplished.

- (g) No person shall use or operate any fire hydrant without the permission of the owner of such hydrant. The provisions of this section shall not restrict the use of fire hydrants by fire officials in the course of their duties. (1975 L.M.C., ch. 23, § 1.).

- **PROPERTY (PERSONAL) – TAMPERING, DESTROYING, ETC. Malicious Destruction Generally**

- (a) A person may not willfully and maliciously destroy, injure, or deface the real or personal property of another.

- (b) Property damage of at least \$1,000. A person who, in violation of this section, causes damage of at least \$1,000 to the property is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 3 years or a fine not exceeding \$2,500 or both.

- (c) Property damage of less than \$1,000. A person who, in violation of this section, causes damage of less than \$1,000 to the property is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 60 days or a fine not exceeding \$500 or both. Criminal Law Article § 6-301

## **Appendix (AA)**

### **FIRE PROTECTION SYSTEM IMPAIRMENT PROCEDURES**

Fire detection system- a permanently installed system designed to automatically notify occupants by visual and /or audible alarms, the presence of fire, smoke or extreme heat. Fire detection

system may also automatically initiate the operation of fire suppression system and emergency response by outside agencies.

**Fire Suppression System:** a permanently installed system designed to contain or extinguish a fire.

**PROCEDURES:**

**A. Planned impairment**

1. Anyone (faculty, staff, contractor and Visitors) requesting to shut down a fire suppression or detection system must first approval from the Facility Services Director or the DPS.
2. An impairment of fire detection system must be coordinated by the Facility Services Director.
3. An impairment of fire suppression must be coordinated by Facility Services and safety and Security Departments and the impairment coordinator.
4. The system impairment coordinator or the Facility Services will notify Safety and Security department and the Building person in Charge when the system is disable and again when is restored.
5. The system impairment coordinator (DFS or DPS) will notify (non-emergency line) the Takoma Park Fire Department when the system is disable and again when is restored.
6. The system impairment coordinator will set up a fire watch and ensure any hazardous or hot work operations are curtailed until the system(s) are restored. The facility Services or Safety and Security Department will assigned staff may assist with the fire watch.
7. The system impairment coordinator will ensure properly maintained portable extinguishers are available in the impairment area.
8. The system impairment coordinator or the facility Services will complete a Fire Protection System Impairment tag with the required information and attach it to the appropriate valve or switch controlling the impairment. When the system is restored the coordinator or facility Services will remove the tag and forward it to the Safety and security staff.
9. To minimize the duration of the suppression or detection system impairment, work will be done continuously until repairs are completed and the system is restored.
10. The system impairments coordinator or Facilities Services Department will conducted and will notify the Senior Executives of the University in writing a report of any account impairment encounter.

**B. Unplanned impairment**

1. In the event unplanned fire suppression or detection system impairment occurs, Faculty, Staff or Student will identifying the impairment will notify the DFS or DPS.
2. The DPS will immediately notify the Facilities Services Director or the system impairment coordinator (DPS).

3. The DFS or DPS will coordinate a fire watch of the area until the system is restored. Frequency of the fire watch will be based on the situation and level of risk
4. The DFS and DPS will keep record of each area covered during the fire watch and will delivery to the Institution Superintendent office without delay.

## **Appendix. (BB)**

### **CARD ACCESS AND CCTV IMPAIRMENT PROCEDURES**

**DEFINITIONS:** Access Control. The Monitor or control of traffic through portals of an area by identifying the requestor and proving entrance or exit. Close Circuit Television (CCTV). A video system in which an analog or digital video signal travels from the camera to video monitoring stations at the protected premises.

### **PROCEDURES.**

#### **A. Planned Impairment.**

1. System defects and malfunctions shall be corrected.
2. The repair shall begin within 24 hours of the indication that repair is required.
3. When it is determined that there is not a risk to the protected property or occupants, repair to the system shall be permitted to being outside of the time period required by the 24 hrs and if WAU- Facility Services Director or his / her designee responsible party is notify in writing.
4. If a defect or malfunction is not corrected at the conclusion of system inspection, testing or maintenance, written notice shall be provided to the Facility Services Director and the impairment coordinator (DPS) within 24 hours.
5. A record shall be maintained by the Facility Services director or his / her designee for a period of one (1) year from the date the impairment is corrected.

#### **B. General Testing, Inspection and Maintenance.**

1. Nothing shall be intended to prevent the use of alternate test or testing devices
2. Alternate test methods or testing devices shall provide the same level of effectiveness and safety.
3. Alternatives test methods shall meet the intent of the requirements of the standards (NFPA-731).
4. Inspections, testing, or maintenance shall be permitted to be performed by a certified person or organization other than the Facilities Services Director or his /her designee, if conducted under a written contract.

#### **C. Service Personnel**

1. Service personnel shall be qualified and experienced in the inspection, testing and maintenance of electronic premises security system
2. Examples of qualifications personnel shall be permitted to include but shall not limited to the individual with the following qualifications;
  - a. Factory trained and certified
  - b. Certified or licensed by state or local agency

- c. Trained and qualified personnel employee by an organization listed by a national testing laboratory for the servicing of electronics premises security system.

**D. Notification.**

1. Before proceeding with any testing or maintenance, all persons and facilities receiving alarm, supervisory or trouble signals and all essential staff should be notified of the testing or maintenances to prevent unnecessary response.
2. At the conclusion of the testing, essential staff shall be notified that the testing has concluded.
3. The Facilities Services Director or his/ her designee and Safety/ Security staff shall coordinate system testing to prevent interruption of critical facility system or equipment.
4. Prior to system maintenance or testing, the information regarding the system and system alteration, including record of completion, facility manual and installation, shall be provided by the facility of his /her designee to the services personnel upon request.

**E. System Testing**

1. All new system shall be inspected and tested in accordance with the manufacture and standards requirements.
2. Reacceptance testing shall be performed after any of the following;
  - a. Added or deleted system components.
  - b. Any modification, repair, or adjustment to system hardware or wiring.
  - c. Any change to site-specific software
  - d. Any modification to the structure being protected.
3. All components circuits, system operations, or site-specific software functions known to be affected by the change or identified by a means that indicates the changes shall be test.
4. A revised record of completion in accordance with this procedure shall be prepared to reflect any changes to the original and subsequent inspections attach as addenda to this current document.

**F. Inspections and Testing Frequency.**

1. Intrusion Detection System;
  - a. Exterior detectors-----Annually
  - b. Interior detectors----- Semiannually
2. Holdup, duress or Ambush System----- Annually
  - a. Portable devices-----Semiannually
  - b. Exterior fixed devices-----Quarterly
3. Access control system-----Annually
  - a. Readers-----Annually
  - b. Position switches-----Quarterly
  - c. Electrical hardware-----Quarterly
  - d. Request to exit devices-----Annually
4. CCTV system-----Annually
  - a. Cameras enclosures-----Annually, before adv/weather
  - b. Recorders-----Quarterly
5. Sounding devices-----Quarterly
6. Batteries- general test-----Annually

7. Off premises transmission equipment-----Quarterly/Aut. Daily test

8. Interface equipment -----Annually

**Note:** Example of environmental factor that should be included, but are not limited to the following:

- Fog
- Rain
- Snow
- Humidity/corrosion
- Cold/heat
- Vibration
- Radio frequency interference (RFI)
- Electrical discharge
- AC induction
- Dust
- Smoke
- Animal/insects
- Vegetation
- Decoration/marketing aids.

## **Clery Act (U.S. Federal Regulations)**

### **Fire Safety Disclosure**

#### **Requirements and Definitions:**

HEA fire safety regulations apply only to institutions with on-campus student housing facilities and focus exclusively on those facilities. They do not apply to other buildings on your campus or to any non-campus student housing facilities your institution might own or control. If you have multiple campuses, only those that have on-campus student housing facilities must comply with these regulations. If our institution has any foreign campuses with on-campus student housing facilities, those campuses also must comply with HEA fire safety regulations.

An institution with on-campus student housing facilities is required to:

- Maintain a log of all reported fires that occur in those on-campus student housing facilities, Fire log requirement citation 34 CFR 668.49(d).
- Publish an annual fire safety report that contains fire safety policies and fire statistics for each of those facilities, and Annual Fire safety report cite 34 CFR 668.49(b).
- Submit the fire statistics from the fire safety report annually to ED. fire safety requirement citation.

This definition contains two descriptions of fire. The first is “any instance of open flame or other burning in a place not intended to contain the burning.” Some examples are:

- Trash can fire.
- Oven or microwave fire.
- Burning oven mitt on a stove.
- Grease fire on a stovetop.
- Flame coming from electric extension cord.
- Burning wall hanging or poster.
- Fire in an overheated bathroom vent fan.
- Couch that is burning without any flame evident.

The second type of fire is “any instance of open flame or other burning in an uncontrolled manner.” Some examples are:

- Chimney fire.
- Gas stove fire.
- Fuel burner or boiler fire.

**Include:**

- All fires that meet the *HEA* definition regardless of
  - Size.
  - Cause.
  - Whether the fire results in injury, death or property damage.
  - Your institution’s fire safety policies. Even if your institution prohibits the burning of candles in dorms, a lit candle doesn’t meet the definition of a fire. If drapes catch on fire due to brushing against a lit candle, the burning drapes meet the definition.
- Fires on the roof or the outside walls of a building even if the fire doesn’t reach the inside.
- An incident where there is evidence that there *was* burning, for example, a singed electrical cord.
- Fires in parking facilities and dining halls that are physically attached to and accessed directly from, on-campus student housing facilities. “Accessed directly from” means that an individual can enter the parking area directly from the housing area without leaving the building. Note that if there is a vehicle fire (i.e., a fire that is confined to a vehicle) in a student housing facility parking garage, this is not a student housing facility fire. However, if there is a fire in the garage that spreads to a vehicle, or if a vehicle fire spreads to the garage, this is a student housing facility fire.
- Fires reported to any official at your institution (e.g., to a residence life officer), not just campus fire authorities or campus security authorities.

**Do not include:**

- Sparks or smoke where there is no open flame or other burning.

- Such incidents as burnt microwave popcorn that trigger fire alarms or smoke detectors but there are no open flames or other burning.
- Attempted arson in cases where there is no open flame or burning. (Attempted arson must be included along with statistics for completed arson in your Clery crime statistics.
- Fires in parking facilities and dining halls that are not physically attached to and accessed directly from on-campus student housing facilities, even if the facilities are reserved for the use of residents in those housing facilities.
- Incidents that violate your institution's fire safety policies but that do not meet the HEA definition of a fire. For example, if your institution prohibits fires in fireplaces in on-campus student housing, and a student lights a fire in the fireplace, this is not a reportable fire under HEA. However, if the fire began burning in an uncontrollable manner and ignited the chimney or flue, that would be a reportable fire.

## **The Fire Log: Recording Fires in On-campus Student Housing Facilities**

Our institution must maintain a written, easily understood fire log that records, by the date reported, Only fire that occurs in an on-campus student housing facility. We are not required to record fires that occur anywhere else on your campus in this log. Nor are you required to record fires that occur in any non-campus student housing that are school might own or control. We may, however, include other fires in the log for our institution's internal record keeping, but such information is not required by HEA.

We may use either a hard copy log or an electronic format. Either format must be accessible on-site. This means that if you have separate campuses that have on-campus student housing facilities, a fire log must be available at, or accessible from, each campus. Information from the log should be used in determining statistics to include in the annual fire safety report and the fire statistics submitted to ED.

## **What Are Reported Fires?**

Reported fires include fires that were already extinguished as well as those discovered while still burning. They include emergency situations involving fires that necessitated a call to 911 for fire department assistance, as well as minor fires, such as a small trash can fire that was easily extinguished without assistance. Fires can be reported by anyone, regardless of the individual's association with your institution.

Unlike Clery crime reporting, in which a crime is "reported" when it's brought to the attention of a campus security authority or a local law enforcement agency, there are no such restrictions with fire reporting. Any student housing fire that is reported to any official at your institution must be documented in your fire log. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. To help ensure that fire reports get entered into your fire log, your institution must have and disclose a policy and procedures informing students and employees of the individuals or organizations to whom fires should be reported.

## **Maintaining the Fire Log**

Our institution must make an entry or an addition to an entry to the log within two business days of receiving the information. A business day is any day Monday through Friday, except for days when the institution is closed. If you have an electronic log, and you experience a software or computer problem, use a hard copy log as a temporary replacement. Make the fire log for the most recent 60-day period open to public inspection, upon request, during normal business hours. Make any portion of the log older than 60 days available within two business days of a request for public inspection. Anyone may have access to the log, whether or not they are associated with your institution. This includes the media.

Provide students and employees with a description of the log, noting its location and availability. Institutions may decide who or what department is responsible for maintaining the log and where it should be kept if it's a hard copy log. The Department of Public Safety keep its archived fire logs for three years following the publication of the last annual fire safety report to which it applies (in effect, seven years).

## **Reporting to the Campus Community**

The law states that an institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report.

## **Fire Statistics: Classifying and Counting Fires in On-campus Student Housing Facilities**

In addition to the disclosure, our institution's fire safety-related policies and procedures, your annual fire safety report must contain statistics for reported fires in on-campus student housing facilities. This chapter discusses in detail the various categories of required statistics.

You must collect and disclose statistics for each on-campus student housing facility separately for the three most recent calendar years (i.e., Jan. 1 through Dec. 31) for which data are available.

The fire safety disclosure provisions in HEA went into effect on Aug. 14, 2008. Regulations were issued on Oct. 29, 2009. You may treat a group of attached buildings, such as a row of townhouses, as a single student housing facility if they share a name and have the same fire safety policies and systems. All other student housing facilities must be reported separately.

If there were no reported fires on-campus student housing facilities for the reporting year, you may simply list the name and address of each facility in your annual fire safety report and state that there were no reported fires in the facilities for the reporting year. You will, however, be required to enter 0 for each on-campus student housing facility in your Web-based survey.



## Required Fire Statistics

Identify each facility by name and street address, and for each facility disclose:

1. The number of fires and the cause of each fire.

A fire, for the purposes of HEA regulations, is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Cause of fire is defined as the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

- **Unintentional Fire.** (A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.)
- **Intentional Fire.** (A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.)
- **Undetermined Fire.** (A fire in which the cause cannot be determined.)

2. The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center.

HEA defines a fire-related injury as any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

### **Include:**

- Individuals who are transported to a medical facility (even if they refuse treatment at the facility).
- Individuals who are treated at a temporary medical facility that is set up at the fire site.
- Individuals who are treated in an ambulance.

### **Do not include:**

- Individuals who appear to be injured but refuse to be treated or transferred to a medical facility.
- Individuals more than one time for a single fire. If an individual is treated at a medical facility, and is later transferred to a different medical facility, count this as one person with fire-related injuries.

3. The number of deaths related to a fire.

HEA defines a fire-related death as any instance in which a person

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire;  
or
- (2) Dies within one year of injuries sustained as a result of the fire.

### **Examples of natural causes of fire-related death:**

- Lung damage due to smoke inhalation.
- Heart problems due to stress or exertion.

### **Examples of accidental causes of fire-related death:**

- Getting struck by a falling object.
- Getting burned by fallen wires.
- Being killed by jumping out of a window.

Disclose the number of fire-related deaths for each fire. Although the regulations don't require your school to track every individual who has a fire-related injury for the purpose of documenting fire-related deaths, you must make a reasonable effort to ascertain the number of deaths that occur in a one-year period following a fire. A reasonable effort includes:

- Tracking individuals who are hospitalized a few miles from your school.
- Tracking individuals who are still in contact with the school following the fire.
- Documenting deaths that you learn of via other individuals or the media.

#### **4. The value of property damage caused by a fire.**

HEA defines value of property damage as the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Disclose the value of property damage for each fire. Include the value of all property damage, even to property not owned or controlled by your institution. (If you want to make an additional disclosure to separate out institutional property damage and damage to the personal property of others, you may do so.) We estimate for structural damage should be based on replacement value, not market value. Make sure to include the value of property destroyed during overhaul. Overhaul is the practice of searching a fire scene to detect hidden fires or sparks which may rekindle, and to note the possible point of origin and cause of ignition.

Do not include any indirect losses. In addition to business interruption, indirect losses include the cost of emergency housing, personnel costs associated with subsequent cleanup and restoration and lost tuition.

### **Fires in On-campus Student Housing Facilities That Are Physically Attached to Facilities Not Owned or Controlled by the Institution**

Perhaps you have a student housing facility located on the edge of your campus that is attached along one wall to a privately owned establishment, such as a restaurant. A fire that originates in

the restaurant kitchen spreads from the restaurant to the student housing facility. Disclose this as a student housing fire. It is irrelevant whether the building had separate access for the student housing and the restaurant or a single point of access. However, count injuries, damages, etc. only for the student housing facility, not for the restaurant.

### **A Note about Arson**

As described in the Arson classification the Clery Act requires your institution to disclose statistics for fires that are investigated and determined to meet the FBI's *UCR* definition of arson. The arson can occur anywhere within the institution's Clery geography: on campus (including in on-campus student housing facilities), in or on non-campus buildings or property and public property. If your institution has a campus police or security department you also must record arsons that are reported to that department in your daily crime log if the arson occurs on your Clery geography or within the department's patrol jurisdiction. This means that an arson that occurs in an on-campus student housing facility must be disclosed in your annual fire safety report, your fire log, your annual security report and your crime log (if you are required to keep a crime log).

**Note:** we must identify each on-campus student housing facility and enter the number of reported fires at each facility. Then, for each fire, enter the cause of the fire, the number of persons who received fire-related injuries that resulted in treatment at a medical facility, the number of deaths related to that fire and the value of property damage related to that fire. If there were no reported fires at a facility, state this, or enter a 0; do not omit the facility from your disclosures.

### **The Annual Fire Safety Report: Publishing Policy Statements and Fire Statistics:**

Our institution maintains all student housing facility and we must publish an annual fire safety report by Oct. 1. This is a firm deadline; there is no grace period and there are no exemptions. The purpose of this report is to disclose fire safety policies and procedures related to your on-campus student housing and to disclose statistics for fires that occurred in those facilities.

We are publishing the annual fire safety report together with your Clery-required annual security report as long as the title of the document clearly states that it contains both reports. There is no prescribed order for the reports. If we choose to publish the reports together one year and separately the next year, we may. If we choose to publish the reports separately, you must include information in each report about how to directly access the other report. This means that you can't simply say that the other report is available; you must describe how an individual can obtain the report. The publication requirements for the fire safety report are the same as those for the annual security reports.

The law doesn't require particular policies, procedures, programs or practices by your institution with respect to fire safety; the law prescribes how your institution collects, reports and disseminates the required information. The report must disclose your current policies, procedures, practices and rules. Descriptions of what your institution does regarding fire safety

must be accurate and clear. For example, anyone reading your procedures for student housing evacuation in the case of a fire should be able to understand exactly what those procedures are, and the order in which they should be followed. Your institution is expected to adhere to the policies and procedures it discloses.

If our institution does not have any fire safety experts on site, we suggest that you contact local experts, such as the fire marshal, fire chief, fire investigator or other local fire authorities for assistance.

## **Components of the Fire Safety Report**

At a minimum, the fire safety report must contain the components that are listed below. There is no prescribed order. All of the components pertain to on-campus student housing facilities, not the campus as a whole. An explanation of each component follows the list.

- A description of each on-campus student housing facility fire safety system.
- The number of fire drills held during the previous calendar year.
- The institution's policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.
- The institution's procedures for student housing evacuation in the case of a fire.
- The policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.
- For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
- Fire statistics.

### 1. Description of each on-campus student housing facility fire safety system.

HEA defines a fire safety system as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

#### **What does this mean?**

Your statement should describe the fire safety system in **each** of your on-campus student housing facilities. It isn't enough to provide a general description of fire safety systems that encompasses all of the facilities. A reader should be able to look for a specific facility and read a description for that facility.

If you are not sure whether a specific mechanism or system is part of a fire safety system, ask yourself if the mechanism or system is related to the:

- **Detection** of a fire,
- **Warning** resulting from a fire, or
- **Control** of a fire.

For example, the university might have egress lighting in the dormitories. Although egress lighting can be an element of a campus safety system, it is not part of a fire safety system because it is not used to detect, warn of or control a fire.

The elements included in HEA’s definition of a fire safety system are examples. The fire safety system or systems you describe may differ.

You have flexibility in how the university addresses this requirement. Your goal is to ensure that, at a minimum, students have enough information to understand what type of fire safety system is used in each on-campus student housing facility. For example, you may create a table that lists each student residential facility by name and has columns for checking whether a facility has any or all of the various systems and mechanisms identified, such as smoke alarms, fire doors, sprinkler systems, etc. If you use terms such as “full” or “partial” to describe a fire suppression system, explain what is meant by “full” or “partial.”

The regulations don’t require your institution to provide specific detailed information on your fire safety system or other systems, such as maintenance or inspection schedules. However, you may provide this or other pertinent information as you choose.

Note that although you must disclose fire statistics for the previous three calendar years, your description of each on-campus student housing facility fire safety system must reflect the system that is currently in place.

2. Number of fire drills held during the previous calendar year.

What does this mean?

HEA defines a fire drill as a supervised practice of a mandatory evacuation of a building for a fire. Disclose the number of fire drills for each on-campus student housing facility. If no fire drills were held for a facility during this time period, you must indicate this. This requirement cannot be met by a false alarm that leads to the evacuation of a building, even if the evacuation is supervised. A drill involves planning, supervision and evaluation.

3. Policies or rules on portable electrical appliances, smoking and open flames in a student housing facility.

What does this mean?

Disclose all policies or rules on portable electrical appliances, smoking and open flames in your on-campus student housing facilities. It’s not adequate to state that you have such policies or rules; you must disclose the specifics and you must address all three categories: portable

electrical appliances, smoking and open flames. If some rules apply to certain facilities only, state this.

4. Procedures for student housing evacuation in the case of a fire.

What does this mean?

Disclose our institution's procedures for evacuating student housing in the case of a fire. If the procedures differ by student housing facility, your statement must describe the specific procedures for each facility.

5. Policies regarding fire safety education and training programs provided to the students and employees. In these policies, the institution must describe the procedures that students and employees should follow in the case of a fire.

What does this mean?

Disclose all of our institution's policies related to fire safety education programs and fire safety training programs associated with on-campus student housing facilities. Include in-person and online programs, as applicable. Describe all procedures that students should follow in the case of a fire, as well as all procedures that employees should follow in the case of a fire. The policy statement would pertain to all employees involved in student housing and areas related to student housing, for example, residential life staff, student affairs staff, student personnel services staff, residence hall directors, residential education staff and summer housing staff. If any of your student housing facilities has an attached parking garage or dining hall, include employees associated with those areas. We may include other employees as well.

6. For purposes of including a fire in the statistics in the annual fire safety report, a list of the titles of each person or organization to which students and employees should report that a fire occurred.

What does this mean?

This is a list of titles of the people or organizations that should be told "after the fact" that a fire occurred. It is not a list of whom to notify that there is a fire emergency. That information should be included in "the procedures that students and employees should follow in the case of a fire," as described on the previous page in component no. 5 in the annual fire safety report.

7. Plans for future improvements in fire safety, if determined necessary by the institution.

What does this mean?

Your plan can be limited to "Our institution is going to do the following ..." or can include "If we obtain the means we'd like to do the following ..." We suggest that you include information that tells the reader why the improvements are necessary. Do not simply state that the institution

has plans for future improvements without indicating what those improvements will be. You may, but are not required to, include a time line.

If you determine that future improvements in fire safety are not necessary, state this.

## **8. Fire statistics**

Our annual fire safety report must include statistics for reported fires in on-campus student housing facilities.

In addition to including fire statistics in your annual fire safety report, your institution is required to submit the statistics from that report to ED. The mechanism for doing this is the annual online Campus Safety and Security Survey<sup>9</sup> that takes place every fall.

<sup>9</sup> In 2010, the annual Campus Crime and Security Survey, which collects Clery crime statistics, was renamed the Campus Safety and Security Survey and was expanded to collect HEA-required fire statistics for on-campus student housing. A registration packet with survey information, a password and a user ID is sent to the chief executive officer of your institution several weeks prior to the start of the data collection.

Specific screen-by-screen instructions for completing the survey and submitting it to ED are included in the user's guide for the survey located at <https://surveys.ope.ed.gov/security>. We can get additional help with the survey via phone at 800-435-5985 or via e-mail at [campussafetyhelp@westat.com](mailto:campussafetyhelp@westat.com). Our institution's fire statistics will subsequently be migrated to our public dissemination site at: <http://www.ope.ed.gov/security> where any interested person can view them.

The public site also can be used to generate reports using aggregated data from all of the schools that submit HEA-related crime and fire statistics.

## **9. Records Retention**

- a. As required by its institution's approved record retention schedule or for seven years, whichever is greater, the department must retain the following records if it possess them:
  - i. Copies of fire reports
  - ii. Daily Fire Logs
  - iii. Records of or arrests and referrals for disciplinary action
  - iv. Timely warning and emergency notification reports
  - v. Correspondence with fire department that pertains to the Clery Act
  - vi. Correspondence with the U.S. Department of Education that pertains to the Clery Act
  - vii. AFSR availability notices to students and employees
- b. These records must be maintained by each security department in a location where they can be accessed if necessary. The department may be required to produce the records during a Department of Education audit.

## **9. Oversight**

Adherence to this policy shall be evaluated, at a minimum, by the Health and Safety Committee, the Vice President of Finance, and Office of the Director of Security before the regularly scheduled inspection of the respective institution security department.