



POLICY STATEMENT

Fire Prevention, Safety and Reporting

SU Policy Number: 405-003.1

ORIGINATING OFFICE

Environmental Health and Safety, under the direction of Facilities Management and Planning

PURPOSE

Shippensburg University (the University), through instruction, research, and community service, is fully committed to protecting the safety and health of all students, faculty, staff, and visitors. This comprehensive Fire Prevention, Safety and Reporting policy has been developed to provide a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous conditions in new and existing buildings, structures, premises and grounds. Shippensburg University complies with the International Fire Code (IFC) and National Fire Protection Association (NFPA) recommendations.

Fire safety involves numerous safety issues including fire prevention, fire suppression and emergency evacuation and response. Because a fire can double in size every four minutes, it is imperative that all students, faculty, staff and visitors actively practice fire prevention and emergency evacuation.

SCOPE

All employees and students shall be expected to fully comply with all aspects of this policy, and to ensure visitors coming into their areas are protected from hazards. Additionally, all students, faculty and staff are responsible for maintaining compliance with established safety policies, and all Fire Prevention Codes. No exceptions shall be made without prior approval by university administrators.

OBJECTIVE

This policy has been designed to provide the user with information relating to all aspects of fire safety at Shippensburg University. It is intended to provide basic guidelines on fire safety management for the University.

RESPONSIBILITIES

1. Environmental Health and Safety

Environmental Health and Safety is responsible for the organization, coordination and supervision of campus fire prevention and protection activities. Job duties include, but are not limited to, the following:

- a. Enforcing all fire safety-related policies and mitigating potential fire hazards.
- b. Developing and presenting fire and life safety-related trainings to all new employees, as well as all Housing and Residence Life staff at the beginning of each school year.

- c. In conjunction with Facilities Trades personnel, will inspect, test and maintain all fire and life safety systems, equipment and apparatus on campus including, but not limited to, fire detection systems, automatic sprinkler systems, fire extinguishers, and commercial fire suppression systems.
- d. Reviewing new construction and building renovation plans for compliance with applicable life and fire safety codes.
- e. Inspecting ongoing building renovations and new construction sites for compliance with all applicable fire safety codes, statutes and other regulations.
- f. Approving emergency plans for evacuation of students and employees.
- g. In conjunction with the local Fire Marshall and the Department of Public Safety, will provide assistance in conducting fire investigations on campus.

2. Building Coordinators

Building Coordinators assigned to each building will serve as a point of contact with Environmental Health and Safety for fire safety-related issues. Building Coordinators shall assist Environmental Health and Safety with the implementation of all fire safety policies in their respective buildings. Building Coordinators shall ensure all building occupants are aware of and can readily access building muster points. Building Coordinator duties include, but are not limited to, the following:

- a. Building Coordinators shall immediately notify University Police of any existing hazards or incidents involving fire or smoke in their buildings by calling x1444 from a campus phone, or (717)477-1444 from a cell phone.
- b. Building Coordinators shall be responsible for accountability of building occupants following building evacuations to the designated muster point. The designated location shall be a safe distance away from the building.

3. Public Safety

Public Safety (University Police) is responsible for providing students, faculty, staff and visitors with the safest possible living and learning environment while on campus. During a fire emergency, Public Safety will respond and assist Building Coordinators with evacuating a building(s).

- a. Public Safety monitors all buildings on campus 24 hours a day, 365 days each year. In the event of a building alarm, Public Safety will respond and make an initial assessment of the situation. Depending on the size, situation, and location of a fire, Public Safety will notify and request assistance from local fire departments.
- b. Public Safety is responsible for notifying students, faculty, staff and visitors when it is safe to return to a building following a fire incident.

4. Housing and Residence Life

Housing and Residence Life is a governing and programming board that represents residential students. During a fire emergency, Housing and Residence Life staff will respond and assist first responders with evacuating a building.

- a. Housing and Residence Life is responsible for the implementation of all fire safety policies in their respective buildings. This includes, but is not limited to, providing all residents with information pertaining to fire safety and evacuation routes for buildings.
- b. Ensure building muster points are readily accessible in the event of an emergency.

PROCEDURES

1. Fire Drills

Fire Drills and emergency evacuations are practiced annually, (fall semester) in all academic buildings. Inspections of fire systems are exercised monthly to assure system integrity for emergency conditions (evacuations are not done at these times). A minimum of two fire drills are conducted in each Residence Hall each semester and include a full evacuation of each building. Head counts and evacuation times are documented.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of fire or other emergency. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University with an opportunity to test the operation of fire alarm system components.

2. Use of Fire Extinguishers

Students and employees are not required to or asked to use a fire extinguisher. If a fire is small enough (incipient stage), and the user is properly trained and safely able to do so, they may attempt to extinguish a fire using an approved extinguisher. Remember the word PASS when using a fire extinguisher:

- P** – Pull the pin
- A** – Aim low at the base of the fire
- S** – Squeeze the handle
- S** – Sweep from side to side aiming at the base of the fire

There are five main classes of Fire Extinguisher, each corresponding to different types of fire hazards. Multipurpose extinguishers can be used on different types of fires and are labeled with more than one class, for example ABC, BC, or AB.

Class A - Ordinary Combustibles

Fires involving paper, cloth, wood, rubber, and many plastics.

Class B - Flammable Liquids

Fires involving oils, gasoline, some paints, lacquers, grease, solvents, and other flammable liquids.

Class C - Electrical Equipment

Fires involving wiring, fuse boxes, energized electrical equipment, computers, and other electrical sources.

Class D - Metals

Fires involving powders, flakes, or shavings of combustible metals such as magnesium, titanium, potassium, and sodium.

Class K – Kitchen Fires

Fires involving cooking media such as fats, grease and oils.

3. Signs of a Fire

In the event of fire, stay calm. Signs of fire shall mean:

- a. The presence of visible smoke and/or,
- b. The presence of visible flame and/or,
- c. The presence of sensible (able to feel) heat where there is normally no heat.

The smell of smoke and/or burning is not necessarily a sign of fire. The smell should be investigated by contacting the following offices:

- a. During daytime work hours: Work Management – x1454 (717-477-1454)
- b. After hours and weekends: University Police – x1444 (717-477-1444)

4. Reporting a Fire

Upon the discovery of smoke and/or flame, regardless of the degree of intensity of the fire, the person(s) shall immediately initiate the following actions:

- a. Activate the building fire alarm system by pulling a manual pull station or verbally notify building occupants of the fire if the alarm system is not functioning. Once the fire alarm sounds, ALL occupants must leave the building. Never assume a false alarm. Do not wait for an announcement or arrival of first responders, always evacuate immediately.
- b. Evacuate the building and report in a timely manner to the pre-designated muster point. Evacuees shall await further instruction from their respective Building Coordinator or Public Safety representative.
 - i. Evacuation Procedures
 - Close the door to the room where the fire is and evacuate the building.
 - Make sure EVERYONE leaves the suite or classroom with you.
 - Remember to take your keys.
 - Close, but do not lock, the door to your suite or classroom.
 - Use the nearest hallway or stairwell to leave the building.
 - DO NOT USE THE ELEVATOR(S).
 - If the hallway or stairwell is not safe because of smoke, heat, or fire and you have access to a fire escape, use it to exit the building.
 - If you cannot safely use the stairs or fire escape, call 911 and tell them your address, building name, floor, apartment number and the number of people with you.
 - Meet members of your residence hall or designated building at the pre-determined muster point outside the building.
 - ii. Do not assume the fire has been reported UNLESS firefighters are on the scene. Even if the building fire alarm system has already been activated, once reaching a safe location evacuees should report the fire to the local fire department by calling 911 from a cell phone. Notification should also be made to the Department of Public Safety by calling (717)477-1444. When the Dispatcher answers the phone, provide them with the nature of the emergency and the exact location of incident including information on the building, floor and room number if applicable.

5. Fire Prevention Responsibilities

All students, faculty, staff and visitors are personally responsible for preventing the occurrence of fires on campus. Specific guidance is as follows:

- a. Storage of flammable materials: Chemicals, paints, oils, and other flammable liquids/solids used in labs, or for routine maintenance, must be stored in approved fire-resistant cabinets away from all sources of ignition. Flammable liquids stored in locations without fire resistant cabinets must be monitored by an active fire suppression system (e.g., paint rooms, hazardous

waste storage, chemical storage). Combustible materials shall be kept at a minimum of 25 feet from flammable liquid/solid storage areas.

- b. Disposal of waste materials: Keep work areas free of dust, lint, sawdust, scraps and similar materials. Minimize the storage of excess waste materials, such as cardboard boxes, paper, trash, oily rags, and chemicals in office areas. In the event that storage is absolutely necessary, a minimum of 18 inches must be maintained between the top of the materials and the ceiling. No items in storage may block or interfere with building sprinkler systems, smoke/heat detection units, fire extinguishers, fire alarm pull stations, fire alarm panels or standpipe control valves. Storage of waste materials is not permitted in hallways, stairwells or mechanical rooms.
- c. Smoking: Smoking of cigarettes, cigars, lighted pipes, and vaping devices is prohibited in all University buildings. Smoking of said items is only permitted in designated locations located 25 feet or more away from a building. Cigarettes, cigars and pipes must be completely extinguished before disposing of them. Smoking urns and poles are available in various locations outside campus buildings.
- d. Use of Electrical Equipment and Appliances
 - i. Keep electrical equipment and appliances in good working order. Routinely inspect wiring for signs of wearing, tearing and fraying. All electrical equipment and/or appliances must bear a visible UL (Underwriter's Laboratories, Inc.) tag or seal for approved use in campus buildings. With the exception of approved microwaves, cooking appliances such as hot plates, toasters, toaster ovens, electric grills, and other similar heating devices are prohibited in student housing. All electrical equipment and appliances MUST be turned off when not in use.
 - ii. Do not rely on extension cords if wiring improvements are needed. Never overload circuits with multiple pieces of equipment. Extension cords are approved for temporary use only and may not be run under rugs or carpeting without prior approval. Extension cords must be plugged directly into an outlet and cannot be plugged into another extension cord. Similarly, surge protection strips must be plugged directly into an outlet and cannot be plugged into another surge protection strip.
 - iii. Electrical equipment and appliances must be routinely inspected and maintained in working order. No modifications may be made without the manufacturers documented consent. In the event that components associated with electrical equipment and appliances fail, break, or go missing, the equipment and/or appliance may not be used until the component has been repaired or replaced.
- e. Open Flame Devices: The presence or use of candles, oil burners, incense burners, or other devices with an open flame is prohibited inside and outside of all campus buildings. The use of Bunsen burners in laboratory settings is approved only under the direct supervision of faculty. Gel fuel canisters used to heat food is approved only under the direct supervision of Dining Services.
- f. Grills: The use of individual propane and charcoal barbeque grills on campus is prohibited. Dedicated charcoal grills are available for use in various locations on campus. Notification shall be made to an owning Department prior to use. It is the responsibility of the user to ensure

an attendant is present at all times while the charcoal is burning and they must ensure all charcoal is fully extinguished prior to leaving a grill.

g. Fire Exit Doors

- i. Fire-rated doors, or fire-resistant doors, are specially constructed doors capable of slowing or preventing the spread of fire and smoke within separate compartments of a building.
- ii. Holding-open, jamming, blocking, decorating, or propping materials on or against a fire exit door is prohibited. Fire doors MUST be kept closed at all times unless connected to an approved hold-open device which is electronically connected to the buildings fire alarm system.

RECISSION

APPROVALS

Executive Management Team; 10/23/2020

Executive Management Team; 8/16/2022

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405-003.1 Fire Reporting Policy

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