FIRE PREVENTION/ PROTECTION

<u>10.0</u>

This fire prevention policy has been developed for all the employees of Arkansas Tech University to comply with Local, State and Federal standards and industry best practices. The purpose of this policy is to establish managerial and employee actions in the event of a fire and/ or fire related catastrophe.

This policy is intended to encompass all management personnel and employees of ATU.

****NOTE**:** In the event of a fire, the first person observing such an emergency should call 9-1-1; provide the operator with the location and nature of the emergency. Send another employee to the end of the main drive to direct emergency responders.

<u>10.1</u>

WORKPLACE HAZARDS

Arson	Security systems (building entry devices, cameras, 24 hour surveillance) in place
Cooking	 Limited to kitchens or authorized areas Routine inspection and maintenance of cooking appliances
Smoking materials	 No smoking anywhere on campus
Open flame (e.g., candles/incense)	 Open flame devices and materials are prohibited in all campus buildings
Electrical (wiring, appliances, and equipment	 Routine inspection and maintenance program Use of UL approved equipment Temporary extension cord usage, no multi-plug adapters
Accumulation of combustible materials	Routine inspection of campus facilities Maintain clear egress and clearance to electrical/heat sources
Improper handling and storage of combustible/flammable liquids	 Approved flammable liquid storage cabinets/rooms Hazardous waste disposal program Bonding and grounding
Electric element space heaters	No unauthorized space heaters
Hot work hazards (e.g., cutting, welding)	Hot work permit policy (OSHA 29 CFR 1910.252)

<u>10.2</u> FIRE PROTECTION EQUIPMENT/SYSTEMS

<u>A.</u>

Buildings equipped with automatic fire detection and alarm systems which are continually monitored by a third party monitoring station. Buildings not equipped with automatic fire detection and alarm systems have in place fire suppression systems identified below:

Building fire alarm detection and notification systems

Manual pull stations

Smoke & heat detectors





<u>B.</u>

Building fire suppression systems/sprinkler systems will consist of the following components:

- 1. Water
- 2. Halon
- 3. Commercial kitchen hood exhaust/suppression systems (foam)
- 4. Standpipe systems: Wet/Dry
- 5. Fire extinguishers:
 - a) Multi-purpose dry chemical (Class ABC fires)
 - b) Water (Class A fires)
 - c) Carbon dioxide (Class B & C fires)
 - d) Class D (metals)







<u>C.</u>

All buildings include added fire protection by including fire-rated and fire-resistant doors, walls, and barriers in the building design.



<u>10.3</u>

HOUSEKEEPING

Employees of the should make efforts to control, through housekeeping, accumulations of flammable and combustible waste materials so that they do not contribute to a fire emergency. The following are housekeeping procedures used to control such accumulations:

- 1. Notify the Safety Office for the transportation and disposal of hazardous waste accumulations.
- 2. All employees should conduct monthly inspections of shop areas, outbuildings, offices, and vehicles for excessive accumulations of combustible materials.
- 3. Quarterly inspections will be conducted by the Occupational Safety Coordinator to ensure excessive accumulations of combustible materials does not occur.

employees should ensure that all flammable and combustible materials are stored properly in a designated flammable locker or storage area.

<u>10.4</u> GENERAL FIRE SAFETY REQUIREMENTS & TIPS

- 1. Keep stairwells, exits and passageways free of obstructions at all times.
- 2. Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear.
- 3. Store flammable and combustible liquids in approved storage containers and cabinets.
- 4. Keep storage 18 inches away from sprinkler deflectors and 24 inches from the ceiling in non-sprinkler buildings.
- 5. Assure fire doors are unobstructed and not blocked open.
- 6. Do not "Daisy Chain" extension cords, i.e. plug one cord into another to extend the cord or create additional plug-ins.
- 7. If you are using a space heater, it must be plugged directly into a wall socket and not into an extension cord.
- 8. Refrigerators must be plugged directly into a wall socket and not into an extension cord.
- 9. Candles are prohibited.
- 10. Heating scent devices are prohibited.
- 11. Matches, lighters, or other lighting sources are prohibited unless approved by the safety office.

<u>11.5</u> TRAINING REQUIREMENTS

Training will consist of the following but not limited to:

- 1. Classes of fire
- 2. Potential fire hazards on the job
- 3. Fire prevention procedures
- 4. Building fire protective features
- 5. How to recognize fire exits
- 6. Location and types of fire prevention equipment
- 7. Steps to take in the event of fire or smoke
- 8. How to use fire extinguishers and their limitations

The Occupational Safety Coordinator will ensure that all employees are adequately trained regarding the fire hazards and materials to which they are exposed by reviewing with each employee, upon initial assignment, those parts of the fire prevention/protection policy which directly affects that employee in the event of an emergency.

Records are kept by the Occupational Safety Coordinator of all training activities documenting the type of training, persons trained and date of training

<u>10.6</u> MAINTENANCE OF FIRE SYSTEMS

<u>A.</u>

It shall be the responsibility of the licensed contractor to maintain and test the fire suppression systems, sprinklers, smoke detectors and inspection tags also charging/refilling and inspection tag replacement of the fire extinguishers on an annual or as needed basis.

<u>B.</u>

It shall be the responsibility of the FAMA custodial employees in each of there assigned buildings/floors to keep the fire extinguisher checked monthly and up to date to ensure the fire extinguisher charge stays in the green. If any fire extinguisher is found to be under or over pressure, out of date tags, or no more room on the inspection tag then a work order needs to be made and that extinguisher taken out of service and replaced until the issue is resolved by the licensed contractor. It shall be the responsibility of the housing maintenance coordinator to ensure that any discrepancies or issues on the extinguisher reports and/or work orders for all housing buildings fire extinguishers be properly addressed in a timely manner to ensure over all compliance and safety.

• For fire extinguishers located in areas where an employee is not permanently stationed, a "designated person(s)" will be responsible for ensuring those extinguishers are checked on a monthly basis. Examples of those areas but not limited to would be mechanical and boiler rooms.

<u>C.</u>

It shall be the responsibility of the FAMA Carpentry shop to ensure that all fire extinguishers located at the main FAMA facility, shops, warehouse, and farm are checked monthly and are up to date. If any fire extinguishers found to be under or over pressure, out of date tags, or no more room on the inspection tag then a work order needs to be made and that extinguisher taken out of service and replaced until the issue is resolved by the licensed contractor. It shall be the responsibility of the carpentry coordinator to ensure that any discrepancies or issues on the extinguisher reports and/or work orders for all E&G buildings fire extinguishers be properly addressed in a timely manner to ensure over all compliance and safety.

All recordkeeping of the monthly fire extinguisher inspections must be kept for at least 12 months and the following items need to be recorded on inspection tag and paper form:

- Month and year of inspection
- Person performing the inspection
- Any issues with the fire extinguisher

What to look for and log while conducting fire extinguisher inspections:

- Extinguisher is present as intended (not missing due to theft, use, or misuse)
- Free of damage, especially around pull-pin or handle
- Pressure gauge reeding in the "green" not under or over
- Clear, unobstructed access to fire extinguisher
- No inspection tags
- Out of date inspection tags
- No more room on inspection tags

<u>10.7</u> USING THE S.A.F.E. PROCEDURE FOR FIRES

These instructions consist of a four-step process that this facility recommends that employees follow during a fire. Experience has demonstrated that the best response to a facility fire is to first, sound the alarm, let others know there is a fire, then combat the fire if possible, and finally, to evacuate if necessary. The plan works best when expressed as an easily recalled acronym such as *S.A.F.E.*:

- 1. *S Sound the alarm:* Either sound it yourself or call out to someone else to sound it. This allows the fire department to be on its way while other activities are being performed.
- A Alert others: Quickly tell others in the area of the fire. Do this in a calm firm manner. DO NOT CAUSE A PANIC. Secure the area for the fire department. Close all doors to prevent the spread of smoke and flames. Call the fire department to verify the location of the fire.
- 3. F Fight the fire: Do this only in the case of a manageable fire, one which you have the training and experience to fight, for example, a fire in a wastebasket. If possible two employees should fight the fire together using two extinguishers. If you have any doubt about your ability to fight the fire, then do not attempt to combat it.
- 4. *E Evacuate the Area:* If necessary.

<u>10.8</u>

DESIGNATED PERSON(S)

<u>A.</u>

In the main office an orderly evacuation should take place and a "designated person" will need to be responsible to check all rooms and enclosed spaces to ensure all personnel have safely exited the building. The designated person for the main office will be either the Director or Assistant Director or a department supervisor. Wherever applicable, the "designated person" will also be responsible to ensure that all fire doors and/or office doors are closed on their way out.

<u>B.</u>

Orderly evacuation should take place and each employee should make an effort to contact their department supervisor as soon as possible for accountability.

<u>10.9</u>

EVACUATIONS

The signal for full evacuation of the main office area, the warehouse and the shop areas will be the sounding of the building fire alarm. Whenever the alarm sounds, **everyone** will evacuate and report to their designated assembly areas.

In the event of any emergency, unless employees are exposed to immediate serious danger, the employee discovering the emergency should activate the alarm and then leave the affected area. If the primary route is blocked by the emergency and the employee cannot safely pass, a secondary route should be used for emergency egress.

<u>10.11</u> POST EVACUATION ACCOUNTABILITY

As soon as possible, the senior employee in each assembly area, will to the best of his/her ability, account for all employees known to be in the area at the time of the evacuation. Once the employees are accounted for this information should be reported to either the supervisor or the department head on site. If neither are on site then this should information should be reported to the senior person in the assembly area.

Employees not in the immediate area should not attempt to return to the area. All employees should remain on campus.

If someone is trapped and/or injured this information should be relayed to the senior person in the assembly area.

<u>10.12</u> RESCUE AND MEDICAL DUTIES

Should an employee or visitor in the area be injured the nearest employee with First Aid/CPR training should render aid. Remember, **do not attempt to render any first aid that you have not been specifically trained to perform.** If no one in the area is trained in First Aid/CPR at least one person should remain with the injured person, if you are not putting yourself in danger, until help arrives. Remember, providing First Aid/CPR is voluntary and should be governed by the rules of common sense. Someone should be designated immediately to call 911.

<u>10.13</u>

REPORTING FIRES

Activate the building alarm and call 911

<u>10.14</u> UNIVERSITY EMERGENCY PROCEDURE GUIDE

Arkansas Tech University has published an emergency procedure guide that all employees and students can follow as a guide to dealing with emergencies and disasters. These guides are located at several different locations throughout each and every building including the dorms. Please take a few moments to familiarize yourself with this helpful information.

Below is a picture of the procedure guide for visual reference.



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