

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGEMENT
HEALTH AND SAFETY MANUAL

FIRE PREVENTION/ PROTECTION

10.0

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.

10.1

WORKPLACE HAZARDS

Arson	Security systems (building entry devices, cameras, 24 hour surveillance) in place
Cooking	<ul style="list-style-type: none">• Limited to kitchens or authorized areas• Routine inspection and maintenance of cooking appliances
Smoking materials	<ul style="list-style-type: none">• No smoking anywhere on campus
Open flame (e.g., candles/incense)	<ul style="list-style-type: none">• Open flame devices and materials are prohibited in all campus buildings
Electrical (wiring, appliances, and equipment)	<ul style="list-style-type: none">• Routine inspection and maintenance program• Use of UL approved equipment• Temporary extension cord usage, no multi-plug adapters
Accumulation of combustible materials	<ul style="list-style-type: none">• Routine inspection of campus facilities• Maintain clear egress and clearance to electrical/heat sources
Improper handling and storage of combustible/flammable liquids	<ul style="list-style-type: none">• Approved flammable liquid storage cabinets/rooms• Hazardous waste disposal program• Bonding and grounding
Electric element space heaters	<ul style="list-style-type: none">• No unauthorized space heaters
Hot work hazards (e.g., cutting, welding)	<ul style="list-style-type: none">• Hot work permit policy (OSHA 29 CFR 1910.252)

10.2

FIRE PROTECTION EQUIPMENT/SYSTEMS

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGEMENT
HEALTH AND SAFETY MANUAL

A.

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



B.

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

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGEMENT
HEALTH AND SAFETY MANUAL

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)



C.

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

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGEMENT
HEALTH AND SAFETY MANUAL



10.3

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.

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGMENT
HEALTH AND SAFETY MANUAL

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

10.4 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.

11.5 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

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGMENT
HEALTH AND SAFETY MANUAL

C.

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

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGMENT
HEALTH AND SAFETY MANUAL

10.7 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.
2. **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.

10.8 DESIGNATED PERSON(S)

A.

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.

B.

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

10.9 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.

ARKANSAS TECH UNIVERSITY
FACILITIES MANAGEMENT
HEALTH AND SAFETY MANUAL

10.14 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.

