

SHEPHERD UNIVERSITY
Policy/Procedure Statement

Re: FIRE PROCEDURES

H,S&E # 2

Revised: 6.20.2006, 11.13.2009

CRITICAL ACTIONS – Upon discovery of a fire condition:

1. **SOUND ALARM** – Call out “FIRE” and proceed to activate the nearest pull station.
2. **EVACUATE** – Leave the building by way of the nearest exit or follow posted emergency exit plans.
3. **CALL 9-911**
4. **SECURE THE BUILDING** – As circumstances permit, close all doors and windows upon leaving.

NOTE: Critical actions may be accomplished simultaneously by as many persons as available.

Associated responses:

UNIVERSITY POLICE: Upon activation of a fire alarm, University Police will respond to the building to confirm a fire situation and assure evacuation of the building. In event of fire, University Police will establish communications with emergency response personnel including Central Dispatch and the Facilities Department. They will assist emergency response personnel at the scene as needed. If a false alarm is determined, the systems will be reset and authorization to re-enter will be made by University Police in conjunction with the Fire Department and/or Facility Department personnel. **Note:** Alarm systems may only be reset by University Police, Facilities, or Fire Department personnel.

FACILITY DEPARTMENT: Active and on call personnel will report and stand-by to assist in evacuation, securing utility services, controlling vehicle traffic, assisting emergency response personnel with access or any other need and assist University Police in resetting fire alarm panels and occupancy issues.

FACULTY, STAFF, ADMINISTRATORS are expected to be aware of emergency response procedures and follow them in event of fire or other emergency. Periodic review and training in appropriate responses should be done on a regular basis. This may be accomplished by review of Safety Procedures/training in staff meetings, classrooms or general discussion with all users of campus facilities.

SYSTEMS INFORMATION

Buildings are equipped with various items to assist in monitoring, reporting and extinguishing fire situations. The following is a brief explanation of some of these devices (not all are present in all buildings):

COMPARTMENTALIZATION- is the dividing of a building by walls and doors to isolate and contain a fire in a specific area while maintaining egress pathways for adjacent areas of the building. Various walls and doors are rated assemblies based on building codes and may not be altered without Fire Marshal review and approval. Doors that are a part of rated assemblies may not be propped open or otherwise defeated.

ALARM SYSTEMS- Include manual Pull Stations that are usually located in a hallway near an exit door. Smoke and Heat Detectors are placed strategically throughout the building and mechanical systems. These report to the building's main control panel, which relays alarm signals to Campus Police on a 24/7/365 basis. Campus Police, Facility or Fire Department personnel are the only persons allowed to reset alarm systems. During FIRE DRILLS, occupants are to respond in keeping with "critical actions".

SPRINKLERS- Most mechanical and hazardous areas are covered by automatic sprinkler systems. Some buildings are entirely sprinkled and some are partially covered. They activate automatically and will set off the building alarm systems upon activation.

FIRE EXTINGUISHERS- Are generally located in hallways and hazardous areas. Most are multipurpose ABC type rated for fires of all type, i.e., combustibles, electrical or flammable liquids. Use should be restricted to small, beginning fires or to assist in clearing a pathway to evacuate. Do not attempt to fight a large fire. Leave the fire fighting to those trained to fight fires.

TYPICAL FIRE SCENARIO

Automatic systems detect smoke, heat or water flow and the alarm rings, or someone sees smoke or fire and activates the alarm. At this point evacuation begins, Campus Police responds to the building, confirms the situation, and assures total evacuation, establishes communication and coordination issues with responding emergency and Facilities personnel. Fire fighters extinguish the fire and determine re-occupancy possibilities.

FALSE ALARM SCENARIO

Generally the same as above. Campus Police may determine that the condition is mechanical and not a fire. They will make all needed communications and facilitate the resetting of the alarm systems.

In all cases an Incident Report is to be completed to document the event.