

College Operating Procedures (COP)



Procedure Title: Fire Safety
Procedure Number: 08-0811
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.01; 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.64; 1001.65; 1013.11
Florida Administrative Code n/a

Procedure Actions: 07/01/09

Purpose Statement: To describe how fire safety and suppression is accomplished at Florida SouthWestern State College.

Guidelines:

- I. The potential for loss of life or injury from a fire-related incident can be a serious risk on campus. In addition, few occurrences on campus represent a greater potential for property loss than a serious fire or explosion.
- II. Fire safety is an important area of concern for every campus. All members of the campus community should report concerns to public safety. Public Safety personnel and Facilities Personnel will take a proactive approach to recognize and evaluate fire safety risks and institute appropriate steps to remove or reduce them.
- III. An effective fire safety program requires sufficient resources to attain code compliance, education of the campus community in fire safety practices, and enforcement to correct fire safety violations. Beyond basic life-safety code compliance, fire safety is a primary component in the design and construction of new or renovated campus buildings. Equally important are the inspection, testing and maintenance of alarm systems, sprinkler systems, emergency signs, and lighting, inspection of smoke detectors, and maintenance of fire suppression equipment. Fire risk analyses coupled with fire prevention programs are additional key components of a comprehensive fire safety program. See additional procedures for fire, health and safety inspections.
- IV. This plan is designed to provide guidelines for identifying, monitoring, and addressing fire safety issues at Florida SouthWestern State College. The Emergency

Response Manual describes emergency procedures, fire safety equipment, and procedures that will reduce the possibility of fires.

- V. The rules, regulations, and recommendations in this manual are in conformity with current local, state, and national codes established by the legislature of the State of Florida.

A fire emergency exists whenever:

- A building fire evacuation alarm is sounding;
- An uncontrolled fire or imminent fire hazard occurs in any building or area of the campus;
- There is the presence of smoke, or the odor of burning;
- There is spontaneous or abnormal heating of any material, an uncontrolled release of combustible or toxic gas or other material, or a flammable liquid spill.

Procedures

- I. Campus buildings shall be immediately and totally evacuated whenever the building evacuation alarm is sounding.
- II. Upon discovery of evidence that a fire emergency exists, an individual shall accomplish, or cause to be accomplished, the following actions:
- A. **SOUND AN ALARM.** Activate the building fire alarm in buildings equipped with a manual fire alarm system. Shout a warning and knock on doors as you evacuate in buildings not equipped with a fire alarm.
 - B. **SHUT OFF ALL MACHINERY AND EQUIPMENT IN YOUR AREA.**
 - C. **LEAVE THE BUILDING AT ONCE.**
 - D. **CALL 911 FROM A SAFE PLACE.**
 - Some On-Campus classroom phones allow you to DIAL 1.
 - Other Campus phones DIAL 9-1-1.
 - Use Campus emergency/courtesy phones.
- III. When the emergency operator answers, tell s/he there is a fire...give as much specific information as possible. State that you are calling from Florida SouthWestern State College (campus) and include the proper name/number/letter of the building and room number, floor, or other specific area. Do not hang up until released by the dispatcher. **A PHONE CALL SHOULD BE MADE EVEN THOUGH ALL BUILDING FIRE ALARMS DO NOTIFY THE FIRE DEPARTMENT.**
- A. **MEET THE FIRE DEPARTMENT OR PUBLIC SAFETY OUTSIDE AND DIRECT THEM TO THE EMERGENCY.**

B. ALL FIRES, EVEN IF EXTINGUISHED OR FOUND EXTINGUISHED, MUST BE REPORTED.

C. ALL FIRE ALARMS, EVEN IF SUSPECTED TO BE FALSE OR ACCIDENTAL, MUST BE REPORTED TO THE FIRE DEPARTMENT.

IV. Evacuation Procedures:

The evacuation procedures shall be as follows:

A. It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.

B. All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.

C. Department heads: Review annually fire prevention and fire survival information (Emergency Response Manual/ Faculty-Staff Safety Guide) with faculty and staff. The guide is on-line.

V. If there is a fire in your work area:

A. If you have been trained and are able to safely extinguish the fire, do so. However, make sure that you have a safe exit from the fire area.

B. If you are unable to extinguish the fire, leave the area immediately and pull the fire alarm. From a safe location on campus, call 911 and report the fire then call campus public safety (See "Emergency Response Manual").

C. Evacuate the building as soon as the alarm sounds and proceed to the designated Emergency Evacuation Area.

D. On your way out, warn others nearby.

E. Move away from fire and smoke. Close doors and windows if time permits.

F. Touch closed doors. Do not open them if they are hot. Use stairs only; do not use elevators. Elevator shafts and stairwells can produce a chimney effect that draws up heat and smoke. The elevator is programmed to go to the ground floor when the fire alarm is activated to be available to emergency responders using manual controls.

G. Move well away from the building and go to your building's designated Emergency Evacuation Area.

H. Do not re-enter the building or work area until you have been instructed to do so by the emergency responders.

I. If the route does not contain excessive smoke and heat, proceed with evacuation.

J. If there is excessive smoke and heat, or the door is warm or hot to the touch, remain in the room and follow these procedures:

1. Stuff the cracks around the door with towels, lab coats, throw rugs, etc. to keep out as much smoke as possible.

2. Go to the window, and if it is clear outside (no smoke or flames), open the window at the top (to exhaust any heat or smoke in the room) and at the bottom

(for a source of outdoor air). Signal for help by hanging a “flag” (sheet, jacket, etc.) out of the window. If a telephone is available, call 911 and inform them of the situation. Never attempt to jump from the upper floors of a multi-story building—jumps from heights of 3 floors or more are usually fatal.

VI. Fire Fighting in Chemical/Pesticide Storage Areas

Fires in chemical/pesticide storage areas can be very dangerous because of the hazards of poisons combined with fire. All personnel associated with chemical/pesticide operations should be trained in proper fire fighting procedures. To minimize danger to the Fire Department and other personnel, the following protective measures are suggested:

- A. Call 911 from a safe location and public safety next. Be sure to identify the pesticide(s) involved in the fire, if possible.
- B. Avoid breathing fumes and smoke from the fire; a self-contained breathing apparatus (SCBA) must be worn.
- C. Prevent skin contact; wear rubber gloves, hats, suits, and boots. When fire fighting has ended, protective clothing should be washed before being removed. All individuals involved should shower thoroughly and change to clean clothes.
- D. A person knowledgeable about the pesticides shall identify himself to the emergency response officials to provide MSDS information.
- E. Persons should avoid being in areas downwind of a fire involving pesticides. Residential areas downwind subject to potentially toxic smoke and runoff should be evacuated.
- F. Emergency response and other personnel should be warned to stay a safe distance from containers that could rupture violently if they become overheated. There is a greater danger if the chemical/pesticide is in a petroleum derivative solvent base or emulsion. Finely ground powders (e.g., wet able powders such as sulfur) could flash if expelled into the air during a fire.
- G. When chemicals/pesticides are involved in a fire, runoff water should be contained to prevent entering storm sewer and storm drainage systems. Notify fire fighters if you are able.

VII. Fire Watches (Residential Facilities) Not in effect

Whenever it is brought to the attention of the staff of residential buildings, or departmental personnel, that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- A. Responsible personnel (residential staff, safety committee, etc.) shall be assigned to the fire watch.
- B. The entire building shall be toured at least one time during each hour of the fire watch.
- C. The emergency dispatcher shall be notified each hour that the watch has been performed.
- D. The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

VIII. INTERRUPTION OF FIRE ALARM

- A. No person may shut off any fire protection or alarm system during a fire emergency incident without the permission of the fire department officer in charge.
- B. No person may shut off any fire protection or alarm system during a bomb threat emergency without the permission of the police officer in charge.
- C. It shall be the responsibility of Facilities personnel to reset or cause to be repaired, any fire protection or alarm system after an emergency incident when notified by the fire or police department in charge. Facilities and Public Safety personnel shall inspect each system immediately after every emergency incident and place the system in serviceable condition.
- D. The fire and police departments may reset an alarm system only if there is no damage to the system and when it is within their technical capabilities to do so.
- E. Any person desiring to interrupt service to any fire protection or alarm system must obtain permission from Facilities or Public Safety personnel, which shall notify the fire and police departments of every such interruption.
- F. Facilities or Public Safety will request the appropriate alarm company personnel to repair or reset a fire protection system.

IX. INFORMATION RELEASE TO MEDIA AND THE PUBLIC

All information regarding fires will be released through the President in cooperation with the Director of Communications Office. No College employee may release official statements regarding the cause, origin, or nature of campus fires.