Comprehensive Fire Safety Program

Preface

This comprehensive fire safety program has been designed to provide the user with information relating to all aspects of fire safety at Millersville University. While the comprehensive fire safety program can not foresee every conceivable fire safety situation or emergency that might arise in a building or on campus, it is intended to provide the basic administrative guidelines necessary to manage fire safety at the University.

Where appropriate, students, faculty, administrators, visitors, and contractors are expected to follow the fire safety operational guidelines herein. Exceptions to these procedures are to be approved by university administrators responsible for directing and implementing fire safety on campus.

All requests for procedural changes, suggestions, or recommendations will be submitted in writing to the Director of Environmental Health and Safety for review. All changes recommended by the Director of Environmental Health and Safety will be submitted in writing to the administration for evaluation and adoption.
COMPREHENSIVE FIRE SAFETY PROGRAM

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SECTION I - INTRODUCTION

Fire safety is an important part of the day to day activities at Millersville University. Ensuring fire safety in campus buildings is vital to the protection of life and health.

Purpose

The purpose of this comprehensive fire safety manual is to provide the user with information to help them prepare for their roll in making fire safety an integral part of their experience at Millersville University and to compile all of the various aspects of fire safety into one document for easy reference.

Scope

The requirements, policies, regulations, and procedures listed in this comprehensive fire safety program apply to all students, faculty, employees, contractors, and visitors to the Millersville University campus.
SECTION II - MAINTENANCE, INSPECTIONS, AND AUDITS

Fire Extinguisher Maintenance and Inspection

Fire extinguishers are hand held, portable devices used to extinguish fires. They are easy to operate and effective at putting out most small fires, when properly used.

There are several types of fire extinguishers, but the type most frequently used in Millersville University buildings is a Type ABC fire extinguisher. Type ABC fire extinguishers will put out paper, chemical, or electrical fires.

Fire extinguishers are located in all campus buildings. The number of fire extinguishers in the building, and the location of the fire extinguisher, is determined by the size of the building, the expected use of the building, the presence of flammable or combustible materials, and many other factors. The placement and number of fire extinguishers in a building conforms to fire safety regulations and requirements.

Fire extinguishers are maintained and inspected by members of the Housekeeping Department and contracted fire safety specialists.

If you need a fire extinguisher, or you think an existing fire extinguisher needs service or maintenance, contact the Housekeeping Department.

Fire extinguishers are inspected on a routine basis to ensure the extinguisher has an adequate pressure so that it will discharge when used.

For more detailed information on fire extinguisher inspections – go to Appendix B – Fire Extinguisher Inspections.

Using a Fire Extinguisher

- Only use a fire extinguisher if you feel you can safely fight the fire without putting yourself, or others, in danger.

- Always keep the fire in front of you and leave yourself an exit route away from the flames. Don’t allow the fire to get between you and your exit route.

- Never turn your back on the fire.

- Pull the pin out of the fire extinguisher.

- Start back about 6-8 feet from the fire.
• Aim the fire extinguisher at the base of the fire.

• Pull the trigger. Give a short blast from the fire extinguisher to see how close the spray is to the base of the fire. Re-aim as necessary.

• Never hold the fire extinguisher horizontally – keep it vertical.

• Keep spraying the fire extinguisher until you are sure the fire is out.

• Use the PASS system:

  Point – Point the fire extinguisher
  Aim - Aim the fire extinguisher at the base of the fire
  Squeeze – Squeeze the trigger
  Sweep – Sweep the fire extinguisher side to side

Smoke Detectors

All resident life and academic/administration buildings are equipped with life safety systems including electric smoke detectors. A smoke (or heat) detector is designed to sense the presence of smoke (or heat) related to a fire and automatically trigger the audible and visual fire alarms in the building – to warn occupants to evacuate. At the same time, the alarm is automatically transmitted to a dispatch center so that emergency personnel can be dispatched to the scene.

Smoke Detector Inspection and Maintenance

Smoke detectors are inspected on a routine basis to ensure they are functioning properly. The inspection program is facilitated by the Facilities Management department. Any deficiencies are repaired by campus electricians or contracted service providers.

Fire Safety Equipment Inspections

The fire safety equipment in all academic and administration buildings and resident life buildings is inspected on a routine basis. This inspection involves the activation of the building’s alarm system to verify that it is working. It also involves a visual inspection of all alarms, strobe lights, panels, and other related fire safety equipment. Any malfunctioning equipment or systems are immediately reported to the Facilities Management Department for repair or replacement.
Maintenance of Fire Safety Equipment

All fire safety equipment, including strobe lights, pull alarm stations, fire panels, horns, and sprinkler systems are inspected and maintained by the Facilities Management department.

It is illegal to damage, destroy, tamper with, vandalize, or obstruct any fire safety equipment, including sprinkler system components.

Fire Safety Audits

Random audits to determine compliance with fire safety procedures and requirements are conducted on a routine basis by the EHS office. Deficiencies are addressed through the appropriate building administrator or supervisor.
SECTION III - FIRE EVACUATIONS

Evacuation Procedures - Building Evacuations

- If you see a fire, or other emergency requiring people to leave the building immediately, activate the building alarm.

- Do not delay your exit to look for keys, coats or personal belongings. Seconds count – get out right away.

- When the building alarm sounds, walk quickly to the nearest marked exit.

- Know the location of the nearest fire exit and have an alternate exit pathway identified if your primary exit is blocked by smoke or flame.

- When evacuating rooms, close the door to confine the fire and reduce oxygen but do not lock the door behind you.

- If possible, assist individuals with disabilities in exiting the building.

- Do not use the elevator.

- Once outside, move a safe distance away from the building (at least 100 feet); do not block emergency responders as they enter the building.

- Do not return to an evacuated building until the all clear sign is provided by the Fire Chief, a Police Officer, the EHS Director, or other official.

- If your building has established a designated assembly point, go there and stay at the assembly point until a head count is taken.
What to do if You Are Trapped in the Building

- Feel the door and doorknob. If hot, do not open the door.

- If the door and doorknob are not hot, open the door a crack. If you see large amounts of smoke, close the door.

- Place a wet towel or cloth underneath the door to try to stop some of the smoke from entering the room. Stay low to the floor.

- Do not try to leave your room.

- NOTE: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews.

- NOTE: If there is no window stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.
**Individuals with Disabilities and Fire Safety**

In the event of a fire or other emergency that requires the evacuation of the building, individuals with disabilities on the upper floor of MU buildings should move to the stairwells and remain there until rescue assistance arrives.

These individuals may also have pre-arranged provisions for getting assistance to get down the stairs.

Do not attempt to use the elevators during a building evacuation.

Any individual in a residence life building who has a hearing disability can request a strobe light in their room. Contact Housing and Residential Programs staff to request a strobe light.

Any individual with a disability who requires an accommodation relating to fire safety (strobe light) should contact Facilities Management

**Evacuation Procedures – Persons with Disabilities**

**People Who Are Mobile**

- Persons who can evacuate with little or no assistance should be directed to the nearest exit.
- People with visual disabilities will hear the sirens warning them that they need to evacuate. Do not assume that a visually impaired individual needs assistance; ask them if they need help finding their way out of the building.
- People with hearing impairment will see the strobe lights indicating the alarm has activated and they need to evacuate the building.

**People Who Are Not Mobile or Are Trapped on Upper Floors of Buildings**

- If there is a fire, the elevators will not work. The person should be directed to a stair tower. There, evacuation and rescue will be provided by emergency responders such as the Millersville Fire Department firefighters.
- If another person can wait with the person who is mobility impaired, in the stair tower, until rescuers arrive, that is helpful.
- It is imperative that someone communicate, to the arriving rescue personnel, the locations of all people with disabilities in the building and their exact location.
- Firefighters and emergency personnel will prioritize these areas for rescue operations. In ideal situations, one or more people exit the building and find the emergency responders to communicate this information, while
another individual waits with the mobility impaired person in the stair tower.

- If an immediate evacuation is necessary, the person with a mobility disability may not be able to wait for rescue by emergency responders. In this situation, it is best to ask the person with a disability how best to aid them and effect the evacuation. Some persons may need to be carried, while others may need assistance walking. This should always be a last resort when an immediate threat is determined to be present.

- Persons with disabilities, especially mobility disabilities, like all students and employees, need to be familiar with the location of primary and back up exit pathways, elevators, stair towers, etc.

- Some people with disabilities, especially students, make prior arrangements to have friends come and assist them if they are on the top floors of our buildings, in the event of a fire or emergency. This practice is encouraged.
Fire Evacuation – Helpful Tips

Your ability to escape from a building in the event of a fire or other emergency is enhanced by your familiarity with the building, especially your planned evacuation route.

- Become familiar with the lay out of your building.
- Locate the nearest exit to your work area.
- Familiarize yourself with how you will reach that exit in case of an emergency. Know how you will exit the building before an emergency occurs.
- Familiarize yourself with the locations of fire alarm pull boxes and fire extinguishers in your work area and in your building.
- The most important thing to do in the event of a fire is to get out of the building and get help.
- Crawl along the floor if necessary to stay below the heat and flames at the ceiling.
- Always leave the building by the nearest exit.
SECTION IV - NOTIFICATION OF A FIRE EMERGENCY

University Police and Local Fire Department Response to Fire Alarms

In the event of a single fire alarm (either pull station, or smoke detector activation) in a building, Millersville University Police will dispatch an officer to investigate any fire alarm call they receive for a campus building.

If necessary, the local fire department is called to assist, or to respond to the building and fight the fire.

If two separate alarms are received from a building, the University Police are dispatched and the Millersville Fire Department is dispatched at the same time.

If a call goes into the Lancaster County Dispatcher through the 911 phone network, the Millersville Fire Department and the University Police are dispatched to the building.

If a sprinkler system should activate for any reason, MU police and the Millersville Fire Department will be dispatched to the building at once.

Who to Notify if You See Smoke or Flame or Suspect a Fire

If there is a fire in the building, do not hesitate to call for help. Activate the fire alarm and leave the building immediately. Get out using the nearest exit.

If you suspect a fire (i.e., smell or see smoke, but no flame), call the local fire department and/or the University Police, activate the building alarm, and leave the building immediately.

Emergency Contacts

In the event of a fire or other building emergency, these are some of the contacts you can call for assistance:

<table>
<thead>
<tr>
<th>County 911 Dispatcher</th>
<th>911 or 9-911</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Police Dispatcher</td>
<td>3-911 or 3250</td>
</tr>
<tr>
<td>Millersville Fire Department</td>
<td>872-9345</td>
</tr>
<tr>
<td>Facilities Management</td>
<td>872-3175</td>
</tr>
<tr>
<td>EHS Office</td>
<td>872-3017</td>
</tr>
<tr>
<td>MU Health Services</td>
<td>872-3250</td>
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SECTION V - FIRE DRILLS

Academic & Administration Building Fire Drills

The Commonwealth of Pennsylvania, Department of Labor & Industry, has promulgated regulations governing Life Safety in buildings wherein any person is employed or assembled and required to have a manual or automatic fire alarm system. Provisions in the regulations, regarding Fire Drills, shall apply to this institution. (Fire & Panic Act - P.L. 465, No. 299)

A fire drill will be conducted, at a minimum, on a semi-annual basis in each academic and administration building. All fire drills will be unannounced, and conducted during normal school hours. Fire drills will be timed and evaluated.

The effectiveness of occupant evacuation procedures will be evaluated during the drill. Any deficiencies will be reported to the respective Academic or Administration supervisor for corrective action.

Fire drills will be coordinated and conducted by the Environmental Health and Safety office in conjunction with Facilities Management and University Police.

Resident Life Building Fire Drills

All resident life buildings will have, at a minimum, two fire drills, per semester. All fire drills will be unannounced, and conducted during normal resident life building hours. Resident Life building fire drills will be performed following the International Fire Code requirements.

Fire drills will be timed and the effectiveness of occupant evacuation procedures will be evaluated during the drill. Any deficiencies will be documented by Resident Life staff for corrective action.

Fire drills will be coordinated and conducted with the aid of the Environmental Health and Safety office in conjunction with Facilities Management and Housing and Residential Programs. University Police and the Millersville Fire Department may also assist.

Recordkeeping

All resident life building fire drills will be documented using the Millersville University Resident Life Building Emergency Evacuation (Fire Drill) Evaluation Form.

These records will be maintained by the Director of EHS and Housing and Residential Programs staff.
SECTION VI - ENFORCEMENT PROCEDURES

Vandalism and False Alarms

It is illegal to damage, vandalize, tamper with, or obstruct a piece of fire safety equipment.

It is illegal to falsely or maliciously activate a fire alarm.

Violators will be prosecuted by University Police and/or through the campus Judicial Affairs office.

Failing to Leave a Building During a Fire Drill or Fire Evacuation

Failure to leave the building during a fire drill or fire evacuation is a serious breech of campus fire safety procedures. Anyone who fails to leave or refuses to leave the building during a fire drill or fire evacuation is subject to disciplinary action.

Students who fail to leave or refuse to leave the building during a fire drill or fire evacuation are subject to disciplinary action by the Housing and Residential Program department.

Any faculty, staff, or student who refuses to leave the building during a fire drill in the university academic & administration buildings will be reported to the building academic or administration supervisor for disciplinary action.