SECTION VII - FIRE PREVENTION, PREPAREDNESS, AND SAFETY

Fire Door Safety

Fire doors are designed to stop the spread of fire and smoke from one building area to the next. Fire doors are a vital part of building fire safety. However, they only work if they are kept closed! Keep fire doors closed at all times. Do not prop them open.

All fire doors on campus are labeled with signs saying:

   Fire Door – Keep Closed

For more detailed information on fire door safety, refer to Appendix A at the end of this document.

No Smoking Policy

All MU buildings are smoke free environments. Smoking is not permitted indoors.

Fire and Open Flames in Buildings

Candles, oil lamps, incense burners, kerosene space heaters, or any other devices that are a source of open flames, are prohibited in MU buildings. The only exceptions are for laboratory or classroom instructional equipment such as Bunsen burners and Sterno heaters used by the Dining department.

The Housing and Resident Life department has a complete list of prohibited items, including candles and other items with open flames, on their web page.

Flammable Materials Storage

All flammable or combustible liquids and materials (examples: acetone, gasoline, paint thinner) must be stored inside approved, metal, flammable storage lockers. In science room laboratories, flammable materials may be stored for a limited time period in laboratory fume hoods.

Flammable storage lockers are metal storage cabinets, usually yellow or red in color, that are designed to stop or slow the spread of a fire, should a fire start inside the cabinet. The cabinets also stop the spread of the liquid, should a container begin to leak.

Rags used to clean up flammable liquids (examples: maintenance garage and Art Department painting studios) need to be stored in approved flammable storage containers and disposed of on a routine basis.
Labeling Flammable Materials

All containers of flammable materials must be clearly labeled. If you transfer smaller amounts of the flammable material to another container (example, pouring paint thinner into a smaller container), the secondary container must also be labeled.

Grounding, Spills, and Clean Up for Flammable Materials

When pouring flammable or combustible materials (liquids) from one container to another, remember to always ground one of the two containers. This will prevent the build up of static electricity, which can spark and cause a fire or explosion.

Always transfer flammable liquids from one container to another in well-ventilated areas.

Never handle, work with, or use flammable materials while smoking or working near open flames.

Clean up any spills immediately and dispose of the rags or towels in approved flammable storage containers.

Do not throw rags, paper, towels, or any other materials soaked in flammable liquids into the normal trash. These materials may spontaneously combust and start a fire in the trashcan.

If you are unsure of how to clean up a spill of a flammable material, contact the EHS office at extension 3017 or 3715.

Building Evacuation Floor Plans

All resident life buildings and academic and administration buildings have building evacuation floor plans posted in common areas (hallways, stairwells, study rooms, etc.). The floor plans indicate where in the building the reader is located, and the direction to the nearest exit.

If a floor plan is missing from your building, contact the resident life staff member for your building to obtain a replacement copy. Master copies of all building floor plans are maintained in each resident life building office.

Evacuation floor plans are also posted in prominent locations in the various academic and administration buildings. If a plan is missing, contact the EHS office at 872-3017 for a replacement.
Holiday Fire Safety

The Commonwealth of Pennsylvania requires any live Christmas tree, wreath, or garland in a state owned building to be sprayed with a flame-retardant material.

The University asks that you use artificial greenery where at all possible.

If you wish to use live greens you must bring the tree, wreath, or garland to the Bishop building and allow 48 hours for the item to be treated, and for it to dry, before picking it back up. The tree, wreath, or garland will be tagged to verify that it has been treated. Only tagged Christmas trees, wreaths, and garlands are permitted inside campus buildings. Those found without a tag will be removed.

If you have a Christmas tree that is sprayed with flame retardant, you must water the tree every day.

The live tree/wreath/garland must be removed from the campus building no later than the end of the first week in January of the New Year (immediately after the Holiday season). It is the responsibility of the person/department that had the item treated to safely dispose of or recycle the tree/wreath/garland and remove it from the building and the premises.

Christmas tree lights or other electrical decorative devices are prohibited inside campus buildings.

Other fire safety tips for a safe and healthy Holiday season include:

- Use only those decorations, which are non-combustible. Cotton material or paper decorations must be flame-retardant.
- Candles and incense burners are prohibited inside campus buildings.
- When hanging decorations, do not cover or obstruct any fire safety equipment in the room or area. This includes pull alarm boxes, fire extinguishers, strobe lights, smoke detectors, sprinkler heads, etc.
- Keep hallways and all public areas open and free of obstructions. Means of egress (door or hallway leading out f a room or area) may not be decorated with combustible material.
Use of Charcoal and Propane Grilles on Campus

If you or your organization plan to use a charcoal or propane grille for an outdoor BBQ or other cooking event, the following minimum safety precautions must be followed:

General

- Propane, electric, gas, charcoal or any other type of grilles are not permitted on building roofs or inside buildings.
- Grilles may only be used if they are authorized for specific events.
- Keep the grilles away from fresh air intakes, doorways, windows, and at least fifteen feet from the side of the building and all combustible vegetation and outdoor materials.
- Grilles must be supervised at all times and there must be a fire extinguisher (ABC type) on hand at all times. Be sure to return the fire extinguisher.
- Only grilles approved by (purchased by) Millersville University may be used on campus. The use of personal grilles is prohibited.

Charcoal

- Charcoal grilles must be placed at least fifteen feet from the nearest building or structure.
- Charcoal grilles must be at least fifteen feet away from any combustible or flammable material.
- Have a means of communication on hand at all times to call emergency responders in case of a fire.
- At least one ABC fire extinguisher must be on hand at all times. The fire extinguisher must be located at least fifteen feet from the grille.
- A fire watch person(s) must be on hand at all times. The fire watch person(s) is responsible for monitoring the charcoal grille, preventing the fire from reaching any combustible or flammable materials (buildings, mulch piles, paper, boxes, etc.), ensuring smoke does not enter near bye buildings, keeping those not involved in the cooking process away from the grille, monitoring the placement of the fire extinguisher, obtaining and returning the fire extinguisher(s), and using the fire extinguisher to put out the fire if necessary.
- Never leave a charcoal grille unattended when in use.
- Use only self lighting charcoal briquettes. Do not use charcoal starter, paper, etc.
- Have a bucket of water on hand at all times to extinguish and cool the charcoal coals when finished. Use a long handled cooking tool or a wooden stick to stir the water thoroughly into the charcoal.
If you cannot pour water into the grille to extinguish and cool the coals, carefully scoop the coals into a metal bucket and add the water and stir.
- Allow the water to sit and cool the coals at least 30 minutes.
- Only then, place the coals into a metal dumpster or metal trash receptacle.
- Stand guard a minimum of 30 minutes afterward to make sure the coals have not started a trash fire.

Propane

- Propane grilles must be placed at least fifteen feet from the nearest building or structure.
- Propane grilles must be at least fifteen feet away from any combustible or flammable material.
- Have a means of communication on hand at all times to call emergency responders in case of a fire.
- At least one ABC fire extinguisher must be on hand at all times. The fire extinguisher must be located at least fifteen feet from the grille.
- A fire watch person(s) must be on hand at all times. The fire watch person(s) is responsible for monitoring the propane grille, preventing the fire from reaching any combustible or flammable materials (buildings, mulch piles, paper, boxes, etc.), ensuring smoke does not enter near by buildings, keeping those not involved in the cooking process away from the grille, monitoring the placement of the fire extinguisher, obtaining and returning the fire extinguisher(s), and using the fire extinguisher to put out the fire if necessary.
- Never leave a propane grille unattended when in use.
- When not being used, propane tanks must be stored at the Palmer maintenance building. The owner/user of the grille is responsible for picking up the propane tank and then delivering the tank back to the maintenance building when they are finished using it. The university is not responsible for refilling propane tanks or maintaining them.

Resident Life Building Fire Safety Requirements

The specific fire safety requirements relating to Millersville University Resident Life Buildings can be found in the Millersville University Student Code of Conduct.
SECTION VIII - FIRE ALARMS AND SPRINKLER SYSTEMS

How to Activate Pull Alarm Box Fire Alarms

- Activate the pull alarm box fire alarms by pushing down the handle.
- The handle locks in place and the alarm sounds.
- Leave the building.

Sprinkler Systems

Sprinkler systems, combined with smoke detectors, alarms, strobe lights and other fire safety equipment, protect people and minimize property damage. Fire sprinklers save lives and prevent property loss. Statistically, sprinkler systems, combined with smoke detectors, reduce the risk of fatality in fires by 82%. Activating just one sprinkler head prevents ninety percent of fires.

Sprinkler systems are very simple. There is a water source, a pump, a pipe to deliver the water to the room, and a sprinkler head. The sprinkler head has a fusible link that, when heated to a specified temperature (by the heat of a fire), will melt and activate the sprinkler system. Water will flow from the pipe to the sprinkler head and be dispersed as a shower, into the room, to extinguish the fire.

Sprinkler systems are inspected and maintained on a routine basis by outside contractor personnel, and MU Facilities Maintenance staff.

Other Fire Suppression Systems

Several campus buildings are equipped with other types of automatic fire suppression systems such as:

- Range Hood Fire Safety Systems
- Dry Chemical Fire Suppression Systems
- Halon-Replacement Material Fire Suppression Systems

These systems are inspected and maintained on a routine basis by outside contractor personnel, and MU Facilities Maintenance staff.
SECTION IX - TRAINING

Fire Safety Training

Each year, Housing and Residential Programs conducts fire safety education and training for all Resident Life staff members. The EHS office conducts the training.

In addition, each Resident Life staff member participates in fire extinguisher training to give staff members hands on experience using fire extinguishers. This training is conducted with the support of the Millersville Borough Fire Department.

Resident life staff also conduct periodic fire safety training sessions and educational forums for resident life students in all resident life buildings.

Fire safety is also discussed as part of all new employee orientation programs and training.

Fire extinguisher training is also offered on a periodic basis to all campus employees by the EHS office. If you would like to schedule fire extinguisher and/or general fire safety training, contact the EHS office at 872-3017 or 872-2715.
SECTION X - MISCELLANEOUS FIRE SAFETY

Interaction and Coordination With the Millersville Borough Fire Department

Millersville University maintains a close working relationship with the local fire department. Some areas of fire safety where Millersville University will rely on the local fire department expertise and experience include:

- Fire safety training
- Assisting in campus fire drills
- Evaluating building fire safety floor plans and evacuation procedures
- Review of building renovation or construction drawings for compliance with applicable fire safety and life safety codes and regulations
- Review of fire safety pre-plan documents for campus buildings
- Review of hazardous material safety data sheets (MSDS's) for chemicals and materials stored in campus buildings
- Assisting in mock disaster/emergency preparedness drills

Fire Safety Statistics

The University Police compiles fire safety statistics on an annual basis. The statistics are compiled with the assistance of the EHS office, the Facilities Management department, and the Millersville Borough Fire Department. These statistics are published each year in the annual Cleary Act report.
APPENDIX A - Fire Door Safety

Purpose

The purpose of this procedure is to set forth the requirements for occupant use of fire doors in campus buildings. In addition, the purpose of this procedure is to protect the health and safety of all campus occupants in the event of a fire or other emergency event.

Scope

The scope of this procedure is to set forth all of the requirements and procedures for operating and maintaining fire doors.

Definitions

Automatic Fire Door: A fire door equipped with a magnet that keeps the door open (magnetized to a wall). Once a fire alarm is activated, the magnetized door automatically releases and the door closes by gravity.

Fire Door: A metal or wood door that has been tested and rated to withstand fire penetration for a specified time period (usually up to three hours).

Fire or Emergency Event: A structural fire or other building emergency (such as a hazardous chemical release) requiring the evacuation of all building occupants.

Wedge: A piece of wood or other material used to prop open a door.

Overview

Fire doors are an integral and important part of the MU fire safety program and essential to protecting occupant life and health in the event of a fire or other emergency involving smoke and flames. Fire doors help to minimize and prevent the spread of smoke and flames from one building area to the next.

All fire doors must remain closed. Occupants may not prop open fire doors for any reason. Building occupants who violate this policy will be subject to disciplinary action.

This procedure does not apply to automatic fire doors.

Procedures

Facilities Management employees will label each fire door with a label designating it as a fire door and with instructions not to prop open the door. The label will say:
Fire Door
Keep Closed

During routine fire safety inspections, any violations of this policy will be noted and brought to the attention of the Department Chair, Dean, Vice President, or Supervisor for that area. Wedges or other materials used to prop open fire doors will be confiscated.
APPENDIX B - Fire Extinguisher Inspection

Purpose

The purpose of this procedure is to set forth the requirements for the routine inspection of all fire extinguishers inside campus buildings. In addition, the purpose of this procedure is to protect the health and safety of all campus occupants in the event of a fire or other emergency event.

Scope

The scope of this procedure is to set forth all of the requirements and procedures for inspecting fire extinguishers.

Definitions

Contractor: The contracted fire equipment specialist, which performs all fire extinguisher maintenance, repair, and hydrostatic tests.

Fire Extinguisher: A portable device used to extinguish a fire, usually by application of water or a chemical agent.

Fire Extinguisher Tag: A small tag placed on or near the handle where the monthly inspection is recorded.

Hose and Nozzle: The plastic or rubber hose from which the contents of the extinguisher are discharged and aimed at the fire.

Hydrostatic Pressure Check: A test, performed by the contractor, to determine the ability of the cylinder to safely contain the pressurized contents of the extinguisher.

Inspection Form: Used to record when the fire extinguishers were inspected.

Lock Pin: The pin, located on the handle and trigger of the extinguisher, which, when pulled, allows the pressurized contents to flow from the cylinder to the hose and nozzle.

Pressure Gauge: Indicates the pressure of the fire retardant material, inside the cylinder.
Overview

Campus buildings will have fire extinguishers per National Fire Protection Association (NFPA) applicable standards.

All fire extinguishers will be inspected on a monthly basis. The inspection process will follow NFPA regulations and recommendations.

Procedures

The Housekeeping department will keep a spreadsheet identifying the location and total number of fire extinguishers in each campus building.

This spreadsheet information is then used as an inspection form to record and document the month in which each fire extinguisher was inspected in that building. The inspector should initial next to each extinguisher that was inspected.

The inspector also initials the fire extinguisher tag each time the extinguisher is checked.

The inspection should include a visual examination of each fire extinguisher for the following safety items:

- Check the pressure gauge to make sure there is adequate pressure to discharge the extinguisher contents. If the pressure is too low, take this extinguisher out of service and replace it within 24 hours with a new extinguisher. Return the extinguisher with the low pressure reading for service.

- Check the exterior of the cylinder for excessive rust, dents, damage, or other signs of vandalism or abuse. If the extinguisher appears to be damaged, take this extinguisher out of service and replace it within 24 hours with a new extinguisher. Return the extinguisher that has been damaged for service.

- Check the hose for signs of cracks, holes, or deterioration. If the hose appears to be damaged, take this extinguisher out of service and replace it within 24 hours with a new extinguisher. Return the extinguisher with the faulty hose for service.

- Make sure the lock pin is in place on the extinguisher handle. If the lock pin is missing or appears to be damaged or broken, take this extinguisher out of service and replace it within 24 hours with a new extinguisher. Return the extinguisher with the faulty lock pin for service.
As required by NFPA standards, the fire extinguishers are returned to an outside vendor for hydrostatic pressure tests. While the extinguisher has been removed from the building for the hydrostatic pressure test, new extinguishers are provided for the building.

On an annual basis, all campus fire extinguishers and associated hardware/equipment are inspected by an outside contractor for compliance with NFPA fire safety codes. The hydrostatic pressure test, and other maintenance of the fire extinguishers is performed at this time.

**Other Fire Extinguisher Practices and Procedures**

All damaged or faulty fire extinguishers must be returned to the contractor for service, maintenance, and repair. Also, any fire extinguisher, which has been used, must be returned to the contractor to be recharged. MU personnel are not permitted to perform service work, maintenance, or repair operations on fire extinguishers.

Employees who observe missing, damaged, or vandalized fire extinguishers, or wish to request additional fire extinguishers for their work area, should contact the Housekeeping department, or the Environmental Health and Safety office.

Any MU student or employee who discharges a fire extinguisher in an inappropriate manner (i.e., when there is no fire), who damages or vandalizes a fire extinguisher, who falsifies inspection records, removes inspection tags, or otherwise tampers with the fire extinguishers, is subject to disciplinary action.