



### Fire Safety Policy

#### Scope

This policy applies to all employees and students at the College and serves to increase the awareness of individuals working with or around open flames to the dangers involved and to ensure proper procedures are followed when open flames are necessary.

#### Purpose

The following guidelines and procedures are for the use, storage, or handling of pyrotechnics, open flames, and flammable sets as described below on all College properties to minimize the hazard potential for accidents or injuries to students, employees, and visitors and for property conservation purposes.

#### Process

##### *In Case of Fire*

1. If you discover fire, smoke, or hear the fire alarm, leave the building **immediately** via the stairs. Do NOT use the elevator.
2. On your way out, you will pass a fire alarm pull station. If the alarm is not already ringing, pull it.
3. Once outside, go to the assembly point specified for your building (per the Campus Fire Evacuation Policy). Campus Security and the fire department will be arriving, so be sure to stay out of the way.
4. Remain outside until you are told to return to the building by Campus Security/Officer-In-Charge.
5. In the event of a fire/incident in the Network Center in Nicarry, Campus Security will call the fire department to respond. No one will be allowed to enter the area except fire department personnel who will test the air and determine if the FM200 extinguishing agent has been exhausted. The fire department will then authorize College employees to enter.

##### *Open Flames*

1. The Safety Manager must grant approval for use of open flames for non-recognized College and SESP (Special Events & Summer Programs) events on campus (see below for list of recognized College and SESP events that are exempt from obtaining approval). Open flames include, but are not limited to, candles, oil lamps, lanterns, theatrical special effects involving flames, sparks, various pyrotechnics and the like.
2. No open flames are allowed without approval unless the event is listed below. This approval process will assure the responsible person is identified, fire watch is present, elimination of fire hazard conditions through a site visit, appropriate site personnel (including ushers) are familiar with and trained to use local fire equipment, and fire emergency conditions are discussed.
3. No open flames are allowed in the Residence Halls or apartments as per Residence Life Policy.
4. No bonfires are permitted.
5. To obtain approval for use of open flames please contact the Safety Manager at least two weeks prior to the scheduled event. The Safety Manager will inform Campus Security of approved events.

##### Recognized College & SESP Events (these events are permitted to use open flames without prior approval)

- Christmas candlelight service
- Convocation
- Weddings
- Memorial services
- Dining Services / Catering events (including sternos and votives)
- Experiments and course work in labs
- Proper use of college-owned grills for food grilling using charcoal

##### *Candles and Other Heat Sources*

1. The burning of candles and any other form of burning are prohibited in all campus buildings and on the college grounds. (Exceptions: Authorized "hot work" by qualified maintenance employees – see Burning, Welding, Soldering and Brazing policy), authorized theatrical productions, laboratories, authorized one-time events, and recognized events listed above).



2. Use of any type of heat-generating product or equipment must be utilized as directed by the manufacturer.

### *Portable Fire Extinguishers*

1. The College requires all employees to leave the building immediately when there is a fire. However, in the case of a small, incipient fire, a fire extinguisher can be used only if the following conditions are met:
  - a. You've been trained properly (contact the Safety Manager if you'd like to receive training)
  - b. You are capable and willing to use the extinguisher
  - c. A fully charged extinguisher is available
  - d. The fire has already been reported
  - e. You can fight the fire safely
  - f. You have a clear exit path behind you

**NOTE:** Do not use portable fire extinguishers to fight fires that are not wood/paper fires or when the smoke is too thick.
2. Most of the portable fire extinguishers on campus are rated ABC which means they are designed to suppress class A (paper/wood/cloth), class B (flammable liquids and gases), and class C (electrical) fires. They contain a dry powder extinguishing agent.
3. If you choose to fight a small, incipient fire with a portable fire extinguisher, remember the following steps:
  - a. Report the fire to Campus Security (ext. 1111)
  - b. Grab the fire extinguisher; if it is in a cabinet with a glass window, use a heavy object to break the glass. **DO NOT USE YOUR BARE HAND.**
  - c. Remember PASS:
    - P – Pull the pin out (on the extinguisher handle)
    - A – Aim the nozzle at the base of the fire
    - S – Squeeze the handle to discharge the extinguishing agent
    - S – Sweep the nozzle back and forth at the base of the fire
4. All fire extinguishers on campus will be inspected and serviced annually by Simplex Grinnell. The required monthly inspections will be completed by the Environmental Services employee assigned to each building, except in these locations: Masters Center (Chemical Hygiene Officer), Dining Services (Production Supervisor), and ITS Network Center (Network/Systems Specialist). All of these individuals have been trained regarding what they must do to complete the monthly inspection.

### *Theatre*

1. The use of open flame or pyrotechnic effects in productions introduces unique hazards to the theatre environment. The hazards have the potential to affect not only the actors, but the audience as well. As a result of the increased hazard, open flame or pyrotechnic effects must be integrated into the entire production design – from the set, to the costumes, to the stage direction. To increase the awareness of all production personnel and ensure appropriate design of the effect, the following requirements must be met for the use of open flames/pyrotechnics in stage productions:
  - a. The Safety Manager must be contacted to discuss each specific situation.
  - b. All stage materials (set, costumes, scenery, props, etc.) within 5 feet (in any direction) of the open flame must be noncombustible or treated with fire retardant. If the open flame/pyrotechnic effect moves during the production, all stage materials along the path of the effect that come within 5 feet of the effect must be non-combustible or treated with fire retardant.
  - c. When open flame or pyrotechnic effects are used, a fire watch must be staffed for each production or rehearsal when the effect is used. The fire watch must be staffed by at least two people (one for each side of the stage) who have received fire extinguisher training from the Safety Manager. Fire watch personnel are required to have direct access to fire extinguishers.
  - d. Safety must inspect all open flame conditions at least one day prior to the first production for non-recognized College and SESP events.

### *Facilities Management*

1. Employees in Facilities Management who work with open flames on a regular basis must be properly trained in fire safety and fire extinguisher techniques.



2. Technicians must have a fire extinguisher with them when working with open flames; flammables should be 20 feet away when possible, and combustibles should be 10 feet away from the open flame when possible.
3. Technicians will exercise appropriate safety precautions when lighting boilers and water heaters.
4. Please refer to the College's Burning, Welding, Soldering, and Brazing policy for specific requirements.

### Responsibilities

1. Safety
  - a. Respond to all requests for open flames in a timely manner; gather necessary information and work with the department to ensure the policy is followed
  - b. Conduct fire extinguisher training
2. Environmental Services and assigned employees
  - a. Complete and document monthly inspections
3. Employees
  - a. Exit the building immediately in case of fire, smoke, or fire alarm
  - b. Contact Safety with requests for open flames
4. Supervisors
  - a. Ensure employees are following this policy

### Evaluation

The Safety Committee shall be responsible for evaluating this policy annually.

### Document History

Created: 1/2007

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