

The University of Southern Indiana Fire Prevention Plan

Policy Purpose:

The purpose of this policy is to outline the fire prevention plan in accordance with Occupational Safety and Health Administration (OSHA) regulations [29 CFR 1910.38(b)].

Policy Statement:

It is the policy of the University to notify all employees of the elements of the fire prevention plan and to expect employees to read and understand the information presented in this plan. It is the intent of this plan to provide not only University employees, but also students and visitors with an appropriate fire prevention plan.

1.0 Responsibility

It is the responsibility of each department head to enforce this policy. Failure to adhere to this policy may result in disciplinary action in accordance with the University's Human Resources Department.

Environmental Health and Safety (EHS) is responsible for notifying employees of the fire prevention plan through the Risk Management & Safety website (<http://www.usi.edu/RiskMgt>) and via communication to employee supervisors.

2.0 Fire Prevention Plan Elements

2.1 Major Workplace Fire Hazards

The following is a list of common fire hazards and prevention strategies

Fire Hazards/Potential Ignition Sources	Prevention Strategy
Arson	<ul style="list-style-type: none"> • Security systems (building entry devices, cameras, 24 hour surveillance) in place • Emergency phone system
Cooking	<ul style="list-style-type: none"> • Limited to kitchen areas in apartments • Routine inspection and maintenance of cooking appliances
Smoking materials	<ul style="list-style-type: none"> • No smoking policy in public buildings (no smoking on campus begins 7/1/11)
Open flame (i.e., candles/incense)	<ul style="list-style-type: none"> • Open flame policy for residence halls
Electrical (wiring, appliances, and equipment)	<ul style="list-style-type: none"> • Routine inspection and maintenance program (equipment) • Use of UL approved equipment • Temporary extension cord usage, no multi-plug adapters
Accumulation of combustible materials	<ul style="list-style-type: none"> • Routine inspection of campus facilities • Maintain clear egress and clearance to electrical/heat sources
Improper handling and storage of combustible/flammable liquids	<ul style="list-style-type: none"> • Approved flammable liquid storage cabinets/rooms • Hazardous waste disposal program (40 CFR 260-273, DCKIR 20A, ch.40-54 • Bonding and grounding)
Halogen lamps	<ul style="list-style-type: none"> • No halogen lamps permitted in residence halls
Space heaters	<ul style="list-style-type: none"> • No space heaters in residence halls
Hot work hazards (i.e., cutting, welding)	<ul style="list-style-type: none"> • Hot work permit policy (OSHA 29 CFR 1910.252)
Residential furnishings	<ul style="list-style-type: none"> • Fire retardant purchasing policy

Security conducts and coordinates yearly fire drills in accordance with state requirements along with annual fire prevention/protection inspections of all campus facilities. Reports are sent to the affected departments for correction and copies are sent to Risk Management of all fire drills noting buildings and dates of drills.

Representatives of the University's Residence Life conducts periodic inspections of residence hall rooms for electrical hazards, missing/damaged fire safety equipment, obstruction or damage to fire safety equipment, non-functioning smoke detectors, presence of halogen lamps, space heaters and candles.

2.2 Fire Protection Equipment/Systems

All major buildings are equipped with automatic fire detection and alarm systems which are constantly monitored at the Physical Plant. The following are fire detection, notification and suppression systems which can control a fire in our campus facilities:

2.2.1 Building fire alarm detection and notification systems

- Smoke and heat detectors
- Manually activated pull stations

2.2.2 Building fire suppression systems Sprinkler systems

- Water
 - Halon
 - Commercial kitchen hood exhaust/suppression systems (foam)
- Standpipe systems
- Wet
 - Dry
- Fire extinguishers
- Multi-purpose dry chemical (Class ABC fires)
 - Water (Class A fires)
 - Carbon dioxide (Class B and C fires)
 - Class D extinguishers

2.2.3 Fire rated doors and fire-resistant barriers

2.3 Names and Job Titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignition sources or fires:

Name		Name	
Title		Title	
Dept		Dept	
Phone #		Phone #	
Email		Email	
Name		Name	
Title		Title	
Dept		Dept	
Phone #		Phone #	
Email		Email	
Name		Name	
Title		Title	
Dept		Dept	
Phone #		Phone #	
Email		Email	

2.4 Names and Job Titles of those personnel responsible for maintenance of equipment and systems installed to prevent or control ignition sources or fires:

The Physical Plant is responsible for maintenance of equipment and systems installed to prevent or control ignition sources or fires. PP's main phone number is 464-1729.

3.0 Housekeeping

The University controls accumulations of flammable and combustible waste materials so that they do not contribute to a fire emergency. The following are housekeeping procedures used to control such accumulations:

- University waste generators follow instructions in the hazardous waste management program located on Environmental Health and Safety (EHS) web site and notify RM for the transportation and disposal of hazardous waste accumulations.
- Representatives of the University's Residence Life Office conduct monthly inspections of residence hall rooms for excessive accumulations of combustible materials.
- The University provides routine and comprehensive housekeeping services for all campus facilities.

3.1 General housekeeping requirements

- Keep stairwells, exits and passageways free of obstructions at all times.
- Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear.
- Store flammable and combustible liquids in approved storage containers and cabinets.
- Keep storage 18 inches away from sprinkler deflectors and 24 inches from the ceiling in non-sprinkler buildings.
- Assure fire doors are unobstructed and not blocked open.

4.0 Training

All employees will review, upon initial assignment, those parts of the fire prevention plan that they must know to protect themselves in the event of a fire emergency. Records are kept of all training activities documenting the type of training, persons trained and date of training.

The written plan is kept in Environmental Health and Safety and made available for employee review.

4.1 Fire safety training outline:

- Classes of fire
- Potential fire hazards on the job
- Fire prevention procedures
- Building fire protective features
- How to recognize fire exits
- Location and types of fire prevention equipment
- Steps to take in the event of fire or smoke
- How to use fire extinguishers and their limitations

5.0 Maintenance

Facilities Management properly maintains equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials. Heat producing equipment such as burners, heat exchangers, boilers, ovens, stoves, fryers, etc., are properly maintained and kept clean of flammable residues. In addition, flammables are not stored close to these pieces of equipment.

6.0 Additional Information

For additional information or questions, please contact Environmental Health and Safety at 812 461-5393.