

# CEDARVILLE UNIVERSITY

## NON-RESIDENT HALL FIRE RESPONSE & EVACUATION PLAN

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### **PURPOSE:**

To provide a written emergency action plan that will ensure the safety of all persons occupying non-resident hall buildings on the campus of Cedarville University.

### **DEFINITION:**

A fire evacuation situation refers to any condition involving evidence of fire, smoke, or impending explosion. This would include the sighting of smoke or fire; odorous evidence of burning, or concentrations of flammable gases.

### **APPLICABILITY:**

These procedures apply to **ALL ACADEMIC, ASSEMBLY, BUSINESS, and INDUSTRIAL/ MAINTENANCE BUILDINGS ON CAMPUS**. Resident Hall occupancies are covered under a separate document.

### **NOTIFICATION/EVACUATION PROCEDURES:**

**If you are in an area where any of the conditions stated under the “definition” exist:**

1. **ACTIVATE** a fire alarm pull station. Activating a pull station will sound the “audible horn and strobe lights” throughout the building. **If you are in a building that has no fire alarm system\*, warn the other occupants of the building by knocking on doors and shouting as you leave.**
2. **NOTIFY 9-1-1** immediately and contact Campus Security (at least 1 person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.
3. **CONFINE** the fire by closing all the doors in the area and rescue anyone in immediate danger **only if you can do so safely.**
4. **EVACUATE** the building via the nearest exit, in a **controlled** yet rapid manner. All persons are to use the stairs **not elevators** during a fire alert situation. Persons exiting the building should walk at least 50-100 feet from the building, keeping the main building access clear for incoming emergency vehicles. This applies to ALL OCCUPANTS, including faculty, staff, students, visitors, contractors, vendors, etc.
5. **REMAIN OUTSIDE** the building until the Fire Department and Campus Security has arrived to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to the authorization of the Fire Chief.

If you are in a building and **a fire alarm sounds automatically**, follow steps 2 - 5, even if none of the above stated conditions appear to exist.

*\* **NOTE:** Certain buildings on campus DO NOT have fire alarm systems. These include: Patterson Hall, Ambassador Hall, Center for Teaching & Learning (CTL), Operations Center and the History & Government Building.*

**IMPORTANT INSTRUCTIONS:**

1. In situations where a building alarm system is being serviced, every attempt will be made to notify occupants **in advance**. In such cases, evacuation is not necessary.
2. Fire Extinguishers are available throughout each building. They should **ONLY** be used on small, easily controlled fires. In addition, the correct extinguisher must be used for the type or class of fire encountered. Look at the label on the extinguisher to determine what class it is. For example:

**CLASS A:** Ordinary combustibles such as wood, cloth, paper, rubber and many plastics.

**CLASS B:** Flammable liquids such as gasoline, oil, grease, tar, oil-based paint, and lacquer.

**CLASS C:** Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery and appliances.

**CLASS D:** Combustible metals, such as potassium, sodium, aluminum & magnesium.

**CLASS K:** Used in kitchen facilities on cooking oils and greases such as animal and vegetable fats.

**Cedarville University buildings utilize two (3) basic types of fire extinguishers:**

**A-B-C models:** dry chemical multi-purpose units that can be used on any of the first three classes of fire – it should not be used on Class D & K fires.

**B-C models:** CO<sub>2</sub> Carbon Dioxide units, to be used on B-C Class fires. They may be used on A-class fires if no other option exists, but the fire could restart. The unit is highly pressurized, discharged as a cold gas and evaporates quickly without leaving a residue.

**K- models:** consists of a formula that is safe and effective to use in the kitchen environment.

*Note: Class A – water extinguishers have been removed from all buildings on campus as they could be dangerous if used on electrical fires. A-B-C dry chemical can be used on **K-Class** fires if necessary.*

To use a Fire Extinguisher, follow the **P-A-S-S** system:

**P** = Pull pin.

**A** = Aim the nozzle at the base of the fire.

**S** = Squeeze the handle.

**S** = Sweep the nozzle back and forth at the base of the fire, not at the flames. You only have about 10 seconds charge so make it count.

To view a training module on using fire extinguishers see: <http://vimeo.com/13549245>



3. ALL fire alarms should be treated as if a **REAL FIRE EXISTS** in the building. Procedures should be followed accordingly. Buildings with central fire alarm systems are connected to automatic

notification devices that are designed to contact the Fire Department and Campus Safety & Security when the alarm is activated.

BUILDING	FIRE PROCEDURE
Ambassador Hall Center for Teaching & Learning History & Government Building Operations Center (Physical Plant) Patterson Hall	There is <b>NO CENTRAL</b> fire alarm system.  1. <b>CALL 9-1-1</b> 2. CALL CAMPUS SECURITY 3. EVACUATE the building
Alford Auditorium & Annex Apple Technical Resource Center Callan Athletic & Fitness/Recreation Ctr. Carnegie Building Center for Biblical & Theological Studies Chemistry Lab Center Dixon Ministry Center Engineering/Science Center Engineering Project Lab Founders Hall Hartman Hall (HR Dept.) Health Science Center Library Milner Business Building Steven’s Student Center Tyler Digital Communication Center Williams Hall	There is a <b>CENTRAL</b> fire alarm system.  1. Pull alarm lever 2. <b>CALL 9-1-1 even though system has automatic - communication device.</b> 3. CALL CAMPUS SECURITY 4. EVACUATE the building

4. The local Fire Department and Emergency Medical Services officials will handle any rescue and/or medical needs required at the scene. The University CUEMS will assist as needed or respond in lieu of the Fire Department EMS.
5. Any critical plant operations will be handled by University Physical Plant personnel in conjunction with the local Fire Department.
6. Maintenance workers or contractors performing operations that may result in false alarms from smoke detectors or other fire detection devices need to take precautions against accidental activation and contact Campus Security in advance.
7. Campus Security can be reached on a 24-hour-a-day basis by dialing **9-9-9 from any campus phone, or 937-239-6491 from off-campus.**
8. Further questions regarding “Fire Response and Evacuation Procedures” should be directed to the Campus Security Department.

**FIRE SAFETY PREVENTION & HOUSEKEEPING:**

1. Hazardous accumulations of combustible waste or decorative materials must be controlled, to prevent a fast-developing fire and rapid spread of smoke. Such materials include: large amounts of waste paper, corrugated boxes, oily rags, etc. These materials should be discarded routinely to eliminate stock-piling.
2. Fire Extinguishers, hose cabinets, pull stations, fire alarm panels, horn/strobe units, exit and emergency lights and smoke detectors must be free of obstructions and be fully visible at all times.

3. In sprinkled offices and all other areas, storage must have at least 18" of clearance between the sprinkler head and the highest point of storage unless located against the wall such as on top of storage or bookshelves. In non-sprinkled offices and areas, storage of all items must be maintained with a 24" clearance from the ceiling including those located against the wall.
4. Stairwells and electrical closets **must not** be used for storage purposes.
5. The use of candles, candle wax burners, incense, matches, potpourri, kerosene lanterns or lamps, or any open flame is **prohibited in all buildings**. Use of candles for special purposes (such as worship services) must be authorized in advance by the Fire Department and Director of Campus Security.
6. Electrical panels must have at least 3 feet of clearance and be fully accessible.
7. The use of portable heaters in offices and all other areas on campus is absolutely prohibited.
8. Only **power strips with surge protection are permitted** for use in offices and all other areas on campus. Appliances or equipment that cannot be plugged directly into the wall socket must be plugged into a power strip. Daisy chaining of power strips, use of multi-plug adaptors and the interconnection of extension cords are prohibited. Extension cords must not be extended through doors or windows where they can create trip and pinch hazards and are only intended for temporary use.
9. Offices should be maintained in such a way that excessive amounts of books, papers, magazines, etc., do not present a fire hazard by increasing the "fire load".
10. The use of "fire pits" or other "burning containment devices" are not permitted adjacent to any campus building without the permission of the Campus Security Director or designee and the local Fire Chief.
11. Corridors, lobbies, atriums, stairways and other common areas on campus must not be blocked in such a way that the normal flow of pedestrian traffic is impeded, significantly reduced or obstructed. Those responsible for planning special events should contact the Director of Campus Security to assist in advance to ensure that all fire codes are properly maintained.

**CAMPUS SECURITY PROCEDURES:**

The responsible officer(s) on duty:

1. Ensures that the Cedarville Fire and Police Departments have been contacted via 9-1-1. Reports to the dispatcher if any casualties have been reported or anticipated.
2. Notifies the Director of Campus Security or other ranking official in the department if unavailable.
3. Notifies the Associate Vice President of Operations and appropriate Physical Plant Managers(s) if the situation requires, due to building or equipment damage.
4. Cordons off the affected area or building in an effort to maintain personal safety and crowd control.
5. Establishes a command post at an appropriate location as directed by authorities if necessary.

6. Ensures that the fire alarm panel is accessible to the Fire Department and has the exterior doors adjacent to the panel, open for entry upon their arrival. Directs authorized responders to the scene via the safest and most direct route.
7. Re-sets the alarm system after the “All-Clear”.

**FIRE CHIEF OR DESIGNEE:**

1. Assumes over-all responsibility upon arrival at scene.
2. Issues the “All-Clear if/when the building may be re-occupied.

**DIRECTOR OF CAMPUS SECURITY/PHYSICAL PLANT OPERATIONS:**

1. With the counsel from the Fire Chief, determines the feasibility of continued use of affected building.
2. The Director of Campus Security or Associate Vice President of Operations will notify the appropriate Administrative staff including the President, Vice President of Business and other Physical Plant Manager(s) as needed, if the building or section of building cannot be re-occupied or further actions are necessary to restore normal operations.

**ADMINISTRATION:**

1. Makes decision to relocate operations to alternative areas on or off campus if necessary.

*Issued by:*

Douglas W. Chisholm

Last Revision: 1/2017

Current Revision: 11/2019