



It is the policy of Ursinus College to provide a fire safe environment for all employees, students and visitors through adherence to the fire protection program outlined in this section. Ursinus College has adopted the highest fire safety standards available. The fire protection criteria conform to the requirements and recommended practices contained in the current National Fire Codes published by the NFPA. Except as otherwise noted, National Fire Code requirements shall provide the basic level protection. Fire protection includes all measures relating to preventing, detecting, controlling, and extinguishing fires to minimize damage to property; and more importantly all measures pertaining to safeguarding life against the hazards of fire. Such measures include, but are not limited to, the following:

- Providing safe egress routes from all areas within buildings;
- Detecting or suppressing fires in the earliest stages;
- Identifying and eliminating hazardous procedures, operations, and conditions;
- Guarding against or controlling fire hazards that cannot be eliminated;
- Establishing safe practices consistent with operations; and
- Motivating, training and educating all personnel in fire safety.
- The fire protection program shall include providing adequate fire protection and fire suppression systems, training all personnel in fire prevention, incorporating fire safety design features in new construction and renovation projects, inspecting and maintaining fire protection equipment and systems, detecting and correcting fire hazards, and investigating all fires to determine causes and appropriate corrective actions.

RESPONSIBILITIES:

A. Director Of Facilities Services

is the “Authority Having Jurisdiction” referred to in the NFPA documents and other fire safety codes and standards, which exercises administrative control over the operations of the program.

B. Environmental Health & Safety/Risk Manager in conjunction with Department Chairpersons/Directors, Facilities Services Supervisors and Office Supervisors are responsible for implementing the fire protection program in campus buildings. Each shall

1. Ensure that the facilities and offices are secure from fire hazards and meet all building, fire and life safety codes.
2. Request appropriate repair and restoration funding to correct identified fire/life safety discrepancies.
3. Ensure that unannounced emergency drills are conducted at least semi-annually.
4. Request new fire extinguishers for new or newly renovated facilities.
5. Initiate action to protect high value items and data that are irreplaceable or critical to the College’s mission by contacting Facilities Services for an evaluation.
6. Ensure that smoking occurs only within designated smoking areas and that these are posted as such.

C. Facilities Services Supervisor(s):

1. Ensure that fire doors and emergency exit doors are labeled and in proper working order.
2. Post a conspicuous warning sign in each elevator to read, “NOTICE THIS ELEVATOR MUST NOT BE USED DURING EMERGENCIES. USE A STAIRWAY MARKED EXIT”.



3. Mark all hazardous areas with appropriate signs, such as “DANGER,” FLAMMABLE LIQUIDS,” “NO SMOKING,” and so forth.
4. Ensure that proper receptacles for smoking materials are placed in the designated smoking areas.
5. Ensure that metal containers with tight-fitting metal lids are provided for the disposal of flammable and combustible materials.
6. Ensure that trash is not permitted to accumulate and is removed by cleaning services or College employees.
7. Ensure ample power supply exists in areas where coffee pots, space heaters, and other heat-producing electrical appliances are used.
8. Ensure that appropriate and prompt corrective action is taken to eliminate fire hazards.
9. Ensure that all fire extinguishers are properly mounted and not blocked.
10. Ensure that all exit signs and emergency lights are lamped and in proper working order.

D. Building Coordinators and Floor Captains

1. Assist the Environmental Health and Safety/Risk Manager with the semi-annual emergency drills.
2. Ensure that fire doors (UL rated) are kept closed.
3. Ensure that fire regulations are followed.
4. Correct fire hazards immediately.
5. Implement the College’s fire safety policies and procedures.
6. Encourage employees to report hazardous conditions.
7. Alert Campus Safety and Facilities Services prior to activities that might cause the activation of a fire detector.

E. Employees:

1. Keep their work areas neat and orderly, placing all trash in the appropriate waste container for daily pickup.
2. Place oily rags and similar materials in approved metal containers with tight-fitting metal covers.
3. Observe no smoking regulations and deposit smoking refuse in receptacles provided for this purpose.
4. Secure approval from the Facilities Services Office before installing or using any heat-producing electrical appliance to ensure ample power supply is available to support the appliance.
5. Ensure that fire doors are kept closed.
6. Keep hallways, exit doors, stairways, fire lanes and access aisles clear of storage or obstacles.
7. Maintain clear access to fire equipment, such as standpipe connections and fire extinguishers.
8. Only use a fire extinguisher if you have been properly trained.
9. Are familiar with the Ursinus College [Emergency Action Plan](#).
10. Notify the Facilities Services Office of any apparent fire hazard.
11. Evacuate the building immediately upon activation of the fire alarm system. Know both primary and secondary exit routes.
12. Report any fire immediately, before attempting to extinguish it by calling 911 and Campus Safety at 610-409-3333 or ext. 3333.

F. Campus Safety:

1. Conduct daily tours to note and report life safety hazards.
2. Notify offenders and Facilities Services of all violations.
3. Report repeated violations to Facilities Services.



4. Provide extra patrols in areas where fire systems are out of service.
5. Limit crowds below occupancy limits.
6. Know the location of fire detection and automatic suppression systems and their controls.
7. Know the types and locations of hazards within a building.
8. Know the locations of utility services, such as gas shutoff valves and electrical switchgear rooms.
9. Assist the fire department and coordinates Facility and Campus Safety emergency plans in case of a fire.
10. Enforce no smoking regulations in public areas.
11. Conduct daily inspections of the emergency exit doors to ensure that door and door hardware are operational.

G. Facilities Services:

1. Ensure that fire protection and life safety systems are maintained in good working order at all times.
2. Expedite repairs of fire protection and life safety systems to minimize their down time.
3. Inspect and repairs fire doors.
4. Coordinate the evacuation of occupants from a building in case of a fire.
5. Provide assistance to clean up and restore fire and water damaged areas.
6. Maintain the fire protection system by conducting monthly inspections of portable fire extinguishers. Records are kept in the Environmental Health & Safety/Risk Manager's office
7. Know the locations of utility services, such as gas shutoff valves and electrical switch gear rooms.
8. Arrange for the bi-annual inspection of the sprinkler systems, standpipes, emergency lighting, and Halon and carbon dioxide systems by an outside contractor.