

SECTION III

FIRE

I.	FIRE/QUICK RESPONSE SEQUENCE	III2
II.	CAMPUS SAFETY RESPONSE	III2
III.	FIRES FIRE ALARMS FIRE DRILLS	III3
	A. Fires – Internal	III3
	B. Fires – External	III3
	C. Fire Alarms	III3
IV.	DELEGATION OF DUTIES	III4
V.	FIRE PREVENTION	III4
VI.	STORAGE AREAS	III5

I. FIRE QUICK RESPONSE SEQUENCE

In the event a fire is detected within a college building, proceed according to the following plan:

A. PERSONS DISCOVERING FIRE OR SMOKE IN ANY PART OF THE COLLEGE COMPLEX WILL:

1. Activate a fire alarm from the nearest pull station.
2. Call Campus Safety at extension (933)-8888.

B. REQUIRED INFORMATION FOR THE SAINT PETER FIRE DEPARTMENT:

1. Building and location.
2. Floor level.
3. Type of fire (flame or smoke).
4. Name of caller.

C. NUMBERS TO CALL:

1. St. Peter Fire Department: 911.
2. Campus Safety Department: extension (933)-8888.

II. CAMPUS SAFETY RESPONSE

A. WHEN A FIRE IS REPORTED TO CAMPUS SAFETY IT SHALL BE THE DUTY OF THE CAMPUS SAFETY OFFICER TO:

1. Sound alarm via fire alarm system.
2. Call Saint Peter Fire Department, giving all required information.
3. Assess the fire and, if safe to do so, utilize a security vehicle mounted fire extinguisher to extinguish the fire. If not, proceed to item 4.
4. Set up fire lines (secure area from onlookers).
5. Assign personnel to direct the Saint Peter Fire Department to the location of the fire. Keep access roads open.

6. Initiate and supervise evacuation direct evacuees to alternate shelter during inclement weather.
7. Assist the Saint Peter Fire Department as directed.

B. PRIMARY NOTIFICATION:

1. By radio (all Campus Safety officers on campus) and Saint Peter Police and Fire.
2. College community by use of fire alarms.

III. FIRES FIRE ALARMS FIRE DRILLS

A. FIRES INTERNAL:

1. Upon notification of a fire or explosion in a building the Campus Safety officer shall immediately notify the Saint Peter Fire Department (911) of the location of the fire and proceed to the location of the fire. Evacuate the building immediately.
2. Upon notification of a fire the Campus Safety officer shall immediately dispatch available officers to the location of the fire.
3. If the fire alarm is not sounding, pull the nearest pull station.
4. Upon arrival, Campus Safety officers will maintain crowd control and assist with evacuation until Saint Peter Fire Department Personnel arrival.
5. Notify Saint Peter Fire Department personnel if any person(s) are in the building. Saint Peter Fire Department personnel will arrange evacuation.

B. FIRES EXTERNAL:

1. Upon notification of a fire outside of a building, the Campus Safety officer shall immediately contact the Saint Peter Fire Department and dispatch available officers to the area.
2. Upon arrival, the officers shall evaluate the fire to determine if the occupants of nearby buildings are in any immediate danger.

C. FIRE ALARMS:

Upon the sounding of the fire alarm, the Campus Safety officer shall immediately respond to the designated building to determine:

- a. Validity of the alarm.

- b. If there is an actual fire, contact the St. Peter Fire Department.
- c. Upon arrival, Campus Safety officers will maintain crowd control and assist with evacuation until St. Peter Fire Department Personnel arrive.
- d. Notify Saint Peter Fire Department personnel if any person(s) are in the building. Saint Peter Fire Department personnel will arrange evacuation.

IV. DELEGATION OF DUTIES

A. EMPLOYEES:

Employees shall direct students to exits and will make sure the room is vacated and the door(s) are closed.

E. INDIVIDUALS WITH DISABILITIES:

Special attention will be given to assist individuals with mobility limitations.

F. ALL CLEAR:

The Saint Peter Fire officer in charge gives the “all clear” to return to the building or other directions as situations dictate.

G. NEWS MEDIA:

The Vice President for Marketing and Communications will act as the spokesperson when discussing the fire with the news media. All other personnel should be directed not to discuss the situation. The purpose is not to conceal information. The purpose is to provide accurate information and to minimize inquiries precipitated by inaccurate statements from uninformed sources.

VI. FIRE PREVENTION

The following practices are ways of mitigating danger related to fire:

- A. Doors - Fire doors must be kept closed at all times unless held open by fire release devices.
- B. Exits - All exits must be maintained absolutely clear of obstructions.
- C. Exit locks - Only original locks approved by the fire marshal can be exit locks. No other devices can be used.
- D. Panic bars - Never use chains or padlocks to lock doors.
- E. Exit doors - All doors must be operable.

If employees notice these practices being violated, they are to remedy the issue or contact Campus Safety (933)-8888 or Physical Plant (933)-7504 and report the issue.

VII. STORAGE AREAS

- A. Storage should be restricted to areas designed for that purpose.
- B. Storage space should be located so that a fire in the storage space will not involve avenues of escape from the building.
- C. Storage for combustible materials should be designed so that a fire in the room will be confined. Chemicals should be sorted out and discarded if in a dangerous condition.
- D. No storage should be sited under a stairway unless the storage room is of fire resistant construction.
- E. Each storeroom will be given a periodic fire inspection. All things not of use will be thrown away. Do not accumulate flimsy constructed material. Large items should be secured.
- F. Flammable liquids should be stored outside of buildings. When used in shop or laboratory work, they should be stored in small quantities, in proper containers, and in safe locations.
- G. Improper electrical wiring - Be sure all electrical wiring is safe. Never overfuse; use only the specified size of fuse.
- H. Flimsy decorations the use of crepe paper for false ceilings, murals, etc., is a fire hazard and should not be permitted.
- J. Disposal of waste paper every precaution should be taken to dispose of this material safely and promptly. Never allow it to accumulate in excess.