



Cheyney State University of Pennsylvania
Cheyney University Police Department
McKnight Rogers
Lawrence W. Richards, - Chief of Police
Email: lwrichards@cheyney.edu

Cheyney University Policy Number FA2013-1007
Policy Title: CU Fire Plan - Policy

Approved by: FA Council
President's Cabinet

History: Issued – 3-2011
Revised – 9-1-13

Related Policies:

Additional References:

- A. Purpose:** This fire safety plan is a guide for use by the faculty, staff and students of Cheyney University. All recipients of the plan should become familiar with its contents and directors/supervisors should discuss this information with their employees. All offices should review these plans and become very familiar with the contents. New employees and all students should be introduced to these procedures during orientation.

- B. Scope:** Students, Staff, Faculty, Administrators, Employees, Parents/Guardians

- C. Definition (s):** N/A

- D. Policy and Procedures(s):** The policy itself, including relevant implementing procedures and guidelines.

Cheyney University

Fire Safety Plan

Revised: September 1, 2013

PREPARED BY: Lawrence W. Richards, Chief of Police – Cheyney University Fire Marshal

TABLE OF CONTENTS

Introduction	3
Responsibility	3
Potential Fire Hazards	4
General evacuation procedures	11
Emergency evacuation - classroom settings	13
Emergency evacuation - non-classroom settings	14
Emergency evacuation - conferences, offices	14
Residence halls	15
Residence Hall Fire Alarm Systems	15
Procedures For Laboratory Fires	18
Accountability	19
Crisis communication	19
Fire Extinguishing Equipment	20
Equipment Maintenance	24
Emergency telephones	25

INTRODUCTION

This fire safety plan is a guide for use by the faculty, staff and students of Cheyney University. All recipients of the plan should become familiar with its contents and directors/supervisors should discuss this information with their employees. All offices should review these plans and become very familiar with the contents. New employees and all students should be introduced to these procedures during orientation.

RESPONSIBILITY

- Vice Presidents, Deans, Directors and Chairpersons are responsible for overseeing the application of health and safety policies by ensuring that supervisory personnel reporting to them assume their responsibilities for adhering to safety regulations and guidelines. They should also identify and report situations requiring further review by the Cheyney Police Department.
- Supervisors are to implement all possible measures to provide a safe working environment for those under their direction and to instruct them in safe work procedures. Situations requiring further assistance should be reported to the department director/supervisor.
- The Cheyney Police Department advocates and promotes safe study and work conditions within the University by addressing the local, state and federal regulations. Departmental officers' responsibilities are to inform and help implement the safety policies at the departmental level.
- Each individual is responsible for conducting activities in a manner that will not endanger him/herself or others. Any difficulty in performing procedures safely is to be reported to the immediate supervisor. Individuals are also expected to take an active part in correcting and reporting hazards.
- Each individual should become familiar with the location of exits, fire alarm and fire suppression systems in the area. If trained, become familiar with the location and type of fire extinguishers in the area.
- Due to the transitory nature of the university population, Facilities Operations and Cheyney Police personnel are trained in the use of fire extinguishers and will be instrumental in assisting with emergency evacuations.
- However, fire alarms alone do not ensure any person's safety unless that person knows how to safely exit a building when the fire alarm sounds.
- **Fire Drills** are conducted frequently in all residence halls. These drills are run by Cheyney Police and Residence Life. The first drill is scheduled early in the fall semester and all residents are told in advance. Additional drills are conducted during the fall semester with no advance warning. Fire drills will be conducted during the spring semester.
- If residents do not evacuate a hall in a reasonable amount of time, the drill is repeated until officials are satisfied with the evacuation time. All repeat drills are unannounced.
- When the fire alarm sounds, you should leave the building immediately--even if someone else tells you it is a false alarm. Do not use the elevator and do not assume it is an alarm test (unless a test has been announced)--fire alarms should never be taken lightly.
- **You may go back into the building when personnel from the Concordville Fire Dept. or Cheyney Police Department tells you it is safe to re-enter.**

POTENTIAL FIRE HAZARDS: IDENTIFICATION AND CONTROL

Fires, like all other types of accidents, are largely preventable.

Fire hazards at a university can range from popcorn in a microwave oven to flammable liquids stored in a laboratory. Usually most fires are small and are quickly extinguished. Fires on college campuses are especially difficult because of the population density. Students are concentrated in classrooms, places of assembly, and dormitories. When a fire starts, it can affect a large population at one time. Another problem complicating the fire problem on campuses is the nature of the buildings. Buildings housing classrooms and residences can be old, unprotected with open stairwells, and have limited fire equipment.

The following procedures are designed to reduce the potential for fires in academic and residential buildings by controlling combustible materials, reducing ignition sources, and ensuring that means of egress are properly maintained.

COMMON CAUSES OF FIRES

- Overloaded electrical circuits, unsafe wiring and defective extension cords.
- Appliances such as coffee pots/makers, hot plates and other heating devices left on when not in use.
- Unattended cooking.
- Overheated motors and other equipment not maintained properly.
- Improper use of non-electrical heating systems (space heaters).
- Improper disposal of smoking material such as emptying ash trays in trash cans and/or coming in contact with other combustible material.
- Not using an ash tray -- leaving a lighted cigarette on combustible material such as furniture.
- Improper use, handling, and storage of flammable material (gasoline, solvents, paints).
- Improper use of candles, Christmas tree lights and associated electrical cords.
- Poor housekeeping which results in accumulation of combustibles such as paper, boxes, oil-soaked rags, and flammable liquids.
- Improper use of welding torches and equipment.

CHEMICAL HANDLING AND STORAGE

- Leaks, spills, and overflows must be avoided. Storage of flammable and combustible liquids in open containers is not permitted.
- Chemicals, specifically flammable and combustible liquids, should be stored in appropriate cabinets approved by Safety.
- Incompatible materials in storage areas must be segregated. Specifically, separate ignitable material from oxidizers or sources of ignition. In general, do not store different types of incompatibles in the same container.

EXIT WAYS

The following procedures are designed to ensure that halls and exits do not present a fire hazard and are maintained according to State Fire Code Regulations:

1. No obstructions of any kind shall be placed in front of or upon any fire escape, balcony, or other exit intended for egress from a fire.
2. No aisle, exit access, or stairway in a place of occupancy shall be obstructed with tables, show cases, filing cabinets, coat racks, or other obstructions to reduce its required width as an exit way during the hours the facility is open to employees and the public.
3. All exit doors shall be unlocked when the building or a portion of the building, served by the exit, is occupied. Exit doors shall swing with exit travel.
4. Storage of any kind, or use of office or laboratory equipment in hallways is not permitted.
5. Permanently attached bulletin boards, display cabinets, etc. may be permitted in some hallways, subject to the approval of the Safety Office. Transparent covers on bulletin boards and display cabinets must be safety glass or non-splintering material.
6. Storage of materials on stairs, landings, or under stairs is strictly prohibited.
7. Fire doors separating stairwells from hallways, or smoke partition doors are to be equipped with self-closing mechanisms or automatic release hold-open devices and must be maintained in working order. They are never to be blocked, wedged or tied open.
8. Stairways, hallways, and other exit ways including the exterior open spaces to or through which exits lead, shall be kept adequately lighted at all times when the building is occupied.
9. Lighting shall provide at least 1.0 foot candles on walking surfaces.
10. The area immediately outside building exits shall be maintained free of material at all times.
11. Bicycles and gasoline operated vehicles are not permitted in hallways, stairwells, or on sidewalks immediately next to exits.
12. All exits shall be marked with a readily visible sign. Doors, passages, or stairs that could be mistaken for an exit must be marked with a sign stating "Not an Exit."
13. Emergency lighting should be provided for exit floor illumination in case of failure of normal lighting.

Electrical & Mechanical Equipment

Electrical defects, generally due to poor maintenance, mostly in wiring, motors, switches, lamps and hot elements are the number one cause of fires in industry. Fires in mechanical equipment are usually due to friction and contact with hot surfaces. Electrical and mechanical fires can be prevented by adhering to the following guidelines:

1. Use only UL or FM approved equipment.
2. Install and maintain electrical equipment according to the National Electric Code.
3. Establish regular maintenance on equipment.
4. Ensure that extension cords are UL listed, suitable for the application, and only used as a temporary measure.
5. Use proper size and type of fuses. Do not by-pass fuses.
6. Ensure that terminal connections are clean and tight.
7. Use only approved equipment in hazardous locations where flammable vapors, liquids, gases, and combustible dust are present.
8. Do not store materials within three feet of an electrical panel.
9. Check your work area for frayed wires, ensure that electrical equipment is working properly.

10. When an electrical malfunction occurs always have it repaired as soon as possible.
11. Do not use temporary or makeshift wiring unless absolutely necessary.
12. Properly lubricate machinery.
13. Properly adjust and/or align machinery.
14. Ensure that hot pipes are clear of combustible materials.
15. Provide ample clearance around boilers, furnaces, and heaters.
16. Keep soldering irons off combustible surfaces.
17. Remove combustible dust and lint from bearings and shafting.
18. Keep oil holes for bearings covered.
19. Ensure that penetrations through fire walls, floors, or ceilings are fire stopped.
20. Do not store combustible materials in mechanical storage rooms.

Smoking

Carelessly discarded smoking materials is a major source of fires. Smoking in Commonwealth of Pennsylvania Buildings is prohibited. "No Smoking" areas should be conspicuously posted where combustibles are stored. Matches and smoking materials must be discarded in a safe container rather than on the floor.

FLAMMABLE LIQUIDS

Flammable liquids are among the most common occupational hazards found in the work place. Flammable liquids can easily vaporize and form flammable and explosive mixtures in air. The degree of hazard is determined by the flash point of the liquid, the concentration of the air-fuel mixture, and the availability of ignition sources. In addition, many flammable chemicals react violently with oxidizing compounds and may start a fire. The flammability properties of a chemical should be checked before a flammable liquid is used. The danger of fire and explosions can be eliminated or reduced by strict handling, dispensing, and storage procedures.

Safety Procedures

Ventilation

Ventilation is essential to prevent the buildup of vapors that could lead to fires and explosions. Vapors must be controlled by confinement, local exhaust, or general room ventilation. Ventilation systems should be designed to keep the vapor concentration below 25% of the lower flammability level. Room ventilation should be adequate to prevent the accumulation of dangerous concentrations of vapors if only very small quantities are released.

Ignition sources

Flammable liquids should never be heated with an open flame. Containers should always be kept closed to reduce the possibility of flammable vapors contacting an ignition source. When flammable liquids are used, all unnecessary ignition sources should be removed. Ignition sources include open flames, non-explosion proof electrical equipment, hot surfaces, and static sparks.

Smoking

Smoking is prohibited on campus and especially in areas where flammable liquids are used or stored.

Fire extinguishers

Appropriate fire extinguishers must be located in work areas using flammable liquids.

Warning signs

"No Smoking" and "Flammable Liquids" signs shall be prominently posted in areas where flammable liquids are used or stored.

General storage

Flammable liquids should not be stored near heat, ignition sources, powerful oxidizing agents, or other reactive chemicals. Flammable liquids should not be stored near an exit, stairway, or any area normally used for the safe egress of people. Storage in glass bottles should be avoided if possible. If glass must be used, the bottle should be protected against breakage. The quantity of flammable liquids should be limited to what is immediately needed. As much as possible of working quantities should be stored in safety cans. Flammable liquids should not be stored above eye level. Store solvent soaked rags in closed metal containers and empty frequently.

Flammable Storage Cabinets

Quantities of flammable liquids greater than 10 gallons must be stored in flammable storage cabinets, approved safety cans, or a properly designed flammable storage room. Approved storage cabinets are designed to protect flammable liquids from involvement in an external fire for 10 minutes. All cabinets must comply with OSHA and NFPA requirements. Metal or wooden cabinets may be used if they comply with thickness and construction specifications. Maximum storage limits for flammable liquids in approved storage cabinets are 120 gallons. Of this total, only 60 gallons of Class I and Class II liquids are allowed. No more than three such cabinets may be stored in a fire area. Storage cabinets are not required to be vented. Venting a cabinet may defeat the cabinet's purpose of protecting the contents from involvement in a fire for 10 minutes. Cabinets must be labeled in conspicuous lettering "Flammable-Keep Fire Away."

Safety Cans

Portable approved safety cans can be used to safely store, carry, and pour flammable and combustible liquids. The main purpose of the safety can is to prevent an explosion of the container when it is heated. Safety cans must be UL listed and FM approved, and properly labeled to identify contents. All approved cans must have a lid that is spring loaded to close automatically after filling or pouring. The lid also acts as a relief valve when pressure builds up in the can. A flame arrestor screen must be inside the cap spout to prevent fire flashback into the can.

Refrigerators

Flammable solvents must not be stored in standard refrigerators; explosions may result from the ignition of confined vapors by sparking electrical contacts. These refrigerators should be posted as unsafe for storage of flammable liquids. Only explosion-safe or explosion-proof refrigerators may be used. Explosion-safe or flammable storage refrigerators have been modified to eliminate the spark producing mechanisms. Explosion-proof refrigerators not only protect against flammable vapors inside the unit, but may also be used in rooms that have an explosive atmosphere. These units must be permanently wired to the electrical system.

Container size

Flammable and combustible liquids must be stored in appropriate containers according to their classification. Containers of flammable and combustible liquids are limited to the following sizes:

Class	Glass or Plastic	Metal (non DOT)	Metal (DOT)	Safety Cans
Class IA	1 pt	1 gal	60 gal	2 gal
Class IB	1 qt	5 gal	60 gal	5 gal
Class IC	1 gal	5 gal	60 gal	5 gal
Class II	1 gal	5 gal	60 gal	5 gal
Class III	1 gal	5 gal	60 gal	5 gal

Inside storage rooms

Bulk quantities of flammable liquids, such as 30 or 55 gallon drums, must be stored in properly designed indoor storage rooms or outside storage areas. Indoor storage rooms containing flammable and combustible liquids must meet the requirements of OSHA Standard 1910-106(d). These standards include spill control measures, spark-proof electrical fixtures, fire suppression equipment, and ventilation requirements.

Electrical grounding

Transferring liquids from one metal container to another may produce static electricity sparks capable of igniting the flammable vapors. To discharge the static electricity, dispensing drums should be adequately grounded and bonded to the receiving container before pouring. Bonding between containers may be made by means of a conductive hose or by placing the nozzle of the dispensing container in contact with the mouth of the receiving container. If the container cannot be grounded, then the liquid should be poured slowly to allow the charge time to disperse.

Spills

Appropriate spill kits should be available in work areas using flammable liquids. Materials should absorb the solvent and reduce the vapor pressure so that ignition is impossible.

Transportation

Flammable solvents should be transported in metal or other protective containers.

FLAMMABLE GAS CYLINDERS

Compressed gas cylinders are especially dangerous because they possess both mechanical and chemical hazards. Due to the large amount of potential energy resulting from compression of the cylinder, gas cylinders should be handled as high energy sources and as a potential explosive. In addition, the gases contained in the cylinders are hazardous because of flammable, toxic or corrosive properties. The most common hazard associated with gas cylinders is leakage from regulators that can allow the gas to diffuse throughout the room. Flammable gases can mix with the air and present fire and explosion risks.

Identification

The contents of compressed gas cylinders must be clearly identified and bear the appropriate DOT hazard label. Labels should not be removed or defaced. If the labeling on a cylinder becomes defaced, the cylinder should be marked "contents unknown" and returned to the manufacturer.

Transportation

Manual transportation of cylinders should always be done with a hand truck. Cylinders should be securely fastened with a strap or rope. The valve cap must be in place. Cylinders should never be lifted by the valve cap or dragged, rolled, dropped, or permitted to strike hard objects or another cylinder.

Training

Persons who handle flammable gas cylinders should be adequately trained in the physical and chemical properties of the gas and the proper methods to use the cylinders.

Storage

Cylinders shall be stored upright where they are unlikely to be knocked over, or secured by a heavy chain, strap, or base support. Cylinders cannot be stored in stairwells or within a required exit corridor. The valve protection cap must always be in place when the cylinder is not being used. Cylinders should never be stored on their sides or near a heat or ignition source. Storage areas shall be posted with the name of the gases stored, well ventilated and dry. Storage rooms should be of fire resistive construction. Temperatures shall not exceed 130 degrees F. Containers shall not be stored near readily ignitable substances such as gasoline, waste, or bulk combustibles.

Flammable gas cylinders stored inside occupied buildings shall be separated from flammable liquids, highly combustible materials, and oxidizing cylinder by at least 20 ft. or a 5 ft. high wall with a 2-hour fire rating. Flammable gas cylinders in storage and in use should be kept away from arcing electrical equipment, open flames, or other sources of ignition. Adequate portable fire extinguishers shall be located in storage and use areas and "No Smoking" signs posted.

Hydrogen gas systems shall not exceed 400 cubic feet unless the Safety Manager has approved the system.

Outdoor storage

Cylinders may be stored outdoors if adequately protected from the weather and direct sunlight. It is recommended that cylinders be stored under a non-combustible canopy and protected from the ground by a concrete pad.

WELDING & CUTTING

Because cutting and welding equipment is portable, it brings fire hazards into areas not designated nor protected for fire hazards. Often the area near the operation has not been inspected for fuel load. Fires can be started with the generation of high temperatures from the torch and flying hot metal. All of this can be eliminated with a hot works permit system. The purpose of a hot works permit is to limit fire hazards by establishing safe working procedures. After the work is finished, the permit is returned to the department that issued the permit. Do not cut, weld, or use other flame or spark producing equipment unless the following precautions have been taken:

1. A hot work permit has been completed and given to supervision.
2. An appropriate fire extinguisher is readily available.
3. Floor, walls, and ceiling are clear of flammable and combustible materials within 35 feet of the work area or the surface has been covered with a fire retardant cover.
4. Floor openings within 35 feet are tightly covered.
5. All equipment has been inspected and is in good working order.
6. The sprinkler system, where provide, is in service.
7. Smoke detectors have been prevented from alarming.
8. The nearest manual pull station has been located.
9. A responsible fire watch has been assigned to watch for dangerous sparks in the area.
10. The fire watch will remain on the job site for 30 minutes after completion of the job.
11. For confined spaces, ensure that appropriate monitoring has been done before entry, mechanical ventilation has been provided, and rescue equipment is available.
12. Gas tanks are not taken into a confined space.

GENERAL FIRE SAFETY EVACUATION PROCEDURES

BEFORE A FIRE/EMERGENCY

- Know the locations of fire alarm pull stations in your area and how to work them.
- On the main campus, know the fire alarm and be aware of two exits from your area in a building.
- If you have had training, make note of the fire extinguisher locations in your area.
- If you feel you may need special assistance in the event of an emergency and/or evacuation, contact the Cheyney Police Department as soon as possible for more information.
- Sponsors of all events scheduled in the academic facilities must familiarize themselves and announce area exits to the attendees at the beginning of the program.

DISCOVERING A FIRE

- Remove any person in immediate danger.
- Alert all persons in the area.
- If the fire is small and manageable, and only if you have had formal training, use the proper type of fire extinguisher to control and extinguish the fire. Do this only after the evacuation has started, and the proper emergency numbers have been called.
- If you notice flames, smoke, or any evidence of fire, activate the building fire alarm. (Pull stations are clearly marked and located near the exits.)
- If a fire alarm has been pulled, call Cheyney Police Department to give the location and description of the fire. X2405
- In the event that the general alarm is sounded leave by the nearest safe exit in your area. Once outside of the building, move away from the doors to enable others to exit.

EXITING

- When a fire alarm has been activated, Cheyney Police Officers will be on hand to assess the situation and help in the evacuation procedure.
- Instructors will advise students in classrooms or laboratories to evacuate.
- Staff and students with disabilities will evacuate with the help of identified assistant or request for help from area occupants.
- Any person showing confusion, disorientation, or hysteria must be assisted and escorted to safety.
- DO NOT USE THE ELEVATORS
- All doors and windows in the vicinity of the fire should be closed.
- Feel the door or door knob with the back of your hand before opening any door. DO NOT OPEN THE DOOR IF IT IS HOT.
- If door is not hot, brace yourself behind the door and open slightly. If heat or heavy smoke is present, close the door.
- If an exit is blocked by fire heat or smoke, go to another exit.
- Be prepared to crawl or move close to the floor to avoid smoke.
- Leave the building using the nearest exit and follow any directions given by Cheyney Police Officers at the scene or through the public address system.
- Upon evacuation, report to a faculty member - if evacuated from class; hall staff - if evacuated from residence hall or director - if evacuated from office.

ENCOUNTERING BLOCKED EXITS

- If an exit is blocked, proceed to an alternate exit. Be prepared to crawl along the floor, if necessary.
- If area exits are blocked, go to a room or area that is removed from the fire.
- While in the room/area, if possible, open the window a few inches for fresh air.
- By telephone, by hanging something out of a window, or any other means of notification inform the emergency personnel of your location.
- While in the room/area, seal the cracks around the door with towels, clothing or other materials. Continue with efforts of notifying emergency crew of your location.
- The Fire Department will search the building upon arrival.

Personnel may not re-enter the building until an all clear has been given by the Cheyney Police Department.

Emergency Evacuation of Buildings

The following procedure will be utilized to promote the safety and well-being of all university personnel (students, teaching faculty, and staff) in classroom and non-classroom settings. At Cheyney University, when a fire alarm sounds everyone must evacuate the building. Cheyney Police Officers will assist in the evacuation procedure.

Classroom Settings

A. Teaching Faculty

1. Review aloud an evacuation route for each classroom with reference to at least two exits. This should be done during the first two weeks of classes.
2. Request that class members with disabilities identify themselves in private in order to set up a plan for assistance in case of an emergency. The person with a disability should specify what type of assistance is required and expected.
3. Request that students with disabilities identify assistants for help during an emergency while in the classroom. If the student with a disability approves, can request class members for volunteers.
4. Faculty members with disabilities also need to pre-plan their evacuation strategy in cooperation with student or other assistants within the same time frame.
5. Supervise evacuation by leaving the classroom with the class immediately upon hearing the fire alarm.
6. Close classroom windows and doors, but do not lock them.
7. Provide feedback, written and verbal, following an actual emergency evacuation to the Cheyney Police Department.

B. Students with disabilities (Those with severe auditory, visual, mobility or other impairments which place them "at risk" during an emergency mass exit evacuation)

1. Identify himself/herself to each of his/her teaching faculty, indicating the extent of assistance required. If this is not feasible, contact the Office of Student Affairs and request information and assistance. The responsibility to initiate evacuation related discussions rests solely with each student with a disability.
2. Students with disabilities are responsible for knowing their specific evacuation needs and be willing and capable of communicating such information to teaching faculty and assistants. Students with disabilities who need assistance in planning their evacuation should contact the Office of Residence Life or the Cheyney Police Department.
3. Find/request the necessary assistants to help in an emergency evacuation. If unable to find assistants, request the help of the teaching faculty to identify willing assistants.
4. All assistants should be informed/become familiar with the type of assistance that is required and expected in case of evacuation drills and actual emergencies. The assistant should also:
 - A. Be serious about accepting the job of assistant to a person with disabilities.
 - B. Discuss the assistance needed and do what is requested.
 - C. Attempts to carry an immobilized person are to be discouraged. Contact Cheyney Police .

- D. Designated person, other than the assistant, should inform Cheyney Police Officers or the Fire Department of the location of the person with a disability and assistant within the building.
- E. People that are visually impaired or blind but mobile should be moved out of the rush of traffic, then assisted to safety by an assigned assistant.
- F. People that are hearing impaired or deaf but mobile should be made aware of the need to evacuate and assisted to safety.
- G. People that are temporarily immobilized, such as those wearing casts or using crutches, should be given such assistance as needed.

5. Those who assist people with disabilities during an emergency evacuation are protected against liability under the Pennsylvania Good Samaritan Act as long as reasonable care is taken.

Non-Classroom Settings

- A. All persons, (students, faculty and staff) should plan evacuation routes using exit signs as guides from the classrooms and/or offices that have been assigned to them.
- B. People with disabilities must make arrangements with assistants for safe emergency evacuation, as soon as possible and inform their supervisor (or person in charge) of their evacuation plans.
- C. Upon notification of the need for an emergency evacuation, all personnel will immediately exit the building using the appropriate pre-planned escape route.
- D. Elevators are not to be used by anyone during any evacuation procedures.
- E. Office windows and doors must be closed but not locked, since offices and other rooms may be used as safe areas if exits become blocked.

Conferences, Offices and Student Affairs Facilities

- A. Exits are posted and should be used as guides for evacuation routes in all areas.
- B. The sponsor of any event scheduled in the academic facilities shall familiarize themselves with the area exits prior to the start of the function. At the start of each session, the exits to be used shall be announced to the attendees. The sponsor is responsible for the orderly evacuation of the attendees, should an emergency occur.
- C. The sponsor of any function shall be responsible for taking steps to identify if anyone present is disabled and in cooperation with that person, determine the extent of assistance needed in the event that an emergency evacuation is required.

Office Areas

- A. Exits are marked in office areas and should never be obstructed with plants or even easily moved items.
- B. The office supervisors are responsible for making sure that the office personnel are familiar with all the possible exits in their areas.
- C. Staff that have disabilities and their supervisors are responsible for planning for assistance in case of emergency evacuation.

Student Affairs Facilities

- A. The Student Affairs Facility administrators shall follow the emergency rules as stated in this plan and be responsible for informing students and others in the facility about these requirements. They should also be prepared to render assistance when needed.

RESIDENCE HALL FIRE ALARM SYSTEMS

- Alarm pull stations are activated by completely pulling down a lever located at the lower half of the alarm station cover. Pull stations are located near exits and stairways. Fire alarms can also be automatically tripped by actuation of smoke or heat detectors.
- When activated, the alarm system in residence buildings causes an alarm to sound continuously throughout the building.
- Individual room smoke detectors sound an alarm only in that room.

Testing

Fire alarm systems are installed, repaired, and tested, by outside contractors and Facilities. All horns are checked for operation. Alarms in the Residential Halls are completely tested every six months by an outside contractor in accordance with NFPA regulations. Problems are corrected as quickly as possible. Records are maintained in the Cheyney Police Department concerning all tests.

False Alarms

Persons who knowingly turn in a false fire alarm endanger the lives of others and may cause damage to the persons and equipment responding to the false alarm. This is a violation of the Code of the State of Pennsylvania and may result in jail terms and/or fines. Persons maliciously activating fire alarms or fire detection equipment will be severely disciplined. Possible dismissal from student residence, expulsion from school, and/or criminal prosecution is possible.

Investigations

All fire alarms are investigated by the Fire Marshal to determine the cause and to prevent recurrence of the alarm. A fire incidence report is completed by the Cheyney Police in

Residence Halls and in academic buildings. Reports are kept on file in the Cheyney Police Department.

SMOKE DETECTORS

Smoke detectors respond to both visible and invisible products of combustion and sense fire at the earliest practical detection stage. Since the mid 1970's, when smoke detectors became widely available, there has been a tremendous reduction in the number of fire deaths in the U.S. Smoke detectors are used for numerous fire alarm functions ranging from warning occupants to automatically closing doors.

Locations

Residential buildings have single station smoke detectors located in sleeping areas. Hardwired detectors are located in the halls and hardwired detectors are located in each student room. Detectors located in the halls and other public areas are connected to the building alarm system. Units located in bedrooms are not connected to the building alarms. Some smoke detectors are connected to the fire alarm system and provide many functions such as shutting down air handler units, elevator recall, and release of magnetic door holders. These detectors are powered by the building fire alarm power source.

Inspections

Any smoke detector problems should be reported to the RD as soon as possible. The Resident Director inspects all room smoke detectors during school closings (Thanksgiving, Winter Break, Spring, Summer). Inspections are documented and sent to the Cheyney Police Department for review. All problems are sent to Office of Housing for repair.

Hardwired smoke detectors in the Residence Halls are inspected by an outside contractor.

Maintenance

In order for smoke detectors to function properly they must be periodically cleaned and tested. Dust accumulates in detectors over time and reduces the ability of the detector to detect smoke. Simple vacuuming on a regular cycle increases life expectancy and reliability. Hardwired smoke detectors in the Residence Halls are cleaned and tested by an outside contractor to ensure the sensing chamber and alarm circuits function properly.

Abuse

Misuse, deactivation or tampering with smoke or heat detectors is prohibited. Smoke detectors must not be covered or blocked. Nothing may be attached to the wiring of hardwired detectors.

WHEN A FIRE ALARM SOUNDS IN A RESIDENCE HALL

1. All hall staff must go to their designated locations to begin evacuation of the building.
2. Evacuate the building according to each hall's established plan.
 - a. Until it is determined to be a false alarm, every attempt should be made to gain entry into student rooms to alert them of the fire.
 - b. Knock loudly on all residents' doors announcing the need to evacuate immediately.
 - c. Check all public and common areas of the building.
3. Secure the floors so access is denied until the "all clear" is given by the Cheyney Police Department and the fire detection system has been reset.
4. Follow all designated procedures in notifying and helping evacuate students with disabilities.

If you notice an increase in room temperature or a strong smell of smoke in your area:

1. *CAREFULLY FEEL THE DOOR OR DOOR KNOB USING THE BACK OF YOUR HAND.* If it is hot, do not attempt to open. If you feel no heat, then;
2. *PARTIALLY OPEN THE DOOR WHILE STANDING BEHIND IT FOR PROTECTION.* Survey the existing condition before exiting. If your passage is blocked, then;
3. Close the door and use any available material (towel, shirt, blouse, etc.) to seal door cracks and openings. If a water source is available, soak materials before packing them into place.
4. Use the room phone to contact Cheyney Police (610-399-2405 or x2405 on a campus phone) to let them know your exact location. If no telephone is available, signal your location by placing a cloth or similar material out the window.
5. *IF SMOKE BEGINS TO ENTER YOUR AREA,* partially open a window and stay near it, keeping low and breathing the fresher air from outside.

Residence Life staff is to follow the procedures outlined in their evacuation plan.

PROCEDURES FOR LABORATORY FIRES

1. In the event of a fire in a lab, inform those present and determine if anyone is in immediate danger. If so, attempt to rescue without putting yourself or others in danger.
2. Pull the nearest fire alarm switch, which will activate the alarm in that building. This is connected to the Cheyney Police Department.
3. If possible, disconnect all electrical equipment and close all gas valves.
4. Get everyone out of the lab.
5. If trained, use fire extinguishers to assist in safe evacuation or for fighting small fires. Do not attempt to fight a major fire on your own.
6. Use the nearest exit to evacuate from your lab and meet at the designated area for your class.
7. When leaving, close, but do not lock the windows and door.

ACCOUNTABILITY

During an evacuation:

IF THERE ARE FACULTY, STAFF OR STUDENTS THAT ARE UNACCOUNTED FOR DURING AN EMERGENCY EVACUATION, INFORM CHEYNEY POLICE AND/OR THE FIRE DEPARTMENT PERSONNEL IMMEDIATELY.

OTHERWISE IF/WHEN REQUESTED, THOSE ACCOUNTABLE HAVE TO REPORT TO CHEYNEY POLICE OR THE FIRE DEPARTMENT.

Each department must have a system of accountability in case of evacuation.

In the residence halls, the hall staff member(s) is/are responsible for ensuring that all the floor residents know of a meeting place outside of the building and that all the residents of the floor have evacuated.

In the classroom, the faculty member is responsible for evacuating and accounting for students in his/her class.

The director, chairperson, or supervisor is responsible for informing the office/departmental personnel of a meeting area outside of the building and accounting for the personnel.

Verbal/written feedback regarding any emergency evacuation should be provided to Cheyney Police, who in turn will share the information with the Concordville Fire Department, and Student Coordinator, and others with a need. Feedback from disabled persons should be especially sought and changes in their emergency evacuation strategy made on an as-needed basis.

CRISIS COMMUNICATIONS

When Cheyney University faces an emergency situation which may attract media attention, such as an accident or crime, or requires communication with the community through the general media, the Director of the News Media Office should be contacted. If the emergency occurs after hours, this notification is usually made by Cheyney Police Department, which will also notify other appropriate university officials.

The News Media staff will work with the:

- **Dean for Student Affairs if students are involved.**
- **Vice President for Academic Affairs when faculty is involved.**
- **Vice President for Finance and Administration when other staff is involved.**
- **Other administrators as necessary.**

The News Media staff will collaborate with university management to gather necessary information and shape any public statements that may be made. An appropriate spokesperson will be selected to provide information to the media and/or public.

FIRE SUPPRESSION EQUIPMENT

The university maintains appropriate fire suppression systems in each building to include: ANSUL systems, fire extinguishers, sprinkler systems, standpipes and interior hose packs.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are the first line of defense against a fire. They are designed to extinguish or contain a small fire or open an escape route. Portable fire extinguishers are not designed to fight a large or spreading fire. Fire extinguishers should be used after the evacuation plan has started. If you know how to use an extinguisher, locate and identify the ones in your area . . . before you need them.

Operation

Fire extinguishers should only be used by persons trained in their proper use. If you have the slightest doubt about using a fire extinguisher, get out and call the fire department.

1. Never fight a fire if:

- The fire could block your escape route.
- You are unsure of the proper operation of the extinguisher.
- You are in doubt that the extinguisher is designed for the type of fire or is large enough.

2. Fight the fire only if all of the following are true:

- The fire department has been notified.
- The area has been evacuated.
- The fire is small and confined to its immediate area of origin (wastebasket, sofa, small appliance).
- You have a way out and can fight the fire with your back to an exit.
- You have the proper extinguisher and know how to use it.
- You use careful judgment and get out fast if the fire starts to spread.

3. To operate a fire extinguisher, recall the word **PASS**:

- **PULL** the pin by grasping the extinguisher neck in one hand and removing the pin with the other.
- **AIM** the nozzle, hose, or horn at the base of the fire.
- **SQUEEZE** the handle to release the extinguishing agent.
- **SWEEP** from side to side at the base of the fire until it is out.

Responsibilities

Approximately 300 portable fire extinguishers are located throughout the campus. The Physical Plant Personnel are responsible for training, inspecting, testing, and refilling fire extinguishers.

Types of fire extinguishers

Fire extinguishers vary in type based upon the extinguishing agent they contain. Every extinguisher must be clearly labeled to show the classification of the fires it is effective against. Water fire extinguishers must be labeled to indicate that they cannot be used on electrical fires. Pictograms show in blue the type of fire the extinguisher should be use against. Fires on which the extinguisher should not be used are shown in black with a red slash through the pictogram. Extinguishers may carry labels, pictograms or both.

Class A

Class A fire extinguishers are used to extinguish fires in ordinary combustibles such as wood, paper, cloth, rubber, and plastics. These extinguishers should not be used on electrical, flammable liquid or combustible metal fires. Extinguishers effective against type A fires contain water or a special dry chemical agent.

Class B

Class B fire extinguishers are effective against flammable liquids and gas fires such as solvents, oil, gasoline, and grease. Dry chemical agents, carbon dioxide, and halogenated agents are typically used. Water will only spread a flammable liquid fire and should **not** be used as an extinguishing agent for Class B fires.

Class C

Class C fire extinguishers are used to extinguish fires involving energized electrical equipment. Non-conducting agents such as dry chemical, carbon dioxide, or halogen compounds are used. Water should never be used to extinguish an electrical fire.

Class D

Class D fire extinguishers contain a special granular formulation that is effective against combustible metal fires such as sodium, potassium, magnesium, and lithium. Normal extinguishing agents must not be used against combustible metal fires because they may increase the intensity of the fire.

Class ABC

ABC fire extinguisher will put out most types of fires that could start on campus- wood, paper, flammable, and electrical fire. These extinguishers are also known as multi-purpose extinguishers. Most extinguishers on campus are classified as ABC.

Location

Fire extinguishers are installed according to guidelines established by BOCA and NFPA. Laboratories, workshops and other areas in which flammable solvents are used must have an appropriate fire extinguisher. Travel distances should normally be less than 75 feet for ordinary combustible and 50 feet for flammable liquids.

Access

Fire extinguishers should be readily accessible and the location of the extinguisher should be clearly identified. Fire extinguishers must be mounted off the floor and no higher than five feet. Extinguishers weighing more than 40 lbs. should be mounted no higher than 3 2 ft.

Inspections

All portable fire extinguishers should be visually inspected each month. Missing, discharged, or damaged fire extinguishers are usually replaced by the Physical Plant within one week in low hazard areas. Fire extinguishers are replaced within one day in high hazards areas and areas with overnight accommodations. Broken glass in fire extinguisher boxes in the Residence Halls will be replaced by the Housing Office. Discharged fire extinguishers are to be reported to Cheyney Police.

Records

Maintenance, hydrostatic testing records and an inventory of all fire extinguishers are maintained by the Physical Plant. Hydrostatic testing and maintenance records are placed on the fire extinguisher.

Training

Training on the proper use of portable fire extinguishers is offered by the Cheyney Police for faculty, staff, and students. Classes can be scheduled by calling the Cheyney Police at 399-2330.

Maintenance

Maintenance of portable fire extinguishers is performed by Facilities via contracted service. Automatic extinguishers(ANSUL systems) located in kitchens are tested by a qualified and licensed contractor. Every fire extinguisher is numbered and a record kept showing the inspection date, maintenance date, type of extinguisher, and name of the person performing the maintenance. Upon completion of the routine yearly maintenance the fire extinguisher tag is initialed. Maintenance procedures include a thorough examination of mechanical parts, extinguishing agent and expelling means. Hydrostatic testing is performed within the time specified by the manufacturer according to NFPA 10. Hydrostatic testing is done by an outside contractor.

Misuse

Misuse of fire extinguishers is prohibited. Fire extinguishers are not to be removed from their proper locations or discharged unless there is a true fire emergency. Anyone found tampering with a fire extinguisher will be subject to disciplinary action and/or criminal charges. Report vandalism and/or discharged fire extinguishers to the Cheyney Police Department.

AUTOMATIC SPRINKLER SYSTEMS

Automatic sprinkler systems consist of a series of pipes and nozzles that distribute water when heat activates the sprinkler heads. Most sprinkler heads activate at 165 F. Only the heads exposed to this heat will discharge. They are typically connected to the building fire alarm systems. Automatic sprinkler systems are extremely effective at preventing fire spread. In terms of life safety there have been no reported cases of multiple deaths occurring in fully sprinkled buildings where the system was operating properly. Sprinklers seldom fail to control fires, but when they do, failure is usually due to a closed supply valve.

Location

Automatic sprinkler systems are located in the following residence buildings: King Hall, Truth Hall, Emlen Hal and the New Dorm.

Inspections

All automatic sprinkler systems are inspected quarterly by an outside contractor. Documentation is maintained in the Cheyney Police Department.

Precautions

Storage shall be maintained at least 18 inches below the sprinkler head. Sprinkler heads must be kept clean and not painted. Ensure that all heads are pointed down, except side discharge heads. Do not cover or block sprinkler heads. Piping shall not be used to support ladders, equipment or other materials.

OVERHEAD FIRE EXTINGUISHING EQUIPMENT

Kitchen Fire Protection Systems

Kitchen systems consist of cylinders of dry or wet extinguishing agent connected by piping to discharge nozzles. The nozzles are located in the kitchen hoods over cooking appliances such as grills and deep fat fryers. The extinguishing agent is activated by manual activation of a pull station or discharge button, or automatic activation of heat activated fusible links in the hood. Systems in Ada Georges, Marcus Foster, and Harris-Turner will activate the building alarm. Dry chemical systems act the same way as ABC dry powder fire extinguishers. Powder from these systems smothers the fire and can cover everything in the kitchen. A kitchen can be put out of operation for several hours, or days. Wet chemical systems use a foamy material similar to soap that smothers and cools the fire. The wet extinguishing agent stays in the hood area and does not spread throughout the room.

Fire suppression systems in the kitchens are inspected and cleaned by an outside contractor. Hoods and ducts are cleaned quarterly. Filters are inspected and cleaned quarterly or as needed. Fusible links are replaced every six months. The Building Manager conducts periodic inspections to oversee the work of the contractors.

Facilities Operations has responsibility for maintenance of all portable fire fighting equipment. Any need for service of discharged fire extinguishers or provision of such equipment should be reported at x-2297.

Classroom and general building fire extinguishers are inspected monthly, and receive an annual maintenance by the qualified fire extinguisher service contractor.

Residence Hall and Auxiliary buildings are inspected monthly and receive an annual maintenance by a qualified fire extinguisher service contractor. All maintenance and service is contracted out.

PHONE NUMBERS

CHEYNEY POLICE DEPARTMENT

Cheyney Campus - 610-399-2405, on campus, x2405
(Available 24 hr. a day.)

FACILITIES OPERATIONS

Cheyney Campus - 610-399-2297, on campus, x2297
(Available 8:00 am to 5:00 pm)

RESIDENCE LIFE

Cheyney Campus - 610-399-2427, on campus, x2427
(Available 8:30 am to 5:00 pm)

NEWS MEDIA

Cheyney Campus - 610-399-2417, on campus, x2417