



Policy Title:	Fire Safety and Reporting
Policy Number:	UNIV-464
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Policy Management Area(s):	Department of Public Safety

SUMMARY:

Coastal Carolina University requires that employees who work on campus know the proper procedure to report emergencies and the locations of fire extinguishers and fire alarm systems.

POLICY:

I. FIRE SAFETY

Coastal Carolina University requires that employees who work on campus adhere to basic fire safety principles to protect life and property at the University. The University has established the following Fire Safety guidelines:

- A. Report a campus fire by sounding the local fire alarm or if there is no local fire alarm, report a fire by calling CCU Public Safety at 843-349-2911 or 2911 on a campus line.
- B. Report campus fire safety concerns to the Fire Marshal's office at 843-349-2930.
- C. Parking in front of fire hydrants and parking in fire lanes and handicap spaces is not permitted. This is also a traffic violation that is punishable by a fine.
- D. Employees are prohibited from tampering with fire protection systems, such as fire extinguishers, standpipes and sprinklers. This is illegal and punishable by a fine.
- E. The use of candles and incense in university maintained residential facilities is not permitted.
- F. Smoking and/or Vaping in University buildings is not allowed. This is illegal and punishable by a fine.

- G. Employees should strive to maintain a safe work environment. This includes general good housekeeping in order to avoid the unnecessary accumulation of clutter or combustible materials in the workplace, classrooms, laboratories and storage areas.
- H. Exits are to be kept clear to allow for free egress. Furniture, equipment or other items shall never be placed so that they block exits. Fire exits are not to be secured so that they will prohibit egress while a facility is occupied.
- I. Fire doors shall not be blocked or obstructed, or otherwise made inoperable. This includes class room, office, and doors located in the residence halls.
- J. The use of space heaters is prohibited in University facilities

II. GENERAL FIRE INFORMATION

Coastal Carolina University requires that employees who work on campus know the proper procedure to report emergencies and the locations of fire extinguishers and fire alarm systems.

Persons who see a fire should sound the alarm system immediately and exit to safety. Attempt to fight a fire ONLY if you know proper techniques and you can do so safely. Never fight a fire alone. Employees in hazardous areas should know the location of safety showers and fire blankets in the event of an emergency.

- A. Type of Extinguishers
 - 1. Class A: Rags, wood, paper
 - 2. Class B: Oil and solvents
 - 3. Class C: Electrical, oxidizing combustibles
 - 4. Class D: Metal fire
 - 5. Class K: Grease
- B. In general, dry chemical extinguishers (ABC), are common on Coastal Carolina University's campus. ABC fire extinguishers are tri-class types which cover Class types A, B and C fires. Metal fires require a special type extinguisher. If one is required, contact the University's Fire Safety Office.
- C. The responsibility of the supervisor is to ensure that all personnel are instructed in emergency procedures and inform them of hazards associated with their work area. Contact the Department of Environmental Health and Safety if there are any questions.
- D. The responsibility of every employee is to become familiar with campus emergency procedures, minimize fire hazards and notify the University's Fire Safety Office of any potential fire hazards.

- E. The University's Fire Safety Office is responsible for:
1. Minimizing all fire risks on campus.
 2. Providing periodical inspections of all campus buildings.
 3. Approving all modifications in buildings.
 4. Providing training to employees on the proper use of fire extinguishers or other types of fire protection equipment.
 5. Evaluating and approving all operational procedures involving hazardous agents and/or operations.

III. EMERGENCY EVACUATION DRILLS

Emergency Evacuation Drills (sometimes referred to as fire drills) are conducted on a periodic basis at all University facilities. The purpose of these drills is to ensure an orderly and controlled building evacuation through practice, to determine the time required to complete a full building evacuation and to analyze the evacuation procedures in order to identify and address any problems.

Although this exercise may be seen as an inconvenience, the Department of Public Safety believes the process to be an important part of emergency planning as well as providing for the wellbeing of occupants of buildings during an actual fire emergency. Cooperation is essential.

- A. Drill Procedures - When the building alarm sounds, the responsibilities of each occupant are:
1. To shut down any experiments, procedures, etc., that should not be left unattended. Extinguish any open flames and shut off any noxious or flammable gas supply valves.
 2. To secure any valuables. Purses or wallets should be taken with the occupant when he or she leaves. Close all office and laboratory doors.
 3. Leave the building via the nearest exit as soon as possible. **DO NOT ATTEMPT TO USE THE ELEVATORS**, most are wired to automatically return to the main floor and stay during a fire situation.
 4. Stand at least 100 ft. away from the building.
 5. **DO NOT** reenter the building until advised that is safe to do so by Public Safety officers.
- B. Fires and Fire Alarms
1. Report all incidents immediately by calling CCU Public Safety at 843-349-2911 or 2911 and sound the building fire alarm.
 2. Attempt to fight a fire **ONLY** if you know proper techniques and you can do so safely. Never fight a fire alone.
 3. As a general rule, smoke first accumulates in the ceiling of a room. Keep low to avoid it.

4. Check all doors by touch prior to opening. If warm, do not open; there may be a fire on the other side. Close interior doors to prevent the spread of fire and smoke.
5. DO NOT ATTEMPT to use elevators. Most are wired to automatically return to the main floor and stay there during a fire emergency situation.
6. Report hazards (i.e., chemical, high voltage lines, structure damage, etc.) to responding emergency personnel.
7. Sounding of a building fire alarm constitutes an order to leave, even if you personally believe the alarm to be false.