FLORIDA A&M UNIVERSITY

FIRE SAFETY AND EMERGENCY GUIDELINES FOR RESIDENT ADVISORS AND RESIDENT ASSISTANTS

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PURPOSE

Florida Agricultural & Mechanical University endeavors to provide it’s Faculty, Staff and Students with the assurance that the environment in which they work, study and live is safe from fire emergencies, and to assure them that if such emergency should develop they have the knowledge to protect themselves and remain safe. It is with this in mind that this material is prepared and distributed to provide the knowledge necessary to prevent potential fire emergencies and to survive any occurrence.

SCOPE

This plan applies to all Florida A & M University Faculty, Staff and Students who work and reside at all Florida A & M University owned or leased Facilities in Tallahassee.

AUTHORITIES

Florida Statutes Section 633.022 (2)(a) establish that with respect to the uniform fire safety standard the department shall develop uniform statewide standards which are reasonably prudent with respect to protecting life, safety, and property and which take into consideration the characteristic of the people utilizing the subject buildings and structures and other hazards associated with subject buildings and structures throughout the state.

OBJECTIVE

To provide necessary information, knowledge, and training to ensure that all occupants will react promptly, and appropriately to any fire emergency and to protect life and property in the event of such emergency.

EMERGENCY DEFINED

Emergency is defined as a fire, an explosion, or hazardous condition that poses an immediate threat to the safety or damage to property.
AUTHORITY HAVING JURISDICTION

<table>
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<th>Title / Position</th>
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<tr>
<td>Interim Housing Director</td>
<td>Mr. Oscar Crumity</td>
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<tr>
<td>Fire Safety Specialist</td>
<td>Mr. Owen N. Hart</td>
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Resident Advisors

Each of the above person has the authority to initiate Fire Drills, Fire Safety Seminars and Training.

FIRE DRILLS

Fire drills are required in each occupied building on campus and are conducted as required. There are two drills scheduled for each dormitory each semester, and one drill for each education and general building per year. Fire drills are very vital and essential emergency preparedness training. NFPA 101 Life Safety Code section 4.7.1 states that, "Emergency egress and relocation drills conforming to the provision of this code shall be conducted as specified by the provisions of Chapter 11 through Chapter 42 or by the appropriate authority having jurisdiction." Drills shall be designed in cooperation with the local authorities.

Section 4.7.2 further states that Emergency egress and relocation drills, where required by Chapter 11 through Chapter 42 or the authority having jurisdiction, shall be held with sufficient frequency to familiarize occupants with the drill procedure and to establish conduct of the drill as a matter of routine. Drills shall include suitable procedures to assure all persons subject to the drill participate.

Section 4.7.3 - Orderly Evacuation. When conducting drills, emphasis shall be placed on orderly evacuation rather than on speed.

*Section 4.7.4 - Simulated Conditions. Drills shall be held at expected and unexpected times and under varying conditions to simulate the usual conditions that can occur in an actual emergency.

Section 4.7.5 - Relocation Area. Drill participants shall relocate to a predetermined location and remain at such location until a recall or dismissal signal is given.

Section 4.7.6 - A written record of each drill shall be completed by the person responsible for conducting the drill and maintained in an approved manner.
FALSE ALARM OF FIRE

**Florida Statues 806.101** prohibits the act of **False Alarm of Fire as follows**: Whoever, without reasonable cause, by outcry or the ringing of bells, or otherwise, makes or circulates, or cause to be made or circulated, a false alarm of fire, shall for the first conviction be guilty of a misdemeanor of the first degree, punishable as provided in s.775.082 or s. 775.083. A second or subsequent conviction under this section shall constitute a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or 775.084. This act should be reported whenever any one is seen committing this act. Such act cause occupants to become complacent and refuse to leave the building whenever the fire alarm is activated, even in a real fire emergency. This could be potentially tragic. Such act is a cause for response from the Tallahassee Fire Department, which is a waste of valuable time and resources. This also causes disruption of normal operation in the facility that is affected.

PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers are located in all buildings on campus at various locations. These fire extinguishers are provided for the purpose of extinguishing fire when necessary. These Fire extinguishers are sometimes tampered with by students, as well as removing them from their location. This is also breaking the law. If anyone is seen tampering with a fire extinguisher, this should be reported.

**Florida Statues 806.10 Preventing or obstructing extinguishment of fire.** (1) States that Any person who willfully and maliciously injures, destroys, removes, or in any manner interferes with the use of any vehicles, tools, equipment, water supplies, hydrants, towers, buildings, communication facilities, or other instruments or facilities used in the detection, suppression, or extinguishment of fire shall be guilty of a felony of the third degree, punishable as provided in s. 775.082, s.775.083, or 775.084. (2) Any person who willfully or unreasonably interferes with, hinders, or assaults, or attempts to interfere with or hinder, any firefighter in the performance of his duty shall be guilty of a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or 775.084. All fire extinguishers must be properly installed and properly maintained. NFPA 10 Standard for Portable Fire Extinguishers, Section 4-2.1 recommends monthly inspection of all fire extinguishers that are in service. **Inspection.** Is defined as a “quick check” that a fire extinguisher is available and will operate. It is intended to give reasonable assurance that the fire extinguisher is fully charged and operable. This is done, by verifying that the extinguisher is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage or condition to prevent its operation.

*Section 4-3.1 also recommends that fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30-day intervals. Fire extinguishers should be inspected at more frequent intervals when circumstances require.*
4-3.4 Inspection Record-keeping.

4-3.4.1 Personnel making inspections shall keep records of all fire extinguishers inspected, including those found to require corrective action.

4-3.4.2 At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded.

SMOKE DETECTORS

Smoke detectors are an essential and vital piece of early warning device that are in all student’s sleeping rooms and other areas of their living quarters. Some of these smoke detectors operate solely by a 9-volt battery, while others are operated by the building’s electrical power, with a back-up battery. Students should never attempt to tamper with these devices at any time for any reason. Students should report, in writing, any problem that they are experiencing with their smoke detector to a housing staff at their facility and not attempt to do any repairs themselves. The Housing Department Maintenance Staff should test all smoke detectors on a regular basis, change the batteries once a year, repair or replace any smoke detectors that are not fully functional. Every sleeping area must have a fully functional smoke detector at all times.

SPRINKLERS

Some student housing facilities are equipped with sprinklers. This equipment is excellent fire protection and like other Fire Safety equipment, must not be tampered with. Students have been known to hang things on the sprinkler heads and cause damage to the head, which profusely dumped water in the building causing water damage to their apartment and to others below. Nothing shall be hung on any sprinkler head at any time. Care must be taken, also to avoid accidental damage.

CANDLES

No candles are to be used by students in their rooms. Candles present a very severe fire hazard, being an open flame. A recent article in NFPA journal November/December 2004, noted that NFPA study shows a 15 percent increase in home candle fires. These types of fires quite often cause multiple deaths and millions of dollars in property damages. Please take note and never use candles in your rooms.

SMALL COOKING APPLIANCES

Small cooking appliances such as Hotplates, George Foreman Grills are prohibited and shall not be used in student's room. Such types of heat-generated appliances are severe potential fire hazards.
PORTABLE ELECTRIC HEATERS

No portable electric heaters are allowed in student rooms. These are strictly prohibited and shall not be used in student rooms. Space heaters are also very serious potential fire hazards and have cause many home fires causing many losses of lives and millions of dollars in property damage. Space heaters has the potential to ignite combustibles such as bedding, walls, curtains, clothes, paper, furniture, and any other combustible materials that may be too close to the heater. Quite often such incidents occurred while the occupants are asleep leaving them little time to escape. Never ignore these warnings. You have a responsibility for your own safety. You owe it to yourself to protect yourself from fire.

EXTENSION CORDS

Extension cords are a potential fire hazards as well and care must be taken when and where extension cords are being used.

1. Use only UL (Underwriters Laboratory) approved extension cords, and their use should be temporary.

2. Extension cords being used inside shall not be longer than 6 feet in length and no longer that 50 feet in length for outside use.

3. Extension cords designated for interior use shall not be used outside.

4. Extension cords shall not be plugged together to acquire longer length.

5. Extension cords shall not be run under rugs, through doors or windows, nor over the top of doors.

6. Extension cords shall not be coiled-up while in use.

7. Extension cords spliced and taped are not permitted.

8. Extension cords damaged or frayed shall not be used.

9. Ensure that extension cords are properly plugged in when in use.

10. Extension cords shall not have any heavy objects resting on them, such as furniture or appliances or any object that may cause damage to the cord.

11. Extension cord with (3) three-prong plugs shall not be plugged into a receptacle for (2) two-prong plug by using an electrical adapter.

12. Unplug extension cords when they are not being used.
13. Keep extension cords away from hot surfaces.

14. Extension cords must be plugged directly into wall receptacles.

15. Extension cords being used must be kept away from water, damp or moist areas.

**POWER STRIPS**

1. Like extension cords, power strips are often used to provide added convenience. They are a potential fire hazard as well and should be used cautiously. Like extension cords, always use only UL (Underwriters Laboratory) approved power strips with a built-in breaker that will trip if the strip is overloaded, or if there is a power surge.

2. Never plug one power strip into another, this will cause circuit overload.

3. Only one power strip shall be plugged into a duplex (dual) receptacle.

4. No power strips with frayed wiring, damaged or missing parts shall be used.

5. Power strips must be plugged directly into a wall receptacle.

**FIRE SAFETY TRAINING**

Fire safety seminars are often scheduled at various housing locations during the semester. You are encouraged to attend these seminars and get pertinent information that will provide you with valuable knowledge that will help to keep you safe in case of a fire wherever you may be. This is information that will prove valuable to you for the rest of your life. Whenever a seminar is scheduled at your dorm or apartment, please do attend and encourage others to attend as well.

**NEVER LEAVE COOKING UNATTENDED**

If you live in an apartment on campus where cooking is allowed and you do cook, please do so very cautiously. Leaving cooking unattended is always a serious potential for fire. There have been several small fires on campus by leaving cooking unattended, some of which could have been very serious if it were not for the sprinkler system in the apartments that control the fire and prevent it from spreading out of control. This, however, cause disruption to others living in the same apartment as every one had to move out due to water damage, smoke and fire damage to the apartment. Please take into account that the carelessness and negligence of one person can bring great harm to many others. If you are cooking and you need to take a shower, turn off the stove then turn it back on when you get out of the shower and you can give it your full attention. Never take a nap while you are cooking. If you must take a nap turn the stove off but **NEVER LEAVE COOKING UNATTENDED.**
**ANNUAL FIRE SAFETY INSPECTION**

It is required that each building on campus is inspected annually. This inspection is conducted by the State Fire Marshal’s office. This inspection is done to find any Life Safety and or Fire Safety violations that may exist. The fire safety report is forwarded to the Plant Operations Maintenance Department for prompt and appropriate action. This is necessary to assure that each building is maintained to at least minimum safety standards in the best interest of all occupants. Quite often violations are found during the inspection that are quite obvious were caused by students, particularly in the dorms and apartments. As mentioned earlier, damage to fire safety equipment and University property is a violation of State statutes and if caught prosecution is possible.

Florida A&M University and the Environmental Health and Safety Department are committed to provide a safe environment for all occupants to work, live and study. Everyone is called upon to assist in the process. Report any unsafe situation that you may come across or you happen to observe any one is involved in. Report any form of vandalism to University property that you may witness.