

CEDARVILLE UNIVERSITY

NON-RESIDENT HALL FIRE RESPONSE & EVACUATION PLAN

PURPOSE:

To provide a written emergency action plan that will ensure the safety of all persons occupying academic/administrative buildings on the campus of Cedarville University.

DEFINITION:

Any condition involving the evidence of fire, smoke or impending explosion. This would include the sighting of smoke or fire, odorous evidence of burning, or concentrations of flammable gases.

APPLICABILITY:

These procedures apply to **ALL ACADEMIC, ASSEMBLY, BUSINESS AND INDUSTRIAL OR MAINTENANCE BUILDINGS ON CAMPUS**. Residence hall occupancies are covered under a separate plan.

NOTIFICATION/ EVACUATION PROCEDURES:

If you are in an area where any of the above stated conditions under the “definition” exist:

1. **ACTIVATE** a fire alarm pull station. If you are in a building that has no fire alarm S system*, warn the other occupants of the building by knocking on doors and giving verbal notification. Activating a pull station will sound the “audible horn and strobe lights” throughout the building.
2. **NOTIFY 9-1-1** immediately and contact Campus Security (at least 1 person needs to ensure that this has been accomplished). Give the exact location and nature of the situation.
3. **CONFINE** the fire by closing all the doors in the area and rescuing anyone in immediate danger. Use an extinguisher on the fire **ONLY IF YOU CAN DO SO SAFELY**.
4. **EVACUATE** the building via the nearest exit, in a CONTROLLED YET RAPID manner. All persons are to use the stairs NOT ELEVATORS during a fire alert situation. Persons exiting the building should walk at least 50-100 feet from the building, keeping the main building access clear for incoming emergency vehicles. This applies to ALL OCCUPANTS including faculty, staff, students, visitors, contractors, vendors, etc.
5. **REMAIN OUTSIDE** the building until the Fire Department and Campus Security have arrived to assess the situation, which includes a search of the building for any remaining occupants. Approval to return to the building is subject to the authorization of the Fire Chief or his/her designee.

If you are in a building and a fire alarm sounds automatically, follow steps 2 - 5, even if none of the above stated conditions appear to exist. Certain buildings on campus DO NOT have fire alarm systems. These include Ambassador Hall, Graduate Teaching Services, History & Government, Operations Center and Patterson Hall (see chart on page 3).

IMPORTANT INSTRUCTIONS:

1. Where a building alarm system is being serviced, every attempt will be made to notify the occupants IN ADVANCE. In such cases, evacuation is not necessary.
2. Fire Extinguishers are available throughout each building. They should ONLY be used on small, easily controlled fires. In addition, the correct extinguisher must be used for the type of fire encountered. Look at the label on the extinguisher to determine what class it is. For example:
 - CLASS A:** Ordinary combustibles such as wood, cloth, paper, rubber and many plastics.
 - CLASS B:** Flammable liquids such as gasoline, oil, grease, tar, oil-based paints and lacquer.
 - CLASS C:** Energized electrical equipment including wiring, fuse boxes, circuit breakers, machinery and appliances.
 - CLASS D:** Combustible metals, such as potassium, sodium, aluminum and magnesium.
 - CLASS K:** Used in kitchen facilities on cooking oils & greases such as animal and vegetable fats.

Cedarville University non-resident hall buildings utilize three (3) basic types of extinguishers:

A-B-C Models: may be used on any of the three classes of fires. SHOULD NOT be used on class D & K fires.

B-C Models: CO/2 (Carbon Dioxide) units, are to be used on B-C class fires. They may be used on class A fires if no other option exists, but the fire may rekindle. This type of extinguisher is highly pressurized, discharges a cold gas that evaporates quickly without leaving a residue.

K Models: consists of a formula that is safe for use in food preparation environments.

****NOTE**** In compliance with the fire code, *Class A extinguishers that were water based were removed from all buildings on campus as they are dangerous if used on electrical fires. A-B-C dry chemical can be used on K-class fires if absolutely necessary.*

To use a Fire Extinguisher, follow the P-A-S-S system:

P = Pull – the pin, located on the handle.

A = Aim – the nozzle just in front of and at the base of the fire.

S = Squeeze the handle.

S = Sweep – use a sweeping motion, moving the nozzle side to side. DO NOT aim at the flames!
The discharge lasts only about 10 seconds so make it count.

A training video for fire extinguisher use is available at: <https://vimeo.com/13549245>



3. ALL fire alarms should be treated as if a **REAL FIRE EXISTS** in the facility. Procedures should be followed accordingly. Buildings with central fire systems are connected to automatic notification devices that are designed to contact the Fire Department and Campus Security when an alarm is activated. Depending on the building, fire procedures may vary.

BUILDING	FIRE PROCEDURE
Ambassador Hall Graduate and Teaching Services History & Government Operations Center (Bldgs. A, B, C, D) Patterson Hall	There is NO CENTRAL fire alarm system, but the facility may have local smoke detectors . * 1. CALL 9-1-1 2. CALL CAMPUS SECURITY 3. EVACUATE the facility
Alford Auditorium & Annex Apple Technology Resource Center Callan Athletic Center & Fit-Rec Center Carnegie Center (formerly Fine Arts) Center for Biblical & Theological Studies Civil Engineering Building Chemistry Lab Center Chick-Fil-A Dixon Ministry Center Engineering & Science Engineering Projects Lab Founder’s Hall Hartman House Health Science Center Library Milner Hall Scharnberg Business Center (open May 2024) Steven’s Student Center Tyler Digital Communications Center William’s Hall	There is a CENTRAL fire alarm system. 1. PULL ALARM LEVER ON PULL STATION 2. CALL 9-1-1 even though the system has an automatic communication device. 3. CALL CAMPUS SECURITY 4. EVACUATE the facility

****NOTE:** In the event that a single/multi-station smoke detector activates in a building that is not connected to a building fire alarm system, occupants should investigate to determine the cause of the alarm. If a real or suspected fire situation exists, procedures should be followed as outlined in this document. Malfunctioning detectors should be reported to Campus Security to ensure repair.*

4. The local Fire Department and Emergency Medical Services officials will handle any rescue and/or medical services needed at the scene. The university CUEMS will assist as needed or respond in lieu of the Fire Department EMS.
5. Any critical plant operations will be handled by University Physical plant personnel in conjunction with the local Fire Department.

6. Maintenance workers or contractors performing operations that may result in false alarms from smoke detectors or other fire detection devices, need to take precautions against accidental activation and contact Campus Security or Safety in advance.
7. Campus Security can be reached on a 24-hour-a-day basis in an emergency by dialing **9-9-9** from any campus phone or **937-239-6491** from off campus or cell phone.
8. Further questions regarding “Emergency Procedures for Fire & Explosion” should be directed to the Campus Security or Campus Safety Departments.

FIRE SAFETY PREVENTION AND HOUSEKEEPING:

1. Hazardous accumulations of combustible waste or decorative materials **MUST** be controlled in order to prevent a fast-developing fire and rapid spread of smoke. Such materials include substantial amounts of wastepaper, corrugated boxes, wall hangings, etc. These materials should be discarded routinely to eliminate stockpiling.
2. Fire extinguishers, hose cabinets, pull stations, fire alarm panels, horn/strobe units, exit and emergency lights, smoke detectors, and sprinkler heads must be free of obstructions and be fully visible at all times.
3. In offices and other areas with sprinkler systems, storage must have at least **18”** of clearance between the sprinkler head and the highest point of storage unless the storage is located against the wall, such as on top of a shelving unit. In offices and other areas with no sprinkler systems, storage of all items must maintain a **24”** clearance from the ceiling, including those storage areas located against a wall.
4. Stairwells and electrical closets must not be used for storage purposes.
5. The use of candles, candle wax warmers, incense, matches, potpourri, kerosene lamps/lanterns or any **open flame is prohibited in all buildings**. Use of candles for special purposes, such as worship services, must be authorized in advance by the Fire Department and the Director of Campus Safety.
6. Electrical panels **MUST** have at least 3 feet of clearance around them and be fully accessible.
7. The use of portable heaters in offices and all other areas on the campus is generally prohibited. Only heaters issued by the Operations Center for use on a temporary basis during a heating system shutdown for repairs due to mechanical issues are authorized for use.
8. Only **“power strips” or “multi-plugs” with surge or circuit protection are permitted** for use in offices and all other areas on the campus. Appliances or equipment that cannot be plugged directly into the wall outlet, must be plugged into a protected power strip. “Daisy-chaining” of power strips, use of non-surge protected multi-plug adapters and the interconnection of extension cords is prohibited. When extension cords are used they must not be extended through doors or windows as they can present a trip or

pinch hazard. In addition, they are only intended for temporary use and must be unplugged after each period of use and cannot serve as a substitute for permanent wiring.

9. Offices should be maintained in such a way that excessive amounts of books, papers, magazines, etc. do not present a fire hazard by increasing the “fire load.
10. The use of “fire pits” or other “burning containment devices” is not permitted adjacent to any campus building without prior permission of the Director of Campus Safety, or designee and the local Fire Chief.
11. Corridors, lobbies, atriums, stairways and other public areas on campus must not be blocked in such a way that the normal flow of pedestrian traffic is impeded, significantly reduced or obstructed. Those responsible for planning special events should contact the Director of Campus Safety to assist in advance to ensure that all fire codes are properly maintained.

CAMPUS SECURITY PROCEDURES:

The responsible officer(s) on duty:

1. Ensures that the Cedarville Fire Department has been contacted via 9-1-1.
2. Reports to dispatch if there are any reported or anticipated casualties that will need medical attention.
3. Notifies the Directors of Campus Security and Safety or another ranking department officer if they are unavailable.
4. Notifies the Associate Vice President of Operations and the appropriate Physical Plant Manager(s) – IF THE SITUATION REQUIRES IT due to building or equipment damage/loss.
5. Cordones off the affected area or building and maintains personal safety and crowd control.
6. Establishes a command post at an appropriate location as directed by the authorities if necessary.
7. Ensures that the fire panel is accessible to the Fire Department and has an exterior door adjacent to the panel open for entry upon their arrival.
8. Directs authorized responders to the scene via the safest and most direct route.
9. Resets the alarm system after the “All Clear” is issued.
10. Contacts the alarm monitoring company to advise of the situation and final outcome if necessary.

FIRE CHIEF OR DESIGNEE:

1. Assumes overall responsibility upon arrival on the scene.
2. Issues the “ALL-CLEAR” if/when the building may be re-occupied.

CAMPUS SECURITY/PHYSICAL PLANT OPERATIONS:

1. With counsel from the Fire Chief, determines the feasibility of continued use of the affected building.
2. The Director(s) of Campus Security or Safety will notify the Associate Vice President of Operations who ensures that the appropriate Administrative staff including the President, Vice President of Business and other Physical Plant Managers as needed are notified if the building or section of building cannot be re-occupied or further actions are necessary to restore normal operations.

ADMINISTRATION:

1. Makes the decision to relocate occupants to alternate facilities on or off campus if necessary.

Issued by:
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