

CEDARVILLE UNIVERSITY

RESIDENT HALL FIRE RESPONSE & EVACUATION PLAN

PURPOSE:

To provide a written emergency action plan that will ensure the safety of all persons occupying non-resident hall buildings on the campus of Cedarville University.

DEFINITION:

A fire evacuation situation refers to any condition involving 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 resident halls on campus**. Non-Resident hall facilities such as academic, assembly, business and industrial/maintenance occupancies are covered under a separate document.

NOTIFICATION/EVACUATION PROCEDURES:

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

1. **ACTIVATE** a fire alarm pull station. If you are in a building that has no central fire alarm system*, warn the other occupants by knocking on doors and shouting as you leave. 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 rescue anyone in immediate danger **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 has 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 residences on campus DO NOT have fire alarm systems. These include Palmer Hall, Huffman House, Cedar Park Apartments, South and Harriman Halls (see chart on page 3).

IMPORTANT INSTRUCTIONS:

1. Where a building alarm system is being serviced, every attempt will be made to notify occupants IN ADVANCE. In such cases, evacuation is not necessary.
2. **“Fire Drills”** for resident halls will be held during the fall and spring semesters, at a time when the majority of students are in their rooms. The Resident Directors and the Campus Security and Safety Departments will coordinate scheduling. The local Fire Department will participate with these drills. Drill frequency is usually 1 – 2 drills per semester.
3. Fire Extinguishers are available throughout each resident hall. They should ONLY be used on small, easily controlled fires. In addition, the correct extinguisher must be used for the type or class 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 paint, and lacquer.
 - CLASS C:** Energized electrical equipment including wiring, fuse boxes, circuit- breakers, machinery and appliances.
 - CLASS D:** Used in industrial settings on combustible metals, such as potassium, sodium, aluminum & magnesium.
 - CLASS K:** Used in kitchen facilities on cooking oils and greases such as animal and vegetable fats.

Cedarville University resident halls utilize two (2) basic types of fire extinguishers:

A-B-C models: dry chemical multi-purpose units that can be used on any of the first three classes of fire that could be encountered in a resident hall.

B-C models: CO₂ Carbon Dioxide units, to be used on B-C Class fires. They may be used on A-class fires if no other option exists, but the fire could rekindle. The unit is pressurized, discharged as a cold gas and evaporates quickly without leaving a residue.

****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 have about 10 seconds charge so make it count.

To view a training module on using fire extinguishers see: <http://vimeo.com/13549245>



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

BUILDING	FIRE PROCEDURE
Cedar Park Apts. Palmer Hall Huffman House (RD residency only) Harriman Hall South Hall	There is NO CENTRAL fire alarm system. Units are equipped with local multi-station smoke detectors only.* 1. CALL 9-1-1 2. CALL CAMPUS SECURITY 3. EVACUATE the building unless it is a smoke alarm malfunction. Call Campus Security if the alarm does not clear.
Bates, Parker & Dunn Halls Brock Hall Faith Hall Carr, Marshal & Rogers Halls Jenkins Hall Johnson & St. Clair Halls Lawlor Hall Maddox Hall McKinney & McChesney Halls Morton Hall Murphy, Rickard & West Halls New 2024 dorm (opening in July 2024) Printy Hall Townhouses Shrubsole House Walker Hall Willetts Hall complex (Central, North & South) Wood Hall	There is a CENTRAL fire alarm system. 1. PULL ALARM LEVER ON PULL STATION IF ONE IS AVAILABLE 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 needs required 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 by dialing **9-9-9** from any campus phone, or **937-239-6491** from off-campus or cell phone.

8. Further questions regarding “Fire Response and Evacuation Procedures” should be directed to the Campus Security or Campus Safety Departments.

FIRE SAFETY PREVENTION & HOUSEKEEPING:

1. Hazardous accumulations of combustible waste or decorative materials **MUST** be controlled, 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 and strobe units, exit and emergency lights and smoke detectors, and sprinkler heads must be free of obstructions and be fully visible at all times.
3. In sprinkled rooms and all other areas, storage must have at least **18”** of clearance between the sprinkler head and the highest point of storage unless located against the wall such as on top of storage racks or bookshelves. In non-sprinkled rooms and areas, storage of all items must be maintained with a **24”** clearance from the ceiling including those located against the wall.
4. Corridors, aisles, passageways, stairwells and exits must be clear of obstructions which would impede the flow of traffic. Doors may not be wedged open in hallways, stairways, and bathrooms.
5. The use of candles, candle wax burners, incense, matches, smoking materials, potpourri, kerosene lanterns or lamps, or any **open flame is prohibited in all buildings**. The storage of combustible fuels, paints, or oil is also prohibited.
6. Stairwells and electrical closets must not be used for storage purpose.
7. Electrical panels **MUST** have at least 3 feet of clearance and be fully accessible.
8. The use of portable heaters, halogen lamps without safety guards, and cooking devices other than microwaves is 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.
9. Only **“power strips” or “multi-plugs” with surge or circuit protection are permitted** for use in resident halls 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.
10. Rooms should be maintained in such a way that excessive amounts of books, papers, magazines, furniture, etc. do not present a fire hazard by increasing the “fire load.” No greater than 20% of wall surfaces in corridors and rooms can be covered with combustible material such as posters, artwork, etc.
11. No items may be hung on or near the resident room ceiling. This includes items such as blankets, paper decorations to filter the light, wooden lattice work, flags, etc.

12. Resident hall rooms cannot be divided by bookcases, wall structures, etc., that span from the floor to ceiling or cover a substantial portion of the room. This will impede the sprinkler systems ability to cover the entire area.
13. The use of “fire pits” or other “burning containment devices” are not permitted adjacent to any resident hall or related facility.

Refer to the “Student Handbook” web page for further information.

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 official in the department if unavailable.
4. Notifies the Associate Vice President of Operations and appropriate Physical Plant Managers(s) IF THE SITUATION REQUIRES IT, due to building or equipment damage.
5. Cordones off the affected area or building in an effort to maintain personal safety and crowd control/loss.
6. Establishes a command post at an appropriate location as directed by authorities if necessary.
7. Ensures that the Fire Alarm panel is accessible to the Fire Department and has the 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 over-all responsibility upon arrival at scene.
2. Issues the “All-Clear if/when the building may be re-occupied.

CAMPUS SECURITY/PHYSICAL PLANT OPERATIONS:

1. With the counsel from the Fire Chief, determines the feasibility of continued usage of the affected building or section of the 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.

3. The Director(s) of Campus Security, Safety or Associate Vice President of Operations will also ensure that the Vice President of Student Life, appropriate Associate Dean(s) and Resident Director(s) of Student Life are notified of the situation.

ADMINISTRATION:

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

Issued by:

Douglas W. Chisholm
Director of Campus Safety & Risk Management
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