

VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND

<i>TITLE: Fire Safety Policy and Guidelines</i>	POLICY NUMBER: GO19.1
	Page 1 of 8

POLICY STATEMENT:

Good housekeeping is a pre-requisite for fire prevention. There is to be a place for everything and everything is to be kept in its place. The following precautions and regulations are applicable throughout the school campus and adherence to these preventive measures by each individual will result in a safer and more sanitary condition of work and occupancy. Good order does more than reduce fires; it promotes pride in the place of employment

FIRE PREVENTION REGULATIONS:

1. ELECTRICAL:

- a. Modifications and repairs to electrical wiring will be made only by authorized Facilities Staff.
- b. Switch starters and fuse boxes shall be kept closed at all times.
- c. All heat producing appliances are prohibited from use on the school campus, other than coffee makers and microwave ovens. These appliances are permitted in established kitchens and staff lounges. Written authorization will be issued for the use of these devices in other locations only after the proposed location has been inspected by the electrician and the Director of Operations (or his designee). Unauthorized electrical appliances shall be reported to the Director of Operations or the Director of Public Safety.
- d. Coffee makers and other electrical appliances not specifically required for operation shall be disconnected or turned off before securing buildings at the end of the shift.
- e. Paper and other flammable materials or decorations shall not be placed over electric light bulbs, or any heat generating devices.
- f. Approved explosion proof electrical equipment shall be installed in all areas where explosive vapors and/or dust exits, and in accordance with requirements of the National Electrical Code (NFPA 70).
- g. Portable desk lamps are permitted provided they meet the requirements of an international listing agency, preferably Underwriters Laboratories (UL), and are labeled accordingly. Further, incandescent bulbs are not permitted, as they

produce heat to a level to cause a fire if covered or contained. Compact Fluorescent Bulbs (CFL) or LED bulbs are permitted.

- h. Electrical aromatic devices are prohibited on campus because it is a heat producing appliance and fume irritant to people with sensitivity issues.

2. FLAMMABLE LIQUIDS:

- a. Minimum quantities of flammables such as anesthetics, alcohols, paint, thinners, rubber cement, chemicals, etc. shall be maintained in the area where used.
- b. The use of gasoline, naphtha, alcohol, benzene, and other volatile flammable liquids for cleaning purposes is prohibited unless approved by the Director of Facilities and Engineering.
- c. Paints, oils, greases, alcohol, benzene, and other flammable liquids kept in any building, shops, storeroom, office, or similar place shall not exceed the quantity necessary to meet routine requirements. Flammable liquids shall be kept in approved safety containers. Storage of these materials within buildings shall be in approved and listed metal or metal lined lockers.
- d. Paint spraying shall be confined to approved spray booths or outdoor locations.
- e. Smoking is permitted on campus only in designated areas, and under no circumstance is to occur within fifty feet of gasoline storage or fueling operations.
- f. Grounding connections shall be properly attached during all transfer operations of flammable liquids such as thinners, acetones, alcohol, benzene, etc.

3. WELDING AND BURNING:

- a. Cutting of materials with an acetylene torch and welding shall not be undertaken in combustible locations. An approved "Hot Work Permit" must be in place before any burning, cutting, welding or brazing operations begin.

4. STORAGE:

- a. Storage of materials shall be in a neat and orderly manner.
- b. Materials in buildings shall not be stored within eighteen inches of electrical lights, eight inches of steam lines, and eighteen inches of fire sprinkler heads.

An eighteen-inch clearance shall be maintained between stored materials and the ceiling.

5. EXITS:

- a. Exit doors, aisles and stairways leading to exits shall be readily accessible at all times, allowing an 8 foot passageway through the corridor.
- b. Exit stairways are to be kept clear at all times. Storage near exit stairways is prohibited.
- c. Egress areas are to be free of obstructions that could fall and block the exit progress.
- d. Exits shall be clearly marked and/or lighted.
- e. All labeled fire doors must be kept closed when not in use.
- f. The use of temporary door chocks is prohibited except for maintenance and housekeeping activities when necessary. The area of the chocked door must never be left unattended, and the door must be closed in the event of any fire alarm sounding anywhere on campus.

6. OXYGEN EQUIPMENT:

- a. Oxygen equipment shall only be operated by personnel who have the required training. "NO SMOKING" signs shall be posted on all oxygen equipment at all times. Oxygen in use signs are required on or at doors to rooms where oxygen is in use or stored.

7. MISCELLANEOUS:

- a. All draperies and decorations shall be treated with an approved flame proofed solution. A certificate of proof of fire retardancy must be provided at the time of purchase. Tarpaulins, used for the protection of oxygen storage, shall also be treated with approved solution.
- b. Hoods and vents over ranges in kitchens shall be cleaned and fireproofed when required in accordance with manufacturer's instructions. Extinguishing devices shall be installed on hoods where required by standards set forth by the National Fire Protection Association.
- c. Sawdust shall not be used for absorbing oil drippings.

- d. Storing of contaminated coveralls, overalls, greasy clothing, or oily rags in closets or lockers is strictly forbidden.
- e. Clothing or other flammable materials shall not be hung near or laid on radiators or any heat producing appliances or devices.
- f. Oily waste or rags shall be kept in separate approved self-closing metal cans.
- g. Report all cracked or broken light sockets, frayed wire, and switches that do not work, broken wall switches and wall outlets through the electronic work order system. They are all fire hazards.
- h. Do not run your own extension cords. Extension cords are prohibited for general use unless they are the multi-box type (power strips) and are UL listed. It is prohibited to plug a power strip into another power strip or extension cord. If you need a light or convenient outlet in a special place, request through your supervisor to have it installed properly. Long term use of extension cords is strictly prohibited within the facility unless prior approval has been obtained (in writing) from the Director of Facilities and Engineering. Temporary use of extension cords for special events must be reviewed and approved by campus electricians or the office of Public Safety.
- i. Caution should be used in handling cigarette lighter fluid, aerosol deodorants, and hair spray, etc.
- j. The use of portable heating units must be approved by Facilities or Public Safety on an emergency basis. Only oil filled units will be approved. Routine and non-permitted use of portable heaters is not permitted.
- k. Electric blankets are strictly prohibited.

9. TOBACCO ON CAMPUS

- 1. Tobacco use and smoking will be permitted in designated smoking areas only. Refer to OP026 Smoking/Tobacco Use Policy for smoking rules and locations.

II. FIRE PROCEDURES FOR ALL DEPARTMENTS:

1. IF FIRE OCCURS IN YOUR AREA:

- a. Activate Alarm by pulling the handle of the nearest fire alarm station.
- b. Remove everyone from the building as quickly and as calmly as possible.

- c. Close as many windows and doors, as is practical to confine the smoke and flames.

2. EVACUATION:

- a. Evacuate through exits, as posted, remaining outside until all is clear and you have been told to re-enter.
- b. Occupants of individual floors will meet at a designated point immediately upon evacuation.
- c. Teachers/House-parents are responsible for obtaining a census count and reporting absences to the responding incident commander and SLO Coordinator/Principal as the case may be. Supervisors shall account for their support personnel.
- d. In the event that someone cannot be located, the Incident Commander shall be notified immediately for a decision on whether to conduct a search. The Superintendent must be immediately notified as well.
- e. All personnel will assist Direct Care Staff with the students as necessary.
- f. Direct Care Staff are to remain with the students to insure that they remain out of danger and do not impede emergency operations. Students and personnel may be relocated to a safe indoor location after consulting with Public Safety and the Incident Commander.
- g. Do not re-enter the building until told to do so by the Superintendent or Designee.

3. FIRE FIGHTING:

- a. Extinguish fire if possible.
 - 1. Keep everyone away from the fire area and out of the smoke.
 - 2. Individual training must be current to use a fire extinguisher, otherwise personnel must evacuate the area and sound the alarm.
 - 3. If the fire is extinguished, report the occurrence to your supervisor and Public Safety as soon as possible.

III. IF FIRE OCCURS IN ANOTHER AREA:

- a. Stand by for instructions/moves to unaffected areas, should it be necessary.
- b. Do not use the telephone, except for emergency calls.
- c. Remain inside and away from the affected area. If you are needed to assist in the affected area, you will be called as needed by the Superintendent or Designee.

IV. FIRE FIGHTING EQUIPMENT:

1. All personnel shall become familiar with and understand how to use fire-fighting equipment available to them. All employees shall complete on-line scheduled training on the use of fire extinguishers annually.
2. Always report the use of a fire extinguisher to the Public Safety/Security Office. Once used, an extinguisher must be promptly recharged. Do not place the extinguisher back on station after use.

VI. FIRE DRILL INSTRUCTIONS:

1. Routine fire drills will be scheduled by Public Safety and the Principal of the Deaf and Blind Departments for the school.
2. During the first month of school there will be at least one fire drill per week for each building, including Residence Halls, on each shift. Simulated drills will only be conducted for shifts after midnight. For the remainder of the school year, there will be at least one (1) fire drill per month, per building. In addition, there will be two lock-down drills during the first 20 days of school, one of which must occur in September, and two additional lock-down drills during the remainder of the school year, one of which must occur in January.
3. All personnel shall take part in fire drills. Drills will involve all shifts and be treated as an actual fire.
4. Periodically fire drills will involve simulated fires in the primary exit route and the use of the secondary exit routes will be practiced. We have no control over an actual event.
5. A written report for each routine drill is to be submitted by the affected department heads to the Public Safety office by the 25th of each month. The reports will then be recorded and then passed to the superintendents' office for permanent file.
6. In both fire drills and actual fire emergencies, it is imperative that buildings be vacated as quickly as possible. Evacuations must be orderly and all involved must go directly to the designated assembly areas where census count is to be taken. Verification of everyone in the involved area is just as important and urgent as is the need to vacate in

a fire situation. If anyone is still inside a minute can make the difference between life and death

7. Outside assembly areas need to be located where they will not impede the progress of incoming emergency personnel or equipment and be far enough away to be clear of smoke and falling debris.
8. Immediately upon obtaining accountability, Instructors/Human Service Care Workers are to report their findings to the Principal/Safety Officer. (Person conducting the drill)
9. All staff and students must remain outside until the "ALL CLEAR" signal is given. Do not approach the building until told that you can return. The word "ALL CLEAR" will be given by the Principal/Safety Officer (Person conducting the drill), the Superintendent, or the Designee in an actual emergency. During inclement weather, staff and students may be relocated to an unaffected building after notifying the incident commander.
10. If, due to an emergency situation, damage should occur to the building or interior, occupants will be relocated to another area until repairs can be made.
11. Fire drills shall include: Sounding of alarms, practice in building evacuation procedures, practice in alerting fire-fighting authorities, practice of other simulated fire safety procedures as may be required by facility's plan.
12. The primary intent of this fire drill standard is to assure that all facility staff has an opportunity to rehearse the fire safety procedures included in the written fire plan. However, it is not required that the third shift staff necessarily awakens and evacuate sleeping children a night. Rather, the standard requires as a minimum that the third shift staff quietly simulate the various rules and duties that they would carry out should there in fact be a fire or other similar emergency. This would include simulating the activation of the alarm; simulating alerting fighting authorities; dispersing to evacuation duty stations; simulating the opening and closing of appropriate doors, i.e. having appropriate keys available, testing locks, etc; and simulating other appropriate staff activities as required by the written fire plan. This simulated fire drill by the night shift must be documented as a fire drill.
13. Fire alarms shall not be counted as fire drills. If all procedures related to fire drills are fully carried out as a result of a false alarm, the false alarm may be counted as a fire drill, but it must be documented.

Rescission: Effective Date: July 1, 2009, Revised: April 2016, Revised: December 2016 BOV Approved: March 23, 2017
--