

# Safety and Health Policy and Procedure Manual

## FIRE EMERGENCY PROCEDURES Section 170

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## SECTION 0170

### I. INTRODUCTION

These Fire Emergency Procedures were developed as an operational document to insure that all university personnel follow the same guidelines in the event of a fire.

The primary consideration in the event of a fire will be the life safety of the building occupants. Secondary considerations for the protection of property should be made prior to an emergency situation. In the event of a fire emergency, all university personnel are to completely evacuate the building(s) involved and take instructions from the University Police on the scene. When the Greensboro Fire Department arrives they will have primary responsibility, and the University Police will assist them with crowd control and limiting access, as required. Failure to obey public safety officials at the scene if an emergency is a violation of North Carolina Law and this policy.

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### II. STANDARD

North Carolina State Building Code, Volume V, "The State Fire Code", North Carolina Department of Insurance.

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### III. PROCEDURES

A. In the event of a fire, or if you smell smoke, **close the doors** to isolate the fire and begin to **leave the building**.

B. **Activate the building's fire alarm system** on your way out of the building. (If you occupy a smaller building that does not have central fire alarm system, yell "FIRE" to alert other occupants of the danger.) Upon activation of the alarm, occupants are to leave the building immediately. (The only exception is during a scheduled fire drill, when the alarm is activated for one minute or less, see [Section IX](#) of this policy).

C. Once safely outside the building, call the University Police at extension 4444 or by using a "Police Emergency" phone.

D. Remain outside the building, a safe distance away, to provide information to the Police as they arrive. The University Police will notify the Greensboro Fire Department. Departments should gather outside the building at one location to insure that all personnel have left the building.

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### IV. TRAINING

Each employee shall be informed of these Fire Emergency Procedures during New Employee Orientation.

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## V. FIRE EXTINGUISHER USE

Fire extinguishers and fire hoses are to be used only by university personnel specifically trained to do so. This training must be approved and documented through the UNCG Office of Safety. If a fire extinguisher has been discharged, call the Physical Plant at extension 3456 to have it replaced.

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## VI. MEANS OF EGRESS AND ESCAPE ROUTES

A. Each building will have evacuation routes posted to allow occupants to become familiar with possible escape routes prior to an emergency. In the event of an emergency, occupants should exit by the closest route possible. Elevators shall not be used for evacuation. They can quickly become uninhabitable from smoke and are not designed for use during a fire.

**B. No person shall place, store or keep any materials the presence of which would obstruct a means of egress or which would render it hazardous.** All means of egress shall be maintained so as to provide free and unobstructed egress from all parts of the building at all times. All means of egress shall be available for full instant use in case of fire or other emergency.

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## VII. FIRE EMERGENCY EQUIPMENT

### A. Fire Alarms

Tampering with fire alarms is a violation of state law and this policy. Maintenance of systems will be performed by the Physical Plant or contractors hired by them.

### B. Fire Extinguisher

Tampering with or removing fire extinguisher is a violation of state law and this policy. Fire extinguishers are periodically serviced by the Physical Plant. If a discharged extinguisher is discovered, it should be reported to the Physical Plant Work Center for replacement.

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## VIII. NOTIFICATION OF RISK MANAGEMENT/PURCHASING

In accordance with the Risk Management Section of the Business Affairs Policy Manual, losses from fire must be reported promptly to the Purchasing Department to begin attempts at replacement. Details on these procedures should be determined by referring to this manual.

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## **IX. FIRE DRILL PROCEDURES**

### **A. Background**

Fire drills are required by the North Carolina State Building Code, Volume V, "State Fire Code" Section 809.3. The Code further requires that records of these drills be maintained, and made available for the fire inspector. University buildings are divided mainly into five occupancy groups by the North Carolina State Building Code and thus have different fire drill requirements.

The majority of campus buildings are considered Business, Assembly or Mixed Occupancies. These buildings include classrooms, office and research buildings, various assembly spaces and combinations of all of these. All of these occupancies which have fire alarms, should have a fire drill at least once per year. For these building types evacuation is not required, if it is not practicable. The purpose of these drills is to sound the alarm for a brief period so that the building's occupants are familiar with the sound of the alarm. Three of the university's buildings are considered Educational Occupancies by the Code because they are used for educational purposes through the twelfth grade. These buildings contain daycare facilities, and must have fire drills at least once a month. Evacuation of the "zone of fire origin" is required by the code. The university's residence halls are considered Residential Occupancies by the Code and are required to have fire drills at least once every three months. Complete evacuation of these buildings is recommended. In order to meet accreditation requirements, the Gove Health Center will conduct fire drills on a quarterly basis.

### **B. Procedures for Fire Drills**

1. Four separate procedures are used to address the different occupancy types at the university. The first procedure concerns the Business, Assembly and Mixed Occupancies with fire alarms. A list of these buildings is included as [Appendix B](#). These buildings require a fire drill once a year and evacuation is not required. The primary purpose of these drills is to familiarize the occupants of the building with the sound of the alarm and remind them of the appropriate action to take in the event of an emergency. This is accomplished by informing the occupants of the exact date and time of the drill, then sounding the alarm for one minute. The occupants will be informed in two ways: The first will be posting of notices at entrance doors; the second will be notification by department heads, who will be asked to remind their staff about the drill and evacuation procedures for emergencies. Fire drills will be scheduled in advance to occur just after the change of classes. No drills will be scheduled during final exam periods. The Office of Safety will contribute the staff time necessary to schedule drills and inform the occupants. The University Police will contribute the staff time to activate the fire alarms at the appropriate times. A brief report including the time and date of the drill will be completed by the University Police and kept on file by the Office of Safety for the fire inspector.

2. The second procedure will be used for buildings with Educational Occupancies. These buildings are North Drive Child Care Center, the Carter Child Care Center and the Curry Building. These buildings require fire drills at least monthly and will require evacuation. Because only a portion of the Curry Building is used as an Educational Occupancy, only a portion will be evacuated. The other buildings will be completely evacuated during the drill. To lessen confusion in the Curry Building, fire drills will be conducted on a consistent day of every month, i.e. the first Tuesday of every month. The coordinator of the Child Care Education Program (CCEP) will establish the schedule for the drills and provide this in advance to the School of Education and to the University Police, who will activate the fire alarms at the appropriate times. In addition, the CCEP Coordinator will complete the Fire Drill Report required by the Department of Facility Services (DFS). A brief university report including the date and time of the drill, the number of people evacuated, and the time of evacuation will be completed by the University Police and kept on file by the Office of Safety for the fire inspector.

3. The third procedure for fire drills will be used in the university's Residential occupancies, which include all of its residence halls and apartments with fire alarms. A list of these buildings is included as [Appendix C](#). Fire drills are required at least once every three months and the occupants of the building should be evacuated. The Residence Director responsible for the building will schedule the drill, in advance, with the University Police. The University Police will contribute the staff time to activate the fire alarms at the appropriate times. A brief report including the time and date of the drill, the number of people evacuated and the time of evacuation will be completed by the Resident Director. A copy of this report will be forwarded to the Office of Safety and kept on file for review by the fire inspector.

4. The fourth procedure for fire drills will be used by the Gove Health Center. Fire drills will be conducted at least every three months. The Office of Safety will contribute the staff time necessary to schedule the drills and inform the occupants. The University Police will contribute the staff time necessary to activate the fire alarms at the appropriate times. A brief report including the time and date of the drill will be completed by the University Police and kept on file by the Office of Safety for the fire inspector.

### **C. Recordkeeping**

Records of the fire drills will be recorded on the form included as [Appendix A](#). Child care facilities will also complete the DFS Fire Drill Report.

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## **X. ASSEMBLY OCCUPANCIES OF OVER 300 PERSONS**

In facilities which have an assembly rating of three hundred or more persons, an inspection of exits and an announcement of exit locations must be made prior to the beginning of any assembly event. A record of the inspection and the announcement will be made by the event sponsor and forwarded to the Office of Safety for inspection by the fire inspector. A form for this purpose is available from the Office of Safety.

These facilities include:

- Aycock Auditorium
- Taylor Theatre
- Fleming Gymnasium in the HHP Building
- Cone Ballroom in the Elliott University Center
- Curry Auditorium in the Curry Building

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## **XI. SMOKING IN AREAS WITH FLAMMABLE LIQUIDS**

Smoking is prohibited in areas where flammable liquids are dispensed, used or stored. In outdoor locations, smoking shall be prohibited within twenty feet of the flammable liquid. Indoors, smoking shall be prohibited within the same room or fire zone. If the quantity of flammable liquid exceeds ten gallons, special precautions must be taken. The Office of Safety will assist as requested with determining special precautions. In addition "Danger, No Smoking" signs will be posted in these areas. This will be the responsibility of the department using or storing the flammable liquids.

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**Appendix A, Section 0170**

**THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO**

**FIRE DRILL REPORT**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

Building: \_\_\_\_\_

Approximate Number of Occupants Evacuated: \_\_\_\_\_

Total Time for Evacuation: \_\_\_\_\_

Persons Conducting Fire Drill: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

This form completed by: \_\_\_\_\_ Ext: \_\_\_\_\_

\_\_\_\_\_

## **Appendix B, Section 0170**

### **THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO**

#### **Business, Assembly and Mixed Occupancy Buildings**

- Dining Hall
  - Petty Science Building
  - Stone Building
  - Carmichael Building
  - Brown Building
  - Brown Annex
  - Aycock Auditorium
  - Taylor Theatre
  - Forney Building
  - McIver Building
  - Jackson Library
  - Elliott University Center
  - Park Gymnasium
  - Moore Building
  - McNutt Building
  - Graham Building
  - Eberhart Building
  - Mossman Building
  - Business and Economics Building
  - Ferguson Building
  - HHP Building
  - Cone Art Building
  - Financial Aid Building
  - Campus Recreation Facility
  - 500 Forrest St.
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## **Appendix C, Section 0170**

### **THE UNIVERSITY OF NORTH CAROLINA at GREENSBORO**

#### **Residential Occupancy Buildings**

- Shaw Residence Hall
  - Hinshaw Residence Hall
  - Gray Residence Hall
  - Bailey Residence Hall
  - Cotten Residence Hall
  - Jamison Residence Hall
  - Coit Residence Hall
  - Weil/Winfield Residence Hall
  - Moore/Strong Residence Hall
  - Phillips/Hawkins Residence Hall
  - Ragsdale/Mendenhall Hall
  - Reynolds Residence Hall
  - Grogan Residence Hall
  - Cone Residence Hall
  - Spencer Residence Hall
  - Guilford Residence Hall
  - Mary Foust Residence Hall
  - Tower Village Apartments
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