



CAMPUS COMMUNITY FIRE AND LIFE SAFETY POLICY

Origination Date: July 1st 2009

1. PURPOSE

The purpose of this policy is to create a safe environment for faculty, staff, students and visitors by applying recognized fire and life safety standards to everyday university operations. This shall be achieved through;

- Clearly defining roles, responsibilities and accountability at all levels;
- Aggressive risk assessment and management;
- Ensuring applicable code compliant design and construction and renovation of buildings;
- Regular inspection and review of facilities and activities;
- Accurate record keeping and reporting;
- Preventative maintenance of all fire and life safety systems; and
- Delivery of fire and life safety training and education.

2. APPLICABLE CODES, REGULATIONS AND STANDARDS

This policy is designed to work in conjunction with or compliment the following codes, standards and regulations;

- Occupational Safety and Health Administration (OSHA) regulations [29 CFR 1910]
- Ohio Administrative Code 1301:7, Ohio Fire Code and all referenced standards
- Ohio Administrative Code 4101:1, Ohio Basic Building Code and all referenced standards
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) & “Higher Education Opportunity Act” (Public Law 110-315)
- City of Cleveland Codified Ordinances
- City of Cleveland Heights Codified Ordinances
- Village of Hunting Valley Codified Ordinances
- Supporting Case Western Reserve University Rules and Regulations

3. ADMINISTRATION

Under the direction of the Vice President of Campus Services, the Associate Director for Emergency Management, Police and Security Services shall administer the University’s Fire and Life Safety Program.

4. ROLES AND RESPONSIBILITIES

4.1 Police and Security Services. The Associate Director for Emergency Management, Police and Security Services shall administer the University's Fire and Life Safety Program. The Associate Director shall develop and review the University's Fire and Life Safety Policy. The University shall also employ a Fire Safety and Prevention Coordinator who shall be responsible for the following; Fire and life safety inspections of residential and high hazard facilities, consulting on development of emergency evacuation plans, fire and life safety education, fire investigation, acceptance testing, complaint investigation, data and statistics collection for reporting purposes, plans review and assisting with permits. The Fire Prevention Coordinator shall also be the liaison with outside inspection/ investigation agencies for the purposes of fire prevention.

General police and security staff shall be responsible for; identifying and reporting unsafe conditions on campus, responding to alarms, and bypassing/ resetting alarm systems when appropriate (i.e. during construction or during malfunctions.)

4.2 Department of Occupational and Environmental Safety (D.O.E.S.). D.O.E.S. shall be responsible for fire and life safety in laboratories on campus, hazardous materials, and hotwork. D.O.E.S. shall work with construction services to provide fire safety and university fire policy training to contractors prior to beginning work on campus property. D.O.E.S. will assign a representative(s) who shall assist the Fire Safety and Prevention Coordinator with inspections of administrative buildings.

4.3 Plant Services/ Facilities. Specified facility administrators shall work with the Fire Prevention Coordinator to jointly develop evacuation and other required fire safety plans for each building under their control. University Plant Services and Facilities shall be responsible for either directly or, through contracted services, the maintenance and testing of sprinkler systems, fire pumps, fire hoses, standpipes, and private fire hydrants.

4.4 Protective Systems. The protective systems manager shall be responsible for ensuring fire alarms and other electrical detection systems are maintained, tested and in a ready state. Protective Systems is also responsible for coordinating bypasses when an area is under construction or a special event requires the alarm function to be manually adjusted. Protective systems shall employ State Certified Fire Alarm Technicians for the purposes of repair, installation and maintenance of fire detection systems. Protective systems shall also maintain service contracts for fire extinguishers and suppression systems other than sprinklers (i.e., halon, hood systems, etc.)

4.5 Building & Custodial Services. The Case Western Reserve University Department of Building Services is responsible for custodial services in all main campus buildings, the residence halls, the health science complex and two southwest campus buildings. Since custodial employees regularly visit over 2,810,159 square feet of the University's campus space they are in a unique position to observe/ report hazards and correct numerous hazards on a daily basis such as: keeping exits, stairwells and passageways free from obstructions at all times; ensuring automatic fire doors remain closed; keeping access to fire protection equipment (pull stations and fire extinguishers free and clear; and controlling accumulations of flammable and combustible waste materials so that they do not contribute to a fire emergency.

4.6 Construction Services. Construction services shall be responsible for working with architects, building department officials and project managers to ensure that new construction, alterations or renovations meet required building code, fire code and safety standards. Construction services shall work with the Authority Having Jurisdiction and the Fire Prevention Coordinator to ensure that renovations, alterations and new construction projects meet applicable fire safety requirements.

4.7 Communications/ Dispatch. University dispatchers are responsible for receipt and handling of fire alarms. Dispatchers shall initiate the appropriate response based on established protocols and policies in a timely manner.

4.8 Risk Management & Insurance Office. The University’s Risk Management office serves as a liaison between insurance carriers and fire prevention officials. Risk Management employees shall work closely with the administrator of the Fire Prevention Program and insurance company representatives to identify ways to effectively reduce overall risk of loss due to fire.

4.9 Administrators, Faculty and Staff. All Administrators and managers (directly or through delegation) are responsible for ensuring that employees are aware of fire safety policies, procedures, and plans applicable to them. Administrators should consult with the Fire Prevention Coordinator for assistance with training and other prevention planning. Specified facility administrators shall work with construction services whenever modifications and/or significant changes in the use of an occupancy (e.g., changing an office to a laboratory, modifying a classroom or a meeting room, etc.) are planned. This process is vital to ensure continuity of fire protection and life safety procedures.

All faculty and staff are responsible for complying with university fire and life safety policies.

4.10 Students. Students are responsible for familiarizing themselves with the University’s fire safety policies, rules and regulations. Students shall remain vigilant and report any fire hazard violations that are observed to the appropriate faculty or staff member.

5. GENERAL FIRE PREVENTION STRATEGIES.

| <u>FIRE HAZARD</u> | <u>GENERAL PREVENTION STRATEGY</u> |
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| Arson | <ul style="list-style-type: none"> • Security systems (building entry devices, cameras, 24 hour surveillance) in place • Emergency phone system |
| Cooking | <ul style="list-style-type: none"> • Limited to kitchen areas in apartments/ residences • Routine inspection and maintenance of cooking appliances |
| Electrical (wiring, appliances, and equipment) | <ul style="list-style-type: none"> • Routine inspection and maintenance program • Use of UL approved equipment • Adherence to fire code regarding multi plug adaptors and extension cords |
| Open flame (i.e., candles/incense) | <ul style="list-style-type: none"> • Open flame in residence halls addressed in student rules • Adherence to fire code |
| Smoking | <ul style="list-style-type: none"> • Smoking only allowed outdoors in designated locations |
| Accumulation of combustible materials | <ul style="list-style-type: none"> • Routine inspection of campus facilities • Maintain clear egress and clearance to electrical/heat sources |
| Improper handling and storage of combustible/flammable liquids | <ul style="list-style-type: none"> • Approved flammable liquid storage cabinets/rooms • Hazardous waste disposal program (40 CFR 260-273, DCMR 20A, ch. 40-54) • Bonding and grounding |
| Halogen lamps | <ul style="list-style-type: none"> • No halogen lamps permitted in residence halls (per student rules) |

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| Space heaters | • No space heaters in residential halls (per student rules) |
| Hot work hazards (i.e., cutting, welding) | • Hot work permit procedure (OSHA 29 CFR 1910.252) |

6. UNIVERSITY FIRE SAFETY RULES AND REGULATIONS

The University may at its discretion institute rules and regulations that are more stringent than the applicable fire and life safety code. It is the responsibility of the fire safety program administrator and the Fire Prevention Coordinator to notify the campus community of the University's Policy, Fire Safety Rules and Regulations. It is the responsibility of students, staff, faculty and visitors to familiarize themselves with the rules, regulation and policy applicable to them while on campus property.

The University shall make available its fire and life safety rules, regulations and policies in the following locations;

- Employee handbook(s)
- Student Handbook(s)
- Student Housing Offices
- C.W.R.U. Fire Safety Website
- Police and Security Services Headquarters and satellite offices
- Departmental/ School Administrative Offices

7. TRAINING

Fire prevention training will be provided by the Fire Prevention Coordinator to all faculty, staff and students responsible for fire safety or to those in the campus community who wish to expand their knowledge of fire safety. Fire safety training shall included but is not limited to: Classes of fire, potential work place fire hazards, fire prevention procedures, University fire safety rules and regulations, building fire protection features, means of egress, location and types of fire prevention equipment, steps to take in the event of fire or smoke, and hands on fire extinguisher training.

8. ADMINISTRATIVE ENFORCEMENT

Annual fire risk management inspections shall be conducted on each university owned property (excluding single and double family residences). Designated inspectors shall act with full authority of the University's central administration. All fire and life safety concerns identified during a site inspection shall be brought to the attention of the senior administrator responsible for the property. The notification will be made via email and will detail the hazard along with corrective actions. The responsible inspector shall work with staff to devise corrective action plans as necessary when appropriate. Complaints that are not resolved in a timely manner may be submitted to the Office of the Senior Vice President of Administration for review.

9. STUDENT ENFORCEMENT

Fire safety rules for students are contained in the Student Handbook. A student who resides in a campus residence hall or university apartment should also review his or her residence hall housing contract or equivalent document. Any student who knowingly violates fire safety policy or rules shall be subject to disciplinary proceedings as outlined in the Student Handbook. Sanctions can include warnings, disciplinary separation, restitution, fines, compensatory services, community services, rehabilitative activities or expulsion.

10. COMPLAINTS

Prevention is the most effective tool against fires on campus. Members of the University community should be aware of common fire hazards in their respective places of work and residence. The leading fire hazards in University buildings include smoking materials, open flames, combustible decorations, flammable liquids, furniture, and trash. Anyone who observes what might appear as an unsafe condition is encouraged to report the violation to their supervisor. If a person wishes to remain anonymous they may report the condition to the Fire Prevention Coordinator @ (216) 659-9292 or Associate Director for Emergency Management, Police and Security Services @ (216) 368-4876. In addition complaints may be sent to firesafety@case.edu.

11. RECORD KEEPING AND REPORTING

Records pertaining to fire safety shall be kept by Police and Security Services. Documents that shall be archived include; a fire log, fire reports, protection system testing and maintenance records, building evacuation plans, inspection records, complaints, any additional data required by law for the purposes of reporting. The fire and life safety program administrator shall generate a report for central administration at the end of each fiscal year. The report shall include details on program activities and achievements. It shall also outline program goals and estimate costs for the upcoming year.

12. SUPPORTING PROCEDURES;

- Hotwork Program (D.O.E.S.) Safety Procedure
- Impairments to Fire Protection Procedures
- CWRU Emergency Procedures
- Open Flame Permit Procedures