

# AMERICAN BAPTIST COLLEGE

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## Policy on Fire Safety Education and Training Programs

### I. Purpose

To protect our students, faculty and staff from the dangers of fire, American Baptist College has developed a fire Prevention plan to reduce the risk of potential injuries, death and loss of property. This policy's purpose is to identify and control fire vulnerabilities.

### II. Responsibilities

The Campus Operations Manager is responsible for seeing that fire-prevention procedures are established and enforced; fire suppression systems are inspected regularly and maintained; Utility personnel are trained to use fire extinguishers for initial fires; Residence Life staff are trained to use evacuation routes and procedures. Students are required to comply with the directives of College Housing staff members and other College officials relating to fire safety rules and procedures, including remaining in compliance with the conduct expectations found in the College's "Residence Hall Conduct and Disciplinary Sanctions Policy" (Policy #01:01:10) which is incorporated herein by reference.

### III. Fire Extinguishers

Portable fire extinguishers can be very effective for fighting fires in their initial stages. An employee who is well-trained in fire-extinguisher use can save both lives and property. Portable fire extinguishers must be available even when other firefighting measures are available.

### IV. Emergency Exits

Every exit must be clearly visible, or the path to it clearly identified in such a manner that every occupant of the building will know the best way to get out of the building in a fire or other emergency. Exits must never be obstructed. Any door or passageway that is not an exit or path to an exit must be identified with a sign that reads 'Not An Exit' or a sign that indicates its actual use, such as storage. All exit signs must either be self-illuminating or illuminated by a reliable external light source.

### V. Fire Emergency Procedures

The person who discovers a fire should activate the nearest alarm, and notify his or her supervisor and other building occupants.

You should only fight a fire if the fire department has been notified; if the fire is small and confined to its point of origin; if you have an escape route available and can fight the fire with your back to the exit. Be sure you have a properly functioning fire extinguisher and are trained to use it.

1. Leave your room or work area if you hear a fire alarm.
2. Close all windows and doors.
3. Evacuate the building or Hall and move away from the exits
4. Assemble in the designated area for your Hall or building
5. Remain outside until a Fire Fighter or Campus Operations Staff member says it is safe to re-enter the building.