



Fire Safety: Fire Prevention & Protection Plan

Purpose

v6 2/19

The Webb Institute Fire Prevention and Protection Plan documents the fire safety standards, practices, policies, and procedures to facilitate the college community's ability to conduct safe operations and to ensure regulatory compliance. The purpose of the Plan is to provide standards to safeguard life, health, property, and public welfare.

Scope:

This Fire Prevention and Protection Plan covers all employees, students, and visitors at Webb Institute. The objective of the Plan is to provide one comprehensive fire prevention and protection document for the campus community to reference in order to ensure safe practices are implemented.

Fire Prevention and Workplace Hazards:

It is the responsibility of all faculty, staff, and students, to alert the Facilities Director, or an authorized representative, of any and all conditions that could potentially pose a fire hazard, or any other unsafe condition in or around the campus buildings. No smoking is permitted in any building, within 20 feet of any building, and any potentially flammable materials are required to be confined and stored in an appropriate locked area.

Prohibited items include, but are not limited to, halogen lamps, extension cords, piggybacking of power strips, multi plug adapters, candles, incense, fireworks, fabric on walls or ceilings, unapproved space heaters, appliances in dorm rooms (refrigerators, microwaves, coffee makers, irons, etc.), and improperly stored flammable materials. The use of the fireplaces in Stevenson Taylor Hall and the Robinson Model Basin is prohibited.

Good housekeeping practices will be the responsibility of all faculty, staff, and students. Waste materials are to be discarded in their proper places, and all aisles, doorways, hallways, and exit doors are to be kept clear at all times.

General Housekeeping Requirements:

- Maintain all exit signs to ensure clearly marked exits.
- Maintain all emergency lighting in good working order.
- Maintain fire doors self-closing and latching mechanisms in good working order
- Do not obstruct or block open fire doors.
- Keep stairwells, exits, and passageways free of obstructions at all times.
- Keep access to fire protection equipment (pull stations, fire alarm boxes, fire hoses, fire standpipes, fire sprinkler heads, fire/smoke detectors, fire extinguishers, or any other fire protection equipment) unobstructed.
- Maintain a 3-foot clearance around electrical panels.
- Keep storage 18 inches away from sprinkler heads and 24 inches from the ceiling.

- Store flammable and liquids and aerosols in approved storage containers and cabinets. (Questions regarding the proper storage of materials should be brought to the Director of Facilities.)
- Follow proper handling and storage procedures for hazardous materials.
- Segregate combustible materials from flammable and oxidizing materials.

- Do not use of extension cords and multi-plug adapters. (Power strips with circuit breakers are acceptable.)
- Regularly empty wastebaskets and recycling containers.

Fire Alarm or Emergencies Requiring Building Evacuation:

Stevenson Taylor Hall, Motley Hall, Robinson Model Basin, Luckenbach Building, Alumni Gymnasium, Livingston Library, and JJ Henry Auditorium are equipped with fire detection and alarm systems consistent with the fire code requirements, enforced by the Nassau County Fire Marshal's office, and the New York State Office of Fire Prevention and Control. These systems will notify the Glen Cove Fire Department when activated.

Please take note: *Under no circumstances shall anyone remove, cover, or otherwise disable any part of the fire alarm system. This includes carbon monoxide detectors. Anyone found to have tampered with the fire alarm system is subject to disciplinary action.*

Stevenson Taylor Hall is the only building on campus which has a fire sprinkler system. This system is located in the hallways and stairwells of the second and third floors only. It is tested and inspected quarterly.

All campus fire alarm systems are fully automatic and meet all building and fire code requirements. Fire alarm systems are tested and inspected biannually. Emergency fire alarm pull stations are positioned at all doors that exit a floor or exit the building. Individuals detecting a fire can manually pull any of these alarm stations, initiating the alarm and fire department response.

In the event that the alarm system is activated, all occupants are required to immediately vacate the building in an orderly and expedient manner. When activated, the alarm will be a recognizable siren or bell, accompanied by strobe lights.

If you see flames:

- Sound the alarm by pulling the closest fire alarm pull station.
- Immediately evacuate the building.
- Do not use elevators.
- Once outside, move at least 300 feet from the building, allowing fire or other emergency personnel access to the property. Do not attempt to move a vehicle or drive off campus.
- **THE ASSEMBLY POINT IS IN FRONT OF THE GYM.**
- Call 911 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.
- Avoid blocking sidewalks, hydrants, streets, and fire lanes. Emergency vehicles must have clear access.

If you hear a fire alarm:

- Evacuate the building immediately.
- If smoke is present, keep low to the floor.
- Before opening a door, feel the upper portion of the door or the doorknob with the back of your hand. If it is hot, do not open the door.
- If you cannot leave the room, keep the door closed and open windows to let out smoke and heat. Seal the crack around the door if possible. Hang an object out the window to attract attention. Stay low to the floor.
- After the last person leaves a room, close the door to slow the spread of smoke and fire.
- Do not use elevators.
- Once outside, move at least 300 feet from the building, allowing fire or other emergency personnel access to the property. Do not attempt to move a vehicle or drive off campus.
- **THE ASSEMBLY POINT IS IN FRONT OF THE GYM.**

- Call 911 and report the fire, giving information as requested by the dispatcher. Stay on the line until released by the dispatcher.
- Avoid blocking sidewalks, hydrants, streets, and fire lanes. Emergency vehicles must have clear access.

If you smell smoke or have any other indication of fire:

- Immediately call the Director of Facilities or 911. Describe what you have observed and give your name and exact location.
- Alert other building occupants in the immediate area to prepare for evacuation.
- Evacuate the building if the situation gets worse or if directed by the fire department.
- Follow the building evacuation procedures outlined above.

Key staff and/or students will be designated at each campus location, at the start of each school year, to act as emergency marshals. These marshals will be responsible for ensuring that all occupants of the floor and/or their section of the building, vacate the premises in an orderly and expedient manner. Marshals will be responsible for ensuring that all classrooms, dorm rooms, offices and lavatories are vacated, and that all occupants have vacated the building.

** Professors/Instructors, should an alarm sound while you are in class, make sure all people in your classroom evacuate and check the heads and dorm rooms on the floor you are on as you leave the building.

No one shall re-enter an evacuated building until authorized to do so by a college administrator or fire department personal.

Fire Extinguishers:

Fire extinguishers are provided throughout every building, so individuals may use them when appropriate. An accessible travel distance to an appropriate fire extinguisher is required for all areas of operation. Areas must have an accessible fire extinguisher within 75 feet. (Travel distance cannot include locked doors or changes in elevation).

The college is required by OSHA to offer fire extinguisher training to all employees. The following are five classes of fires that any person should be aware of in order to select the proper fire extinguisher for capability of extinguishment:

- Class A: Wood, Paper, Plastic (Ordinary combustibles).
- Class B: Combustible and Flammable Liquids.
- Class C: Energized Electrical Equipment (Usually a Class A or B once electrical equipment is de-energized).
- Class D: Combustible and Flammable Metals
- Class K: Kitchen Hood Suppression Systems and Fire Extinguishers Using K Products.

To minimize the confusion of selecting the appropriate fire extinguisher on campus, the college has installed multipurpose dry chemical (ABC rated) fire extinguishers in all areas requiring a fire extinguisher except for the following areas:

- Kitchens with commercial hoods are fitted with Class BC rated dry chemical fire extinguishers and Class K extinguishers.
- Equipment, Mechanical, and Electrical Rooms are fitted with Class BC rated dry chemical fire extinguishers.

Use of a Fire Extinguisher:

Remember the **PASS** Word



Fire Drills:

New York State fire code and New York State education law mandate emergency evacuation drills and specify their scope and frequency. Yearly fire drills will be scheduled to ensure that all occupants of the buildings are familiar with evacuation procedures.

Buildings with sleeping accommodations must have at least four (4) drills per year. One (1) will be between September 1st and December 1st, at least one using fire escapes when present, and one (1) between sunset and sunrise. Should there be a summer or winter session, one (1) drill must be held during the first week of the session.

Academic buildings, campus administrative buildings, and assembly buildings must have at least three (3) drills per year. One must be between September 1st and December 1st, and at least one utilizing fire escapes when present.

Drills must be unexpected and at varied times and conditions. After evacuation, efforts must be made to determine if all occupants have been successfully evacuated or otherwise accounted for. No one shall re-enter the premises until authorized to do so.

A building alarm should always be presumed real and reason for concern and evacuation.

The Campus Safety, Security, and Fire Safety Annual Report

The Campus Safety, Security, and Fire Safety Annual Report under the Clery Act has been posted on Webb Institute's website. The report can be found under the Student Services section titled "Campus Safety, Security Annual Report" at www.webb.edu.



Fire Safety: Fire Prevention & Protection Plan

I hereby acknowledge the receipt of the following document received from Webb Institute:

Fire Safety Plan v6

By signing below, I acknowledge that I have fully read and understand the Fire Safety Plan. I understand that if I have any questions or concerns about this policy, it is my responsibility to discuss them with the Director of Facilities.

Name (Print): _____

Signature: _____

Job Title: _____

Date: _____

Please print this page and return to the Director of Facilities by September 27.