



**MOUNT ST. MARY'S UNIVERSITY
FIRE PREVENTION PLAN**

I. PURPOSE OF THE PLAN

The purpose of the Mount St. Mary's University Fire Prevention Plan is to eliminate the causes of fire, prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. It provides students, staff, and faculty with information and guidelines that will assist them in preventing, reporting, and controlling fire hazards.

II. FIRE PREVENTION

At Mount St. Mary's University, the safety and well-being of our students, staff, faculty, and visitors are paramount. We are dedicated to creating and maintaining a secure and fire-safe environment within our campus community. We believe that fire prevention is a collective responsibility. Every member of our university community has a role to play in maintaining a safe environment. The following are ways the community can contribute to fire safety:

- Familiarize yourself with evacuation routes and fire safety procedures.
- Be vigilant in reporting potential fire hazards to campus authorities.
- Use electrical appliances responsibly and report any faulty equipment. Students living in on campus residence halls can refer to the student handbook for information on prohibited appliances.
- Refrain from blocking fire exits or obstructing access to fire safety equipment.
- Participate in fire drills and emergency response training sessions.
- Know fire extinguisher locations – Know where the closest fire extinguishers are located in proximity to your working or living area.
- Know emergency numbers – Make sure you know the emergency numbers for the Department of Public Safety (301-447-5911) or download the Mount Emergency SOS App msmary.omnilert.net

III. FIRE EMERGENCY ACTION PLAN

1. Locate and Pull Fire Alarm: Find, if able, and activate the nearest fire alarm. They are typically red and located by exit doors.
2. Close Doors and windows: If it is safe to do so close doors and windows while you are evacuating. Doing so can slow the spread of fire and reduce smoke damage.
3. Exit Building: All building occupants should exit the building by way of the closest exit. Consult the evacuation plan if you are unsure. If you observe any students or staff not taking an alarm seriously, please encourage them to do so. It could save a life and reduce additional risks to responding emergency personnel. Leave your belongings behind, your priority should be getting out of the building.
4. Fire Stairwells: Multi floor buildings are built with fire rated stairwells. All evacuation exits from upper floors of a building should always be by the stairwell; never use the elevators. Always keep

moving. Never congregate in the stairwell. Always go down; never go up. If you are able, assist physically impaired individuals to a secure area and notify emergency responders.

5. **Stay Low:** If there is smoke or heat, stay as low as possible. Both heat and smoke can kill, but more people are killed or injured by asphyxiation than actual burns from a fire.
6. **Interior Doors:** If you are opening an interior door, check the handle for heat; if it is hot, do not open it. It is likely to have fire on the other side.
7. **Assemble Outside:** A predetermined area can be selected so that a head count can be taken, and accountability be ensured. Do not leave the area until you have been informed the emergency has been cleared by Public Safety officers or Emergency First Responders have given the "All Clear".
8. **Do Not Re-Enter the Building:** Under no circumstances should anyone re-enter a building until the all-clear signal is given by a Public Safety officer or Emergency First Responders.

IV. FIRE SAFETY SYSTEMS AND PROCEDURES

1. Fire Protection Equipment:

- a) **Fire Alarm Systems:** All systems are tested and inspected annually through a contractual service coordinated by Physical Plant. They are updated and tested for sensitivity as well as adequate sound levels. All systems report to the Department of Public Safety where they are monitored 24/7.
- b) **Smoke Detectors:** Smoke detectors are located in all campus buildings and residence halls. Physical Plant is responsible for the testing and maintenance of all fire detection devices.
- c) **Heat Detectors:** Heat detectors may be located in campus buildings. Physical plant is responsible for the testing and maintenance of all fire detection devices.
- d) **Fire Suppression Equipment:** Mount St. Mary's University is equipped with fire sprinkler suppression systems in some buildings. For a complete list of buildings protected by an automatic sprinkler system, contact the Department of Public Safety, Physical Plant, or refer to the Annual Security and Fire Safety Report. All suppression systems are maintained in accordance with current codes by persons who have been properly trained in the inspection, testing, and maintenance of those systems. All fire extinguishers on campus are visually inspected monthly by university personnel and serviced annually through a contractual agreement coordinated by the Department of Public Safety.
- e) **Fire Doors:** A fire door serves as a barrier to limit the spread of fire and restrict movement of smoke. All doors leading into stairwells or hallways are fire rated doors. Fire doors are self-latching and self-closing and must be maintained in proper working order. They must not be chained or propped open. They must always be free of wedges or blocking devices. Fire doors are rated between 20 minutes and 3 hours, this rating indicates how long the door assembly can withstand heat and, in some cases, the stream of a water hose.

2. Managing Environmental Health and Hazardous Materials:

- a) Good housekeeping is the most visible, day-to-day concern for health and safety. A sense of order in the living and working environments contributes to a healthy environment by minimizing obstacles and potential risks such as fire, spills, and trip hazards.
- b) Means of Egress: Areas of egress, such as halls, doorways, passageways, stairwells, and corridors must remain clear of all obstructions.
- c) Mechanical Rooms: Mechanical rooms must not be used for storage and must be clear of debris and other hazards.
- d) Flammable Liquids: Flammable liquids are not permitted inside any residential building. This includes, but is not limited to gasoline, propane, kerosene, paint thinner, charcoal lighter, or any lighter fluid.
- e) Hazardous Materials: The Science Department and the Physical Plant have specific guidelines concerning the storage and use of hazardous materials approved to be on campus.

3. Fire Safety:

The following behaviors are not permitted regarding fire safety:

- a) Failure to comply with evacuation procedures.
- b) Tampering with fire safety equipment.
- c) Unauthorized use of fire exit doors.
- d) Setting a fire, committing arson or contributing materials or fuel to a fire.
- e) Possession, use, or threatened use of fireworks or other explosive devices that could cause a fire and/or damage.
- f) Use of open flame devices or open heat sources (e.g., incense, candles, coffee pots without automatic shutoffs).
- g) Smoking any substance within university buildings (includes e-cigarettes, personal vaporizers).
- h) Smoking and vaping any substance less than 15 feet away from any door and or window of any building on campus.
- i) Possession, use, and/or charging of battery powered or electric recreational vehicles, etc. inside campus buildings.
- j) Propping open, wedging, or tampering with an exterior door or any fire door inside a university building.
- k) Possession of materials/ordinance such as guns, ammunition, fireworks, black powder, in any campus property without prior approval from the Director of Public Safety.
- l) Obstructing Fire Lanes: A fire lane is an area that is designated by a yellow or red painted curb and shall never be blocked or obstructed. Public Safety enforces tickets and towing of vehicles in violation of this policy.
- m) Obstructing Fire Hydrants. Never Park within 15 feet of a hydrant in any direction, as this may be subject to the same actions as Fire Lanes.
- n) Unauthorized use of fire pits. For information on the use of university fire pits contact the Department of Public Safety.

4. Fire Drills: It is important for employees and students to know how to react to a fire emergency when they occur. All buildings are subject to fire drills at any time. Fire drills are a proactive approach that allows employees and students to experience building evacuations under a

controlled environment and allows campus safety officials to identify problems that may occur under real life situations.

- a) Responsibility: The Department of Public Safety and Residence Life have responsibility for the coordination, initiation, and evaluation of Fire Drills.
- b) Frequency: All residence halls are required to have fire drills every semester. They must be during specified times that are required by the National Fire Protection Association (NFPA) codes and policies. Specifics may be found in the Residence Hall and Student Conduct Handbooks. All buildings, including Academic and Administrative buildings, are subject to announced or unannounced drills at any time. The Department of Public Safety has the authority to conduct additional drills if necessary.
- c) Record keeping: Fire Drill reports will be recorded and reviewed for deficiencies. Problems will be identified, and appropriate action will be taken.

5. Fire Evacuation Plans and Procedures

- a) Evacuation Floor Plan: Each floor of a building may have a legible and conspicuous emergency evacuation floor plan posted in view. These plans are usually located near exits or stairwells. Every residence hall room is equipped with an evacuation map. The Department of Public Safety conducts annual inspections and replaces missing or damaged maps. Any student or employee can request a replacement evacuation map by contacting Public Safety.
- b) Emergency Numbers: Emergency Numbers should be posted for all occupants in plain view; these should include the Department of Public Safety.
- c) Exit Signs: All exits must be visibly marked. Exits that are not, could be confused for, or appear to be exits must be marked "Not an Exit". Nothing may obstruct the visibility of these signs and they must be illuminated by a light source of at least 5 foot-candles. All exit signs should be on emergency backup battery power and provide visibility in the event of a power outage or darkness. Signs shall be in accordance with NFPA, International Fire Code (IFC), International Building Code (IBC), and other applicable regulations.

V. REPORTING

1. All fires, even those found extinguished, must be reported.
2. Call the Department of Public Safety Emergency Line: Call x5911 from a campus phone or 301-447-5911 from a cell phone.
3. To report life safety equipment in need of service, contact the Department of Public Safety at 301-447-5357 or complete a work order through FMX. This includes missing or burned-out EXIT signs, missing or discharged fire extinguishers, fire doors that do not completely self-close and latch, and any damaged or malfunctioning fire alarm or sprinkler system.

VI. PORTABLE FIRE EXTINGUISHERS

An important part of fire safety is knowing where to find fire extinguishers and knowing how to use them if needed.

1. The purpose of fire extinguishers is to provide a first aid attack on any small incipient fire. Only trained employees and students should attempt to extinguish a fire. In no event should any person try to fight a fire with an extinguisher. It is designed to extinguish small kitchen type or trashcan fires.
2. The Department of Public Safety may provide annual training on fire extinguisher use to all employees and students that choose to participate.
3. When you need to use a fire extinguisher, apply the PASS Method from 8 feet away from the fire:
 - “P” Pull the ring pin.
 - “A” Aim at the base of the fire, not the smoke or flame.
 - “S” Squeeze the handle to activate the extinguisher.
 - “S” Sweep back and forth at the base of the fire.
4. Inspection of fire extinguishers
 - Monthly Inspection – All fire extinguishers at all MSMU locations and facilities are visually inspected monthly.
 - Annual Inspection – The Department of Public Safety coordinates the inspection of all fire extinguishers annually. The annual inspection includes the above inspection items, as well as maintenance and tags.
 - Missing Extinguishers – Anyone who notices a fire extinguisher missing or in need of a recharge should contact the Department of Public Safety or submit a work order.

VII. FIRE SAFETY TRAINING AND EDUCATION

Fire and life safety training and education is available to the faculty, staff, and students as part of fire exit drills, hands-on fire extinguisher training, student orientation programs, and other training as necessary. Department directors or supervisors should ensure that their staff is adequately informed and/or trained. At a minimum, this includes training each employee on the evacuation plan and the use of fire extinguishers. The Department of Public Safety offers additional training as requested. Topics include how to sound an alarm; how to isolate the fire or smoke; how to evacuate; how to use a fire extinguisher; fire exit drill procedure; and the location of fire exits, pull boxes, exit stairwells and areas of refuge.

VIII. ANNUAL SECURITY AND FIRE SAFETY REPORT

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), Mount St. Mary's University publishes an Annual Fire Safety Report. It is combined with the Annual Security Report and is referred to as the Annual Security and Fire Safety Report (ASFSR). The ASFSR contains the following types of information:

- 1) Fire statistics submitted to the Department
- 2) Description of on-campus housing facilities fire safety systems
- 3) Number of fire drills during the previous calendar year
- 4) Policies on portable electrical appliances, smoking, and open flames in housing facilities
- 5) Procedures for evacuation due to fires in student housing
- 6) Policies on fire safety education and training programs
- 7) List of titles of persons to report fires on campus, for purposes of inclusion in statistics
- 8) Plans for future improvement in fire safety, if applicable

The ASFSR can be accessed online at <https://inside.msmu.edu/public-safety/msmu-asfsr.pdf>.

Additionally, the Department of Public Safety maintains a fire log. The fire log is combined with the daily crime log and is referred to as the daily crime and fire log. It serves as a written and easily understood record of any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire. Fires are recorded in the log within two business days. The fire log contains the most recent 60-day period open to public inspection. Any portion of the log older than 60 days is available within two business days of a request for public inspection.

IX. TAMPERING WITH OR MISUSE OF FIRE DETECTION OR SUPPRESSION SYSTEMS AND EQUIPMENT

Fire extinguishers, detection and suppression systems are a crucial part of the MSMU Fire Protection Plan. Misuse of, damage to, or theft of a fire extinguisher or any fire protection system is a serious offense, whether it involves an employee or a student. The Department of Public Safety takes fire safety very seriously and will not tolerate any infractions concerning MSMU's fire protection systems. The department may pursue conduct charges and/or criminal charges against any individual found to be tampering with fire safety systems.