

## TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Fire Prevention Plan Policy

**TIU POLICY #:** P-710

**STATUS:** Approved, August 2016

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### **I. PURPOSE:**

OSHA regulation 29 CFR 1910.39 requires all businesses with ten or more employees have a fire prevention plan. The plan must be in writing, be kept on the company premises, and be available for all employees to review. Minimum requirements for the fire prevention plan include a list of all potential fire hazards in the workplace, handling and storage procedures for any hazardous materials, and information on ways to prevent or control the ignition of fires.

### **II. SCOPE:**

This policy applies to all Trinity International University (University) employees, students, visitors, and campus buildings.

### **III. POLICY:**

#### **A. Emergency Evacuation**

An emergency evacuation plan is critical in the event of an emergency. All employees shall be aware of the plan and the procedures in case an evacuation is necessary. Emergency evacuation procedures are detailed in the Emergency Response and Evacuation Procedures Policy.

The department supervisor and/or building safety officer is responsible for:

1. Initiating the evacuation process with the assistance of assigned floor monitors.
2. Maintaining means of egress for their department/building and assembly site.
3. Making sure everyone leaves the building and reports to the assembly site(s) away from the building, and away from the fire department access.
4. Counting personnel in their area at the assembly site.
5. Alerting emergency personnel of people unaccounted for.

## **B. Fire Equipment**

All buildings on University property are equipped with fire protection systems. These systems are exercised twice annually in conjunction with the respective building evacuation plans.

## **C. Fire Prevention**

All flammable and combustible liquids will be properly stored in appropriate lockers away from open flame or heat generating equipment.

All chemicals used or stored on campus will be stored in appropriate containers and used only by those approved for their use. These chemicals will have the corresponding Safety Data Sheets, which will be updated by the appropriate personnel in the Department of Education and Facility Services.

The following items are prohibited for use in any area other than a designated kitchen (either portable or permanent):

- Open flame items: this includes, but not limited to, candles, sterno cooking fuel, and camp stoves.
- Toasters, toaster ovens, slow cookers, deep fryers, sandwich makers, George Forman grills, hot plates, electric woks, and coffee makers (this excludes Keurig type appliances).
- Portable space heaters (unless issued by Facility Services).
- Halogen lamps.