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## (A) The University of Alabama Health and Safety Policy Statement

The University of Alabama, concerned with the health and safety of its students, faculty, staff and visitors, acknowledges its responsibility to endeavor to create, maintain, and enhance a healthful and safe environment for all individuals associated with the institution. To this end, the University is committed to provide reasonable resources and support for the development, implementation and maintenance of an effective health and safety program.

The University is committed to the principle that such a program will minimize University losses, reduce costs, improve morale and increase productivity.

For these reasons, the University requires that health promotion and accident prevention be integrated into all its academic and operational activities and has established a central Office of Health and Safety on campus which reports to the Vice President for Financial Affairs and Treasurer. This office has been charged to oversee the development and implementation of an effective health and safety program. To best fulfill this responsibility, the Office of Health and Safety will develop and assist in implementing University guidelines and standards compatible with existing external agencies' rules and regulations. Compliance with all University health and safety guidelines will be required. All supervisory personnel shall bear primary responsibility for the health and safety concerns within their respective area.

A committee on health and safety, which reports to the Vice President for Financial Affairs and Treasurer, has been appointed. The primary responsibilities of this committee are to advise the President on health and safety matters, and to assist the Office of Health and Safety in the development of a safe and healthful environment for faculty, staff, students and visitors.  
(1983)

In 1996 the Office of Health and Safety became the Office of Environmental Health and Safety, a name change that more accurately describes the function of this office.

## (B) Purpose

The Fire Safety Policies, Procedures and Guidelines reflect the policies and guidelines of the Fire Safety Program as outlined by The Office of Environmental Health and Safety (EHS) at The University of Alabama. It is the intent of the Fire Safety Program to establish uniform procedures for students, employees and guests in case of a fire or other emergency at The University of Alabama. While these guidelines reference National Fire Protection Association (NFPA) and International Fire Code (IFC), this information is not all-inclusive and EHS is not responsible for any omissions or errors.

### (C) Responsibilities

1. **The University of Alabama Office of Environmental Health and Safety**  
The University of Alabama Office of Environmental Health and Safety (EHS) acts as the liaison between the local fire department and the campus community. EHS is responsible for assisting The University of Alabama Police Department (UAPD) in the collection of fire statistics and required annual reporting of these fire statistics. Representatives from EHS respond to fire alarms on campus occurring during working hours as needed or requested. EHS actively maintains data relating to the inspection of fire alarm systems and other fire safety related equipment on campus. EHS inventories, maintains, repairs and tests all fire alarm systems in University-owned buildings on campus. EHS conducts code compliance inspections in academic, administrative and housing facilities on campus. EHS coordinates the fire safety program and provides training and information to the University community as needed.
2. **The City of Tuscaloosa Fire Department or Tuscaloosa Fire & Rescue**  
The City of Tuscaloosa Fire Department (TFD) is the local fire department, which responds to all fire alarms on campus. TFD randomly inspects buildings on campus, including fraternities and sororities. Once an alarm is initiated and the fire department has been dispatched, TFD is the only entity, which can grant the approval to reset a fire alarm system.
3. **The University of Alabama Police Department**  
The University of Alabama Police Department (UAPD) responds to all fire alarms on campus. Their primary responsibility is to secure the area of any immediate hazard and act as a liaison on the scene between the local fire department and the campus community when a fire alarm occurs on campus. UAPD also resets all fire alarm systems after TFD has given the all clear and granted approval.
4. **Building Representatives**  
Each University-owned building on The University of Alabama campus has an assigned building representative. It is the responsibility of the building representative to know the number and locations of all offices, classrooms and employees working in their respective building. The Building Representative or their alternate may be requested to provide access to offices or classrooms within their building by locating keys or access codes to these areas. It is also the building representative's responsibility to know the locations of any physically impaired individuals within the building.
5. **The University of Alabama Facilities Division**  
The University of Alabama Facilities Division will assist in providing access to buildings or may provide substitute space for individuals whose office, lab, classroom, etc. has been damaged by fire. The Facilities Division is made up of the following University Departments: Construction Administration, Facilities and Grounds Operations, and University Lands, Planning, Design and Management.

6. The University of Alabama Housing and Residential Communities  
The University of Alabama Housing and Residential Communities (HRC) assists in providing access to housing facilities and substitute housing for any student living in University-owned housing whose on-campus residency is damaged due to fire or deemed unsafe according to regulations.
7. The University of Alabama Division of Student Affairs  
The University of Alabama Division of Student Affairs will assist in searching for substitute housing for any on-campus student, including fraternity or sorority member, whose space is damaged by fire or deemed unsafe according to regulations.
8. Contractors  
It is the responsibility of outside contractors working in University buildings or on The University of Alabama property to provide adequate fire protection to workers on the job site. It is also the responsibility of the contractor to train their employees to evacuate the building safely during a fire alarm. Contractors working on fire alarm systems connected to The University of Alabama fire alarm network must contact UAPD at (205) 348-5454 and EHS at (205) 348-5905 prior to performing any work on a building's fire alarm system. It is also the responsibility of any contractor working on The University of Alabama campus to contact EHS if they will be doing any work which could potentially initiate or set off the fire alarm system such as sweeping, drilling, or fire alarm maintenance.

#### (D) Inspections

1. Portable Fire Extinguishers  
All portable fire extinguishers in University buildings on campus, including fraternities and sororities, are visually inspected on a monthly basis. Each fire extinguisher is inspected to determine if the seal and pin are intact, the extinguisher gauge indicates the extinguisher is fully pressurized and that the extinguisher is in place and operational. Any fire extinguisher found missing a seal or pin or with a low charge indicated on the gauge will be replaced for further inspection by either EHS or by an outside vendor, as is the case for Fraternity and Sorority groups. EHS is responsible for the maintenance and annual inspection of all portable fire extinguishers in University-owned buildings on campus, while an outside vendor performs routine maintenance and annual inspections on the extinguishers in the fraternity and sorority houses. During monthly inspections, each portable fire extinguisher is inspected and reviewed to determine if hydrostatic testing, tagging or other preventive maintenance is required. Maintenance schedules depend upon the type of extinguisher and the condition of the extinguisher, however all extinguishers require an annual inspection. ABC and BC type extinguishers, located in University-owned buildings, are recharged and maintained by EHS, while other types of extinguishers, such as K extinguishers and carbon dioxide extinguishers, are recharged and maintained by an outside contractor at the request of EHS. Documentation of the

annual fire extinguisher inspection, any required maintenance and monthly inspections are maintained on the fire extinguisher tags and, in some cases, at EHS.

It is the responsibility of those living on University property but outside of University housing to assure adequate portable fire extinguisher protection and that each fire extinguisher is visually inspected monthly, and annually inspected for preventive maintenance. Fire extinguishers should always be conspicuously located and unobstructed. Documentation of the annual inspection must be placed on each portable fire extinguisher, along with documentation of any preventive maintenance performed.

In the event that an extinguisher is discharged in a University-owned building or on campus, it is the responsibility of the individual discharging the extinguisher to notify EHS immediately at 205-348-5905 so that the extinguisher can be replaced while recharging and maintenance is being performed. If an extinguisher is discharged in a lab or classroom, it is the responsibility of the Lab Chemical Hygiene Officer or classroom instructor to contact EHS. Those individuals living on University property but not in a University-owned building must also replace or recharge any discharged fire extinguisher immediately.

## 2. Bedroom Smoke Alarms

A representative from EHS inspects bedroom smoke alarms in each housing facility (including fraternities and sororities) on a monthly basis. In addition, each summer, representatives from EHS inspect, clean and test each bedroom smoke alarm in University-owned housing facilities (including fraternities and sororities) prior to re-occupying the building in the fall of each year. Documentation of this inspection is kept on file at EHS at 410 Campus Drive East, Tuscaloosa, AL 35487.

## 3. Emergency Lights

Representatives from EHS inspect emergency lights in University-owned buildings on campus monthly to assure they are working correctly and are intact. Emergency lights are inspected monthly and prior to each registered social event at all fraternity and sorority houses on campus to determine if they exist and are functional. Work orders are initiated and completed by EHS personnel for repair or replacement of emergency lights not working correctly in University-owned buildings on campus (including fraternities and sororities).

## 4. Exit Lights

Representatives from EHS inspect exit lights in University-owned buildings monthly to determine if they are intact and illuminated. Exit lights are inspected monthly and prior to any registered social event at all fraternity and sorority houses on campus to determine if they exist and are functional. Work orders are initiated and completed by EHS personnel for repair or replacement of exit lights not working correctly in University-owned buildings on campus (including fraternities and sororities).

## 5. Kitchen Hood Suppression Systems

Representatives from EHS inspect all University-owned kitchen commercial hood suppression systems and all fraternity and sorority kitchen hood suppression systems twice a year (once every 6 months). Documentation of the inspection is maintained on the pull station for the commercial hood suppression system. For specific information related to the inspection of any kitchen hood suppression system on campus contact EHS at 205-348-5905. The continued use of any commercial kitchen on University property is not allowed without completion of the required preventative inspections and maintenance as outlined in this document.

## 6. Fire Alarm Systems

Each fire alarm system on the University of Alabama campus is required to be tested annually. In some cases, based upon occupancy type or other circumstances, there are additional, more frequent, testing and inspection needs. EHS is responsible for all inspections. In some cases, EHS may rely upon an outside contractor to assist or provide a routine inspection. Regardless, all fire alarm inspection information and copies of reports are maintained by EHS.

During inspections, fire alarm systems are inventoried and tested to assure they are functional by a certified fire alarm technician. Each smoke detector is inspected to determine if it is functional and passes a periodic sensitivity test. Smoke detectors are also visually inspected to verify they are in place and have not been tampered with. Heat detectors, duct detectors, audiovisual devices, magnetic door holders, and other fire alarm related equipment, in addition to smoke detectors and pull stations, are inspected to confirm they are operational and intact, performing and responding correctly, at the time of the inspection without any sign of defect.

In addition, at the completion of construction of any new building or facility on the University of Alabama campus, EHS Fire Alarm Technicians or representatives attend the final review and testing of the fire alarm system. It is at that time that the Fire Alarm System Record of Completion is finalized by the Authority Having Jurisdiction.

Prior to the reopening any building for occupancy on University property, including fraternity and sorority housing, all life safety devices must be inspected, cleaned, and tested by a certified fire alarm technician. This includes reopening after summer break. EHS Fire Alarm Technicians provide this service for all University-owned buildings and the fire alarm systems therein. In some cases, EHS may require the assistance of an outside contractor to help in the testing of a system, make a repair, install new equipment or reprogram a panel. In these cases EHS Fire Alarm Technicians will communicate this information to the building occupants prior to this work. All documentation of service to any fire alarm system on University property is maintained and kept on file at EHS at 410 Campus Drive East, Tuscaloosa, AL 35487.

Prior to any changes or additions to a fire alarm system on campus, EHS must be contacted to review the system and determine if the change request can be met. To request a change in a fire alarm system contact EHS directly at 205-348-5905. A work order may also be submitted to outline the request. A work order or request by phone is also required prior to the use of a fog machine, smoke machine or prior to performing work that could generate dust, steam or smoke that may initiate a fire alarm. In some cases charges may apply for this process.

#### 7. Sprinkler Systems, Standpipes and Fire Pumps

All water-based fire protection systems in University-owned buildings are inspected and tested routinely, either by an outside contractor or by a member of the University Facilities Sprinkler Department, part of the University of Alabama Plumbing Department. Emergency repair service is available twenty-four hours a day and can be requested by contacting 205-348-6001 or 205-348-5454. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the items under consideration and relating code requirements. The University of Alabama Plumbing Department maintains documentation of these inspections. Sprinkler systems in fraternity and sorority houses are maintained in the same manner and documentation of these inspections are available by contacting the University of Alabama Plumbing Department at 205-348-6009.

#### 8. Special Extinguishing Systems

Special extinguishing systems have been installed on campus in specific locations based upon the hazards present in the space. For instance, several data centers have been equipped with FM200 systems. These systems are inspected and maintained by outside contractors according to guidelines provided in NFPA and IFC. EHS is the campus liaison for these inspections and works to schedule them with individual departments. EHS maintains documentation of any inspection related to these systems. Contact EHS at (205) 348-5905 prior to the installation of any new special extinguishing agent or prior to contacting any outside vendor for services related to these systems.

### (E) Fire

#### 1. Fire Tetrahedron

Four things must be present at the same time for a fire to be produced.

- a) There must be enough oxygen to sustain combustion.
- b) There must be enough heat to raise the material to its ignition temperature.
- c) There must be some sort of fuel or combustible material present.
- d) There must be a chemical exothermic reaction.

#### 2. Types of Fires and Extinguishers

There are several types of fires that can develop. Fires are classified by the fuel or combustible source recognized in the fire tetrahedron. Fire extinguishers are classified by the type of fire they will extinguish.

- a) Class A Type Fires – Develop when a solid combustible (such as wood, paper, cloth or plastic) is the fuel source. Extinguishers suitable for Class A fires should be identified by a triangle containing the letter “A”.
- b) Class B Type Fires – Develop when a non-metal flammable liquid or gas (such as gasoline, oil, grease or acetone) is the fuel source. Extinguishers suitable for Class B fires should be identified by a square containing the letter “B”.
- c) Class C Type Fires – Fires that involve live electrical equipment. Extinguishers suitable for Class C fires are identified by a circle containing the letter “C”.
- d) Class D Type Fires – Develop when combustible metals (such as magnesium, titanium, potassium, or sodium) are the fuel source. Extinguishers suitable for Class D fires should be identified by a fire-point star containing the letter “D”.
- e) Class K Type Fires – Fires in cooking appliances that involve combustible cooking media (vegetable, animal oils or fats). Extinguishers suitable for Class K fires are identified by the letter “K”.

## (F) Equipment

### 1. Portable Fire Extinguishers

#### a) Types of Extinguishers on Campus

A variety of fire extinguishers can be located on campus, as extinguishers are selected and distributed based upon anticipated hazards within the space. There are specific travel distances or requirements associated with each type extinguisher. Class K extinguishers, while not subject to many of the distance requirements, are located in areas with commercial cooking equipment based upon the hazards associated with the cooking media. Multi-purpose ABC extinguishers are widely distributed in each UA building. They are commonly found in hallways and corridors throughout all campus buildings.

#### b) Locations of Fire Extinguishers

There are more than 4000 fire extinguishers stationed throughout University-owned buildings on campus. All University-owned residence halls have fire extinguishers positioned throughout the hallways. Extinguishers are commonly installed as well in labs, corridors, kitchens and mechanical spaces. Regardless of the installation location all fire extinguishers must be conspicuously located and unobstructed. The locations of extinguishers are included on the Emergency Plans posted within the building. Emergency plans are posted throughout all buildings on campus usually near elevators or main entrances. Contact EHS to request a review for placement of additional fire extinguishers or to request a change in the location, size or type of extinguisher for the area.

### 2. Bedroom Smoke Alarms

All bedrooms in housing facilities on campus are equipped with 110-volt smoke alarms that are tied into the electrical system, unless they are equipped with smoke detectors that are tied into the fire alarm system. All newer dorms are equipped with not only



local smoke alarms in the individual bedrooms but also have local alarms in the adjacent spaces (normally a hallway or living space). These smoke alarms in University-owned buildings are maintained by EHS. In the event that a bedroom smoke alarm is broken or malfunctions, it is the responsibility of the occupant to notify the respective Resident Advisor who will send EHS a work order to initiate the necessary repair. In the case of Fraternities or Sororities, each bedroom is equipped with these smoke detectors that are maintained by EHS as well. If any smoke alarm malfunctions after normal working hours, contact UAPD at 205-348-5454 so that a member of EHS can address the matter immediately.

### 3. Smoke Detectors, Heat Detectors and Duct Detectors

There are thousands of detectors connected to the fire alarm systems that are located in University-owned buildings across campus. All detectors are maintained, inventoried, cleaned and/or replaced by The University of Alabama EHS Certified Fire Alarm Technicians. In the event that a detector has been damaged please contact The University of Alabama work order clerk at (205) 348-6001 or call the Office of Environmental Health and Safety at (205) 348-5905 to initiate the necessary repair. Anyone performing an activity, which might initiate a detector connected to the fire alarm system, must contact EHS at (205) 348-5905 prior to performing this activity. In some cases it may be necessary for an area to be zoned out or disconnected until the work has been completed. Fraternities and Sororities with detectors tied into the fire alarm system will also be maintained by EHS Fire Alarm Certified Technicians. Prior to any changes or additions to the fire alarm system and the detectors connected to the fire alarm system contact EHS at 205-348-5905.

### 4. Pull Stations and Pull Station Covers

There are also many pull stations that are connected to the fire alarm systems and can initiate the fire alarm system of a building. Pull stations shall only be activated for emergency purposes. They are specifically installed so that the occupants of a building can activate the fire alarm system in the case of a fire emergency. Pull stations must be securely mounted and remain unobstructed at all times. These pull stations are maintained, inventoried and replaced by EHS. In the event that a pull station has been damaged, please contact The University of Alabama work order clerk at (205) 348-6001 to initiate a work request or contact EHS at (205) 348-5905 to report the concern. Some pull stations on campus are protected by pull station covers that sound an audible alarm when they are tampered with. These pull station covers are operated on a 9-volt battery. Batteries are replaced in the pull station covers to assure they will alarm when tampered with. If a pull station cover is initiated or found alarming in any University building, including the fraternity houses and sorority houses, contact EHS at (205) 348-5905 or UAPD at (205) 348-5454. Prior to making any changes to pull stations or the addition of pull station covers, contact EHS.

#### 5. Door Holders

Magnetic door holders are found on many stairwell doors or hallway doors in University-owned buildings on campus. Stairwell doors cannot be propped open. However, by installing magnetic door holders connected to the fire alarm system, fire doors may be allowed to remain open and release automatically on fire alarm. This is the only means by which a fire door may be propped open. All other fire doors must be kept closed to protect the means of egress from smoke. If fire doors are found repeatedly propped open in any University-owned building or Fraternity/Sorority house, they will be required to fund and maintain magnetic door holders placed on their fire doors. Prior to installing door props or connecting magnetic door holders, contact EHS at (205) 348-5905.

#### 6. Emergency Lights

Emergency lights are stationed throughout hallways of sleeping areas in housing buildings on campus. They are also placed in windowless classrooms and auditoriums where backup lighting may be needed if normal power fails. Emergency lights should remain lit for at least thirty minutes after normal power fails. EHS maintains all emergency lights in University-owned housing dormitories, apartments and EHS also maintains all emergency lights in University-owned academic or administrative settings. The building representative or resident advisor of the building should report any emergency light found not illuminated during a power outage to The University of Alabama work order clerk at (205) 348-6001 or by contacting EHS at (205) 348-5905. Fraternities and Sororities living in houses on The University of Alabama campus must provide adequate emergency lighting in all living quarters. EHS inspect the emergency lights and work to maintain the emergency lights in University-owned facilities, including the fraternity and sorority houses.

#### 7. Exit Lights

Exit lights are found throughout all housing facilities, academic facilities and administrative facilities indicating the means of egress. Exit lights should be illuminated at all times so the entire word "EXIT" can be read. Exit lights should remain illuminated for at least thirty minutes after normal power fails. Any exit light found within University-owned housing facilities, academic facilities or administrative facilities not working or with bulbs out should be reported to the work order clerk at (205) 348-6001 or contacting EHS at (205) 348-5905. EHS works to maintain exit lights in all University-owned facilities including those in fraternity and sorority houses. Fraternities and Sororities living in houses on The University of Alabama campus must provide exit lighting to indicate the means of egress throughout the entire house. EHS inspect these lights to assure they are illuminated and work properly. Exit lights may not be removed from any exit or means of egress without prior written approval from EHS and Tuscaloosa Fire Department. Contact EHS at (205) 348-5905 to discuss any concerns regarding the placement of EXIT lights as EHS is the liaison between the university campus and Tuscaloosa Fire Department.

#### 8. Commercial Kitchen Hood Suppression Systems

Kitchen hood suppression systems can be found throughout all University-owned commercial kitchens on campus. EHS inspects these systems and all concerns relating to these commercial kitchen hood suppression systems must be directed to EHS at (205) 348-5905. All operational kitchens in sororities and fraternities are considered commercial kitchens and must be handled as such. The University of Alabama maintains a bid with a service provider to clean commercial kitchen hoods in University-owned facilities. Most commercial kitchen hood systems are on a schedule for cleaning. However, in the case of fraternity and sorority houses, it is the responsibility of the organization occupying the space to assure the kitchen hood is cleaned as often as deemed necessary for proper operation and to reduce the likelihood of a fire related to grease accumulation. All commercial kitchen hood suppression systems must be inspected prior to occupancy of a new kitchen and every six months thereafter. Documentation of kitchen hood suppression system inspections must be placed on a tag attached on the pull station used for the activation of the hood system. Any food truck required to have a commercial kitchen suppression system by the fire department must also be inspected prior to use and every six months thereafter. These systems must also be cleaned as outlined as well.

#### 9. Fire Alarm Systems

Fire alarm systems can be monitored on the UA network by UAPD or by an outside fire alarm monitoring company. EHS and the Office of Construction Administration must approve any changes, alterations or additions to any fire alarm system on campus including the monitoring of any fire alarm system. There are a few buildings with stand-alone fire alarm systems which do not report to an outside monitoring system. These systems only alarm in the buildings, and during an emergency, someone must dial 911 to initiate the dispatch of the fire trucks. Fire alarm systems in buildings owned by The University of Alabama are maintained by EHS. All fraternities and sororities living in houses on the University of Alabama campus are also maintained by EHS. Anyone tampering with or vandalizing fire safety equipment is subject to disciplinary action and/or prosecution.

#### 10. Sprinkler Systems, Standpipes and Fire Pumps

Many buildings on The University of Alabama campus are equipped with sprinkler systems. Several additional buildings have been retrofitted to include sprinkler systems as renovations occur. The University of Alabama is dedicated to improving fire safety by including fire sprinkler systems during construction of new buildings. All new housing facilities are equipped with sprinkler systems. EHS will continue to collaborate with Construction Administration to ensure construction plans include fire protection systems, and fire protection improvements are included during the design phase of construction projects when needed. The operational integrity of fire safety equipment is imperative to the protection of all employees, students and guests at The University of Alabama. For this reason representatives from the University of Alabama will continue to provide resources and guidance for the inspection, testing and maintenance of

existing fire safety equipment, including water-based fire protection systems. The University of Alabama Plumbing and Sprinkler Departments are responsible for maintaining all the sprinkler systems in the University-owned buildings and the fraternity and sorority houses on the University campus, including the standpipes and fire pumps, when present. Emergency repair service is available twenty-four hours a day and can be requested by contacting 205-348-6001 or 205-348-5454.

#### 11. Special Extinguishing Systems

Special extinguishing systems have been installed on campus in specific locations based upon the hazards present in the space. EHS is the campus liaison for maintenance of these systems. Contact EHS at (205) 348-5905 to discuss the location of these installed systems or contact UAPD at (205) 348-5454 for emergency repair service of a system.

#### 12. Elevators

Elevators may only be used by the fire department in the event of a fire alarm. For this reason, evacuation by means of an elevator is not allowed by any occupants.

### (G) Fire Drills

#### 1. Frequency

EHS conducts fire drills twice a year in all residential or housing facilities on campus (including Fraternity and Sorority houses). The first fire drill is scheduled only a few days into the fall semester while the second drill comes at the beginning of the spring semester. The purpose of any fire drill is to assure students and employees evacuate quickly and safely, and to assure everyone can hear the alarm and understands the alarm signifies a possible fire emergency thereby requiring the evacuation of the building. Fire drills are also conducted in other buildings as required. Each time a building fire alarm system is inspected a fire drill occurs just after the completion of the inspection. Buildings may be searched to assure all occupants have evacuated.

#### 2. Failure to Evacuate

All occupants must evacuate any facility, University-owned, Sorority or Fraternity, upon activation of a fire alarm. Fire alarm activation is known to occupants by the presence of fire alarm audio and/or visual devices sounding or flashing. In the case of high-rise facilities, three floors activate at once (the floor of the alarm activation, the floor above activation and the floor below activation). The number of floors evacuating can also increase to include all floors. Anytime an occupant can hear the audio sound related to a fire alarm or can see a visual "Fire" device lit and functioning then the occupant is required to evacuate the building. Failure to evacuate the building during a fire alarm is extremely serious and may result with injuries or even death to a building occupant. For this reason, The Housing and Residential Communities (HRC) Community Living Standards specifically state that all residents must evacuate during a fire drill or alarm. Residents must not interfere with the emergency evacuation procedures of the residence hall and residents must remain outside in the gathering area (also known as,

assembly area) until the responding emergency personnel allow occupants to re-enter the building. Otherwise failure to evacuate may be justification for community service or other sanctions as outlined by the Office of Student Conduct.

### 3. Evacuation Diagrams and Emergency Guides

Each building representative should have access to an evacuation diagram for each floor of the University-owned or operated building they are responsible for maintaining. These evacuation diagrams are posted in common areas throughout all University-owned buildings as part of the Emergency Plan. Each evacuation diagram indicates the evacuation routes to be taken by building occupants. Fraternities and Sororities also are provided evacuation diagrams for posting throughout their facilities in the form of an Emergency Plan. Emergency Plans are normally posted at egress locations and/or next to the elevator. For additional copies of evacuation diagrams, or to report a missing or damaged plan contact EHS at (205) 348-5905.

#### (H) Occupancy

Occupancy levels are determined by the square footage of the area in question, by the type of seating to be provided, by the type of activity planned and by the obstacles and exits of the area in question. For specific occupancy limits or to request an occupancy limit review, contact EHS at 348-5905.

#### (I) No Smoking Policy

Smoking is prohibited in all buildings on campus. This policy, first provided and made available in The University of Alabama Staff Handbook, was established on November 21, 1991 at the recommendation of The University of Alabama Health and Safety Committee. Then, effective January 1, 2015, The University of Alabama extended its smoke-free policy to include all University-owned and leased facilities, properties, and grounds on the UA campus. This policy now includes, but is not limited to, the interior of all University-owned buildings, all outside property or grounds of the campus, including sidewalks, parking lots, parking decks and recreation areas, all partially enclosed areas such as breezeways, walkways, patios, porches, gazebos, tents, bus shelters, all indoor and outdoor athletics venues and facilities, all university-owned vehicles and all other property, buildings, or facilities under the primary control of the University. The policy also applies to all faculty, staff, students, visitors and contractors. To view a copy of the policy, see the Smoke-Free Campus Environment website located on the UA website. This policy has been communicated to all employees and students by email, through various University websites and publications and also through signs posted in various areas throughout the University. Smoking in a campus building could warrant a range of disciplinary sanctions up to and including dismissal for employees.

#### (J) Open Lights and Flames

It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire in any University of Alabama building or on the campus grounds without prior approval.

EHS is the responsible campus partner for the approval to use any open light or flame on campus. Open flames can include, but are not limited to, the use of candles, bonfires, incense burners and torches. The following information must be presented to EHS prior to approval of the use of an open light or flame: building name, area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector or smoke alarm. EHS may outline precautions that must also be taken in order to use the open flame or deny the request. If any required precautions are not followed, EHS reserves the right to terminate or decline the approval of the open light or flame permit. Open flames are not allowed near spray booths or in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper, or similar materials. Information on open flames in labs can be found in The University of Alabama Chemical Hygiene Plan and Laboratory Guide.

The University of Alabama does not endorse the use of candles in any buildings. Flameless candles are recommended for all ceremonies, vigils, memorials and events. Flameless candles are relatively inexpensive and do not pose the immediate threat of fire or damage created by traditional candles. Flameless candles have an appearance of a traditional candle but operate off of battery. They have a switch thereby allowing the item to be reused as often as needed.

#### (K) Decorations

Decorations, including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited on campus. This includes the use of such items for daily or seasonal décor within a University-owned facility, or within a University fraternity or sorority house. The process of blacking out a space by covering the walls with material, or removing or replacing light bulbs to create a dark atmosphere is also not approved. All decorations must be approved by EHS prior to development, construction or agreement to obtain a decoration. Organizations must submit a drawing of any planned decorations, including any structures, along with a list of materials, which will be used to create the decoration, to EHS for approval at 410 Campus Drive East, Box 870178, Tuscaloosa, Alabama 35487 or by fax to (205) 348-7773. All structures and decorations must be inspected for its purpose of use before the approval of use is granted.

Structures are often requested as part of decorations for social events on a University campus, especially at fraternity houses. Structures are actually prohibited at all registered campus social events. This includes social events at both fraternity and sorority houses. However, in some limited situations, a structure may be allowed if it is only a tiki hut, bar, bar table, or canopy that has been purchased from and installed by an appropriate dealer or rental agency or alternatively will be constructed by a licensed/bonded/insured contractor. Structurally safe band platforms or stages will be used only for a band or DJ if they were originally purchased from and installed by an appropriate dealer or rental agency, or, alternatively, constructed by a licensed/bonded/insured contractor. In some cases approval will be given to move a stage or structure from an organization's house to allow it to be placed on stable and level ground for a social event.

Tents erected on The University of Alabama campus must be flame retardant. Documentation of this material or treatment should be kept on hand at each tent location as it may be required by Risk Management. At least twelve feet of non-obstructed space should be left open and free on all sides of the tent unless otherwise approved by EHS. All tents must be adequately supported, roped, anchored and braced to assure the tent will withstand the elements of the weather and not collapse. All aisles in tents and exits from the tents should be left unobstructed. Tents or tent ropes, anchors or braces must be erected approximately two feet away from sidewalks and may not extend over or block any sidewalk. Tents cannot be placed over any ramps or steps. They also cannot block access to any building or egress from any building. Tents cannot be connected to one another. They must be separated to allow proper access to the tent in the case of an emergency. Contact EHS at (205) 348-5905 regarding concerns over the placement of tents on the University of Alabama campus.

The use of live Christmas trees and decorative natural vegetation is prohibited in University of Alabama buildings on campus including Fraternities and Sororities unless approved by EHS. Any electrical decorations, which are to be used on artificial Christmas trees must be UL listed and approved for use in this manner. The use of electrical wiring and lighting on artificial trees constructed entirely of metal is prohibited. Contact EHS at (205) 348-5905 prior to the establishment of any seasonal decorations.

#### (L) Fireplaces, Portable Heating Appliances and Extension Cords

Fireplaces are not allowed to be used on campus any longer. The only locations allowed to use fireplaces are those fireplaces which are equipped with gas logs. These locations must also be equipped with carbon monoxide detectors. For more information on carbon monoxide detectors or fireplaces contact EHS.

Since great care must be taken to utilize portable heaters properly, the use of portable heaters is also discouraged on campus. Some portable heaters pose an unacceptable fire hazard. The University maintains an Energy Policy which outlines the requirements of any space heaters to be used. Included in these requirements, all space heaters must be approved for fire safety as outlined by NFPA. No liquid fueled space heaters (e.g., kerosene heaters) shall be used in any residential, office, classroom or research buildings. Additionally all space heaters must meet the following four specifications: Heaters must (1) be UL approved, (2) have elements that are protected from contact, (3) be tilt-proof (when tipped over, heater goes off), and (4) be thermostat-controlled. Heaters must never be placed closed to flammables or combustible materials. Electrical space heaters must be directly plugged into an outlet, and never plugged into an extension cord. For more information on space heaters contact Building Energy Management with UA Facilities Maintenance or EHS to discuss fire safety concerns at (205) 348-5905.

The use of extension cords is also discouraged on campus. However, if an extension cord must be used there are several guidelines one must follow. All extension cords used on campus must

be UL listed and approved. These extension cords must only be used within the appropriate rating by comparing the rating on the extension cord to the rating on the temporary appliance being used. If a cord on the appliance being used has a three-pronged adapter, the extension cord must also be three pronged. Splicing together of extension cords is not allowed nor is the plugging together of multiple extension cords. Extension cords used outside or in potentially wet environments must be protected by ground fault circuit interrupters. Extension cords are only to be used on a temporary basis. Extension cords may never be run under rugs or carpet or through walkways or windows. Never use any extension cord that is damaged or frayed. Do not use extension cords on any heat-producing appliance such as a refrigerator, portable heater, halogen lamp, blow dryer, or iron. Extension cords, power cords and outlets can overheat. When cords overheat, they can also deteriorate quickly and cause a potential shock/fire hazard.

Halogen lamps pose serious safety hazards. Their bulbs may shatter due to high heats, they are easily tipped over due to their design and they may ignite combustible materials nearby or when materials land inside or on top of the bowl of the lamp. For these reasons halogen lamps may not be used on campus in University-owned buildings or fraternity and sorority housing. In fact, the HRC Community Living Standards outlines this for residents under their appliances and safety hazard section by including halogen lamps in the non-approved appliance section listing halogen lamps as prohibited.

#### (M) Exits

Each building or area occupied must have the appropriate number of required exits. All exits must be clear and unobstructed. Items are not allowed to block the exit inside the building or outside the structure. For instance, patio furniture or outdoor seating cannot block an exit door from opening just as furniture placement cannot block the exit or egress path. Also, curtains, drapes, blinds, mirrors, and other items are not allowed to confuse or conceal any exit or means of egress. Any use of decoration, including pipe and drape, must maintain access to all exits and must not conceal the exits or the safety equipment of the space, including, but not limited to, the fire alarm pull station, exit lights, emergency lights, etc. of the facility. Exits are usually marked by illuminated exit signs with battery backup or some approved exits have photoluminescent placard signs instead. Exit lights and exit placards cannot be covered and must remain visible to all occupants at all times. Sitting or standing in any exit to block a means of egress is not allowed. Exits must be the correct size for the occupancy load of the building as established in NFPA and IFC. Exit doors must be easily opened from the inside and shall not involve the use of any special procedures or keys to open. Proper hardware shall be installed for emergency egress. Once outside a facility, all gates around the facility, including gates used to secure patio spaces, must allow free egress so that occupants can evacuate the facility safely and promptly. This means that locks cannot be placed on the gates that require any special knowledge or tool to exit the patio space. Proper hardware shall be installed to allow emergency egress and travel away from the building.



## (N) Stairwell Doors and Exit Doors

All exit doorways, including stairwell doors, shall be of the correct size for the occupancy of the building as established by NFPA and IFC. Exit doors must remain unlocked at all times, or have proper hardware installed for emergency egress. Exit and stairwell doors must be easily opened from the inside without the use of any special procedures or a key. No stairwell doors may have deadbolt locks on them. Stairwell doors also cannot be propped open. There shall be no doorstops placed on stairwell doors. In the event that a doorstop is found on a stairwell door or a deadbolt lock is located on the stairwell door, it will be immediately removed at the expense of the organization occupying the building. Once a stairwell door is found propped open by any other item, the organization occupying the building will be given a warning and told to remove the door prop. If this continues to be a problem, actions will be taken to upgrade the fire alarm system to include magnetic door closures that will hold doors open but automatically release doors to close upon activation of the fire alarm system. Any system without the capabilities of installing this feature should be upgraded so that this feature may be employed if this becomes an issue. All stairwell doors must have door closures that are automatic closing devices. Any door with the capability of swinging in both directions shall have a viewing area provided.

## (O) Hallways, Stairwells, Ceiling Tiles and Aisles

All hallways and stairwells must be clear of any clutter, obstruction, or storage. Each corridor shall be at least 44 inches wide with a height of 7 feet. Bicycles, furniture, lawnmowers and bulletin boards and other storage items are not permitted in stairwells, hallways or aisles. These areas should also remain well lit and free of stored combustibles (paper, wood, etc.). Any area of a building where tables, seats, chairs, equipment, etc. are installed, an aisle shall be provided which leads to an exit. All aisles shall be at least 36 inches wide. These aisles may not be obstructed. Floors need to be clear of any tripping hazards including, but not limited to, cords and debris. Sitting or standing in any aisle or path leading to an exit is not allowed.

Ceiling tiles act as a fire and smoke barrier. Properly installed ceiling systems allow for detectors and sprinklers to operate correctly in the event of a fire. When ceiling tiles are removed, the rating of the ceiling may change, the insurance may become void and most importantly, "Chimney Effects" may occur in the event of a fire. Removal of ceiling tiles can enable smoke and hot gases to also rise above the remaining ceiling tiles which may delay smoke detectors from receiving the concentration needed to actuate the alarm. The same is true of heat when there are ceiling tiles missing. Most of the heat can actually rise into the space above the ceiling bypassing the detectors and sprinkler heads, thereby creating a delay in actuation of these systems. Since fire can double in size each minute this could in turn allow the fire to grow much larger. It is the responsibility of the organization occupying the space to initiate a work request to replace any damaged or missing ceiling tiles. Work request can be submitted to the work order clerk at (205) 348-6001. In University-owned buildings it is the responsibility of the Facilities Maintenance Department to replace ceiling tiles. In the case of University Fraternity and Sorority houses on campus, it is the responsibility of the Fraternity or

Sorority occupying the space to maintain their house in the same manner. In the case of ceiling tiles equipped with fire alarm or sprinkler devices please contact either EHS at (205) 348-5905 or UA Facilities at (205) 348-6001 to request assistance during the replacement process so that these required systems are not hindered in any way during this work.

#### (P) Compressed Gases or Compressed Air

All pressurized tanks must be adequately secured regardless of whether they are empty or full. Often chains, straps or stands are utilized to keep them from falling. No pressurized tanks should be left freestanding. If pressurized tanks are found freestanding, they will be removed at the expense of the occupants of the building. When moving compressed gasses, verify the protective caps are in place to protect valve stems and assure stability by strapping them to carts. Never tamper, force or lubricate cylinder valves. Contact the compressed gas company responsible for delivering the gases if problems occur with the compressed gas valve. Remember to wear safety glasses when using compressed gasses. Compressed gasses or compressed air should never be directed towards a person or used to blow dust or particles off skin or clothing. Other safety guidelines regarding compressed gases can be found in The University of Alabama Chemical Hygiene Plan.

#### (Q) Labs

Extinguishers in laboratories are to be inspected monthly. However, it is the responsibility of the Lab's Chemical Hygiene Officer (CHO) to notify EHS at (205) 348-5905 if any extinguisher has been discharged. Always maintain dry sand or some other applicable material in case of a fire if metals such as lithium or sodium are being used in a lab. Prior to utilizing an open flame assure there are no flammable vapors present in the area. Also inspect gas burner tubing to confirm quality and that it is not becoming worn. When transferring flammable liquids from one metal container to another, make sure the containers are grounded and bonded. "No Smoking" notices shall be posted in all labs where flammable liquids are stored or handled. Smoking is prohibited at all times and all locations on campus. All laboratory personnel must be trained in the operation of fire safety equipment of the lab. It is the responsibility of the Lab CHO to train the lab personnel in all areas of the Emergency Plan, including evacuation procedures and routes, fire alarm system activation, and proper operation of equipment. Review the Laboratory Chemical Hygiene Plan regarding other safety concerns in labs.

#### (R) Housekeeping

General housekeeping is a high priority on The University of Alabama campus. All areas of campus, including academic buildings, residence halls, fraternity and sorority houses, assembly areas, athletic spaces, shops, labs, etc. are to be kept in a clean, orderly and sanitary condition clear of debris. All must be cleared of debris at the end of each work shift, social event or on a daily basis. Good housekeeping is required of each employee, student and guest of the

university. Each must do their part to minimize housekeeping issues. Grease, water and other slippery substances shall be cleaned up as soon as possible. Floors shall be kept clear of tripping hazards such as cords and debris. All trash and debris shall be disposed of in approved containers.

Garbage and refuse is collected daily on campus. Combustible scrap, debris and waste materials must be stored in covered metal containers and disposed of appropriately. Tightfitting covers are required on containers used for flammable or harmful substances. Construction materials shall be stored in a neat and orderly manner. Shop areas, near saws or other wood or steel working equipment must be kept clean and free of excess scrap, chips and sawdust. Each work space, including but not limited to those mentioned, shall be clear of splinters, protruding nails, holes and loose boards. Covers and guardrails shall be provided to protect employees from the hazards of open pits, tanks, vats, ditches, etc.

Safe clearances must be maintained for aisles, corridors, loading docks, doorways, equipment and egress components. No obstruction can be present in aisles or egress passageways. Aisles and permanent passageways shall be marked appropriately. Items such as construction materials shall not be stored on or near common pathways or sidewalks, blocking egress from buildings or limiting access to building entrances. All items stacked must be maintained in an orderly manner to prevent it from collapsing.

No social event, philanthropy or swap will be approved in any Fraternity, Sorority or University-owned building if the area contains bottles, cans, trash or other materials creating hazards. It is the responsibility of the organization occupying the space to keep the area clean and orderly. Contact the EHS regarding concerns about the disposal of trash, debris, or hazardous materials at 205-348-5905.

#### (S) Kilns

Always assure all electrical connections are secure in electric kilns prior to use. Kilns should only be used in well-ventilated areas with plenty of space between the kiln and the wall or combustibles. A fire extinguisher suitable for the work being performed shall be located within the space. The space surrounding the kiln should be kept clean and free of dusts. Prior to the installation of a kiln, contact EHS to discuss the proper location and other safety considerations to be taken when operating a kiln.

#### (T) Residential Life

Early into each semester, HRC Resident Advisors (RAs) along with Directors or Coordinators of residential buildings shall conduct a safety awareness meeting with all residents to discuss the Emergency Plan of the building which includes evacuation. The HRC staff shall discuss proper evacuation during a fire alarm, locations of safety equipment, proper use of safety equipment and the use of the buddy system with residents. Although The University of Alabama requires

all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need assistance or special procedures to evacuate effectively. For this reason, these residents with disabilities or impairments should inform other individuals working or living around them of their need for a "buddy" if the fire alarm goes off. Having several buddies in different locations, where the student may be working, living or studying, that understands the student's limitations or special needs during an alarm is extremely helpful. Students are encouraged to explain to HRC staff and their "buddies" the type of assistance they would need during a fire alarm. During this safety awareness meeting, all residents, including those with disabilities or limitations, are informed of the need for immediate evacuation during fire alarms and to take each alarm seriously by enacting and following their evacuation plan. Occupants are also made aware of fire drills and the requirement to practice evacuation during these drills. Residents are reminded of the consequences of failing to evacuate that could result in injuries or death in the case of a fire and the penalties for causing a false alarm, misusing, tampering with or damaging fire equipment.

Fire safety equipment is distributed differently depending on the type of housing area and occupants. Residential areas are equipped with fire extinguishers in common areas and hard-wired smoke alarms in each bedroom. At least once a month these extinguishers and smoke alarms are inspected. The extinguishers are inspected annually as well and provided routine maintenance or recharging when needed. Each smoke alarm is cleaned annually, inspected and tested for operation. Fire alarm systems are tested annually as well to assure all devices are working properly.

#### (U) Training

1. Emergency Evacuation

Emergency Evacuation training is offered at EHS. This training focuses on the different types of emergencies and how to respond appropriately to each emergency. The use of an emergency plan is also discussed. Contact EHS at (205) 348-5905 to schedule this training.

2. Proper Use of Fire Extinguishers

Training for the proper use of fire extinguishers is offered at EHS. This training focuses on the P.A.S.S. technique, the different types of extinguishers and allows each individual the opportunity to discharge a fire extinguisher. Contact EHS at (205) 348-5905 to schedule this training.

#### (V) Welding and Cutting

EHS now requires a permit for any hot work be completed. This permit is available on the EHS website and must be approved by EHS prior to beginning the hot work. Areas where welding and cutting will occur should be free of combustibles and flammables and well vented. Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from

the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Combustibles must be relocated from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles. Fire watch must be provided during this work and for sixty minutes following after this work, including during break times. A qualified individual or individuals (depending upon the project and the size or amount and type of combustible) would have to remain in the area near the welding/cutting site and visually observe the combustibles and other surroundings for a period of time to ensure that a fire has not been the direct result of this work. The individual providing fire watch must be supplied with a suitable extinguisher and must understand and be trained in the use of the equipment, activating the fire alarm and contacting the proper authorities (fire/police). Fire watch may be required not only in the area of the hot work but also in adjoining areas, above and below the work site. A list of individuals who may provide a fire watch is maintained at EHS.

Do not perform cutting or welding on metal pipes that come in contact with combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. No welding or cutting on drums, barrels or tanks is allowed unless it is known that there has not been any flammables or toxic materials contained in the drum, barrel or tank and the drum, barrel or tank has been cleaned and approved for such welding or cutting by EHS. When welding or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting operation has been suspended, the equipment must be cut off. Hot work areas must be monitored for four hours following the completion of the job. Welding shields, goggles or helmets are needed to protect the eyes and face during welding. Contact EHS regarding further information on welding and personal protective equipment.

#### (W) Material Storage and Handling

Material storage may not be placed in corridors, aisles, stairwells, hallways or mechanical rooms, and under no conditions shall storage obstruct or adversely affect a means of exit. Combustibles may not be stored in attics. Smoking is prohibited at or in the facility of any storage, as it is throughout campus. Combustible open yard storage shall be piled with due regard to the stability of piles and in a neat and orderly manner with no storage exceeding ten feet in height or twenty feet in diameter. There must be at least fifteen feet cleared around storage all sides of combustible storage that is maintained free from rubbish, equipment or other materials. No storage may be placed in such a manner that it blocks access to a building, including emergency vehicle access, or egress from a building. No storage shall be placed outdoors within ten feet of any building or structure.

Materials may not be stored within 36 inches of any sprinkler deflectors, ceiling, light fixtures, ventilation grates, or fire alarm panel. Materials shall be stored, handled and piled with regard

to their fire characteristics. Materials shall be piled in a stable manner at all times. Aisle space shall be maintained to safely accommodate access for firefighting. Noncompatible materials, which may create a fire hazard, shall be segregated. Refer to the Hazardous Material Management Guidelines for information on specific hazardous material storage and required segregation. In no cases shall hot ashes, cinders, or coals may not be deposited in or near any building or grounds area on campus, especially near material storage areas. These items may only be placed in noncombustible or metal receptacles so designated by the University and away from material storage areas.

#### (X) Fireworks or Pyrotechnics

A permit must be attained prior to the use of fireworks or pyrotechnics on campus. Contact EHS during the planning stages, prior to advertising the event and at least one month prior to the scheduled event involving fireworks or pyrotechnics, as EHS acts as the liaison between the Tuscaloosa Fire Department and the campus community for events of this nature. A permit for these types of displays is a multi-step process that includes University, City and State resources. Prior to a permit being provided, an application must be filed with the State Fire Marshal and the permit fee paid. Ultimately, the permit must be signed by both the Police Chief and the Fire Marshal, and sent to the State Fire Marshal after all the required paperwork has been submitted as requested for review. Safety data sheets, demonstration shots and event/security setup are just a few of the items that may be reviewed prior to receiving signatures, as events of this nature require a hazard assessment of the location, accurate timing of the event, detailed descriptions, and a logistical overview to determine if the event can be accomplished in regards to other prescheduled campus events. A “no burn ordinance” overrides a fireworks permit. Therefore, any time a “no burn ordinance” is in effect, the scheduled fireworks program will be cancelled. Also strong winds or inclement weather can result in the cancellation of the event as well. Representatives from TFD and EHS will be present at all events involving fireworks or pyrotechnics.

#### (Y) Communication

EHS is the liaison between The University of Alabama and regulatory compliance agencies. Contact EHS at (205) 348-5905 if you have any questions or concerns relating to regulatory compliance or safety concerns including fire safety concerns, as EHS also acts as the liaison between the campus and TFD. All press releases or comments shall be made through The University of Alabama Division of Strategic Communications, Office of Media Relations.

#### (Z) Fire Alarm Response

##### 1. Roles

- a) The University of Alabama Office of Environmental Health and Safety (EHS) EHS acts as the liaison between The University of Alabama and the Tuscaloosa Fire Department (TFD). EHS may assist with communication, fire alarm keys, locations of suppression equipment and locations of activated fire alarm system

equipment. EHS may also assist with obtaining, repairing or replacing a fire alarm system device. During working hours, EHS responds to fire alarms on campus as requested. After normal hours EHS has on call Certified Fire Alarm Technicians that respond to fire alarm related concerns.

b) Tuscaloosa Fire Department (TFD)

Once a fire alarm system is activated TFD has authority of the area until the incident has been resolved. A fire alarm can only be silenced or reset after the Fire Department gives consent to UAPD or EHS representatives. Only after the all clear is given by TFD are residents allowed to reenter a space.

c) The University of Alabama Police Department

The University of Alabama Department Police Department (UAPD) also takes a very active role during fire alarms. UAPD immediately responds to all fire alarms on campus. They control the crowd by moving students, employees or other individuals away from the building where the alarm is sounding. UAPD also assists in controlling traffic in heavy congested areas, assists building representatives in relaying information to the fire department regarding fires or unaccounted occupants, provides communication to University campus partners which the Fire Department might use as resources and overall assists TFD as needed.

d) Building Representatives

Each building on campus has a building representative that is responsible for turning in work requests and having access to areas of the building. During a fire alarm, these building representatives may need to provide access to areas of the building or additional information to the Fire Department or representatives of EHS. It is important that the building representative understands the layout of the building and knows all possible entrances, exits or mechanical rooms in the building.

e) The University of Alabama Facilities Division

During a fire alarm or other emergency The University of Alabama Facilities Division may be asked to address areas of concern regarding the building and life safety as specified by the TFD or representatives from EHS. Facilities maintain all university-owned buildings on campus. In the case of fire or some other emergency, Facilities may also be asked to find temporary storage or office space for those affected in University-owned buildings, assist in moving those building occupants to the new location or assist in the repair of equipment damaged by fire or smoke.

- f) The University of Alabama Housing and Residential Communities  
During a fire alarm or other emergency, The University of Alabama Housing and Residential Communities (HRC) may also be asked to locate temporary housing for those students living in University-owned housing which are affected.
- g) The University of Alabama Division of Student Affairs  
The University of Alabama Division of Student Affairs will assist in searching for substitute housing for any on-campus student, including fraternity or sorority member, whose space is damaged by fire or deemed unsafe according to regulations.
- h) Contractors  
During a fire alarm or other emergency, contractors may be asked to respond to the situation at hand if it is occurring in a non-University owned building. For this reason, it is important that the University of Alabama have a listing of those responsible for the buildings on campus. It is also important that contractors understand their limitations and some guidelines have been set forth between the entity owning the building and those making repairs to the building. Never assume that UAPD has access to any non-University owned buildings. Contractors will not be granted access to any non-University building by representatives from The University of Alabama. It is the responsibility of those owning and occupying the buildings to allow contractors access to their buildings. Additional restrictions may apply to the work contractors are performing on campus. Contact Construction Administration to determine if there are special steps or procedures that must be followed before allowing any work to be accomplished by a contractor.

## 2. Safe Fire Alarm Evacuation Procedures

- a) Procedures for Students, Professionals, Staff, and Guests
- 1) ACTIVATING THE FIRE ALARM
    - If a fire is noticed, leave the hazard area. Do not risk a life by remaining in the unsafe building. If operating a heat source or flame, please extinguish before exiting the building.
    - On the way out of the building, pull a fire alarm system pull station. It may be necessary to break the glass or raise the pull station cover in order to activate the alarm. Some common locations of pull stations are at stairwell doors and exits.
    - By sounding the alarm, occupants of the building are notified of a fire hazard and should evacuate the building. However, most importantly, UAPD, EHS, and TFD are notified immediately of the hazard.
  - 2) EVACUATING THE BUILDING



- When the fire alarm sounds, everyone must proceed with their emergency evacuation plan or evacuate the building immediately, even if another individual tells you that the fire alarm is being tested. Do not assume it is just a drill.
- High-rise buildings evacuate three floors at a time to reduce the stampeding effect of all occupants evacuating the building at once. The floor where the fire alarm was activated will evacuate, as well as the floor directly below the floor in alarm and the floor directly above the floor in alarm. Alarms will be also active and sounding in the stairwells. For this reason if you can hear the alarm or see the flashing “Fire” visuals, evacuate the building immediately. TFD has the ability to evacuate the entire building at one time if this is required or needed.
- When evacuating, turn off any appliance or equipment you might be operating. Isolate your area by closing doors and windows and leave the building.
- Only use a portable fire extinguisher to control a small fire or assist yourself or someone else to evacuate the area. Remember, not all fire extinguishers are effective on all types of fires; so do not try to extinguish the fire unless you have been properly trained. Do not fight the fire if it is already beginning to spread beyond the location where it started, if you can’t fight the fire with your back to an exit, or if the fire can block your only exit.
- Walk; do not run when evacuating the building. Assist those individuals with disabilities or those unable to evacuate by telling authorities their locations within the building. (See Safe Fire Alarm Evacuation Procedures for the Physically Challenged)
- To avoid smoke, stay low to the ground and cover your mouth and nose with a damp cloth if possible to help you breathe.
- Never use the elevators to evacuate.
- When evacuating, travel away from the fire until you reach an exit or stairwell door. If a stairwell door is reached, then travel the stairwell until you reach an exit leading to the outside. Many stairwells are fire-rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.
- If you must open corridor doors, hallway doors, bedroom doors, or office doors, feel of them first by using the back of your hand (never the palm). If they are cool, open them and continue to follow the emergency evacuation plan and move towards an exit or stairwell if conditions allow.

b) Procedures for Physically Challenged

Although The University of Alabama requires all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need

assistance or special procedures to evacuate effectively. For this reason, those individuals with disabilities or limitations should inform other individuals, especially Community Directors or Residential Advisors that they may need assistance in a fire alarm. Below are some tips that may prove useful during a fire alarm evacuation for those with disabilities or limitations:

- 1) Utilize the Buddy System
  - During the first few days at a new job or at classes, discuss with others your need for a “buddy” or “buddies” if the fire alarm activates.
  - Obtain several buddies in different locations where you may be during an alarm and discuss your evacuation plan with your buddies (especially Community Directors or Residential Advisors).
  - Explain what type of assistance you would need during a fire alarm.
  - Plan and practice your procedure for evacuation during a fire alarm.
  - If possible during a fire alarm, your buddy, without risking his/her life, should assure your location, capabilities and need for assistance during the fire alarm, however it must be noted that buddies will not always be present at the time of a fire or fire alarm.
  - If present your buddy can inform UAPD or TFD of your need for assistance, your plans, and your location during a fire alarm.
  
- 2) Recognize your Capabilities and Limitations for Evacuating the Building
  - When evacuating, travel away from the fire until you reach an exit or stairwell door. If a stairwell door is reached, then travel the stairwell until you reach an exit leading to the outside.
  - Many stairwells are fire rated enclosures that can be used as areas of rescue assistance for those individuals needing assistance exiting the building.
  - Persons utilizing wheelchairs should be taken to an area of rescue assistance (some are located at stairwell landings) or stay where they are located if he/she is unable to evacuate on their own. This still requires their buddy notify UAPD or TFD of their location once they reach the assembly location outside. If the mobility-impaired individual is alone, he/she should dial (205) 348-5454 or 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where he/she is located.
  - Persons with mobility impairments but without the need of a wheelchair will need to attempt to evacuate the building, allowing traffic to pass when needed in areas like stairwells. These individuals may decide to remain in place and contact (205) 348-5454 or 911 with their location if there is no sign of imminent hazard and due to their impairment they would not be able to evacuate the building at this time without assistance.

- Persons with hearing impairments will need rooms equipped with strobe lights to inform them of activation of the fire alarm. A buddy may still be needed to notify the individual with the hearing impairment of an emergency. Notify EHS at (205) 348-5905 to request these lights in a certain room.
- Persons with visual impairments will need rooms equipped with horns or bells to inform them of activation of the fire alarm. A buddy may still be needed to guide the visually impaired individual through the evacuation route. If the visually impaired individual is alone, he/she should dial (205) 348-5454 or 911 and inform the dispatcher of his/her location, inability to evacuate and/or area of rescue assistance where he/she are located or are going. Notify EHS at (205) 348-5905 to request these horns or bells in a certain room.

c) Procedures if Trapped in a Building Which is Burning

- If the door is hot, only open it slowly.
- If there is too much smoke or fire in the hallway for a safe evacuation, then remain in the room. Close the door and position towels or articles of clothing (dampened if possible) around the bottom edge of the door.
- Call (205) 348-5454 or 911 and tell the dispatcher your name, where you are located and the reason you could not evacuate. The dispatcher will contact the UAPD officers on the scene and notify the Fire Department.
- If you have a window that can be opened, also open the window and hang a sheet, piece of clothing or another similar object out the window and wave it to the fire department. This open window will allow fresh air to circulate into the room.
- If the window cannot be opened, create a sign to display at the window indicating that you need help.
- If you feel as though you can no longer breathe, break the window out using a chair and get the attention of the fire department and those below.
- Remain calm and wait for the Fire Department to assist you in evacuating the area.

d) Procedures if You are on Fire

- Stop where you are.
- Drop to the floor.
- Roll until the flames have been smothered.

e) Procedures if Someone Else is on Fire

- Try to smother flames by wrapping the individual on fire in a blanket or some other item that could be used to smother flames.
- If unable to assist the individual on fire, insist that the person stop, drop and roll.

- f) Once Outside
  - Move away from the building to a predesignated location where the process will begin to account for all occupants.
  - This will be initiated by the building representative, Residential Advisor, or another designated individual.
  - Notify UAPD of anyone needing assistance exiting the building.
  - The building representative or some other supervisory personnel should notify UAPD of anyone unaccounted for during the evacuation.
  
- g) Resetting the Fire Alarm and Re-entering the Building
  - Remain outside and away from the building until you are given further instructions from the TFD, UAPD or a representative from EHS.
  - Only TFD can authorize the fire alarm system being reset or silenced after the initiation of a fire alarm.
  - UAPD and the representative of EHS responding to the alarm have access to the fire alarm panel keys.
  - UAPD and the representative from EHS are the only entities on campus authorized to reset a fire alarm once approved by TFD.
  - Once the fire alarm system has been reset and TFD has given the approval for re-entering the building, then faculty, staff, students, guest or others reoccupy the area.

#### (AA) Investigations

##### 1. Fire Alarm

In the past there have been some confusing and/or conflicting opinions among faculty, staff and/or students regarding false fire alarms. There are actually very few fire alarms initiated by faulty fire safety equipment, such as a smoke detector or heat detector that malfunctions. In fact, most alarms are initiated due to the actions of those occupying the building. This does not mean that each alarm corresponds with an actual fire. The alarm could correspond with someone who is smoking near a smoke detector or an air conditioning unit that is overheating. For this reason, it is very important that people monitor their own habits closely and review fire safety data in a manner that considers the cause and the effect of the alarm rather than simply defining the alarm as being a true or false alarm. EHS investigates fire alarms on campus to determine the cause of the alarm and maintains this information. In the event that a piece of faulty equipment initiated the fire alarm, EHS also monitors the repair/replacement of this equipment to assure this action does not occur again. Contact EHS at (205) 348-5905 regarding any questions or concerns about fire alarms on campus.

##### 2. Arson

Many cases of fires on college campuses are directly linked to arson. Both UAPD and TFD investigate cases of arson on The University of Alabama campus. EHS also maintains information on fire alarms related to cases of arson on campus. Contact (205)

348-5905 regarding any questions or concerns directly related to fire alarms attributed to cases of arson.