

FIRE SAFETY

A. RESPONSIBILITIES OF FIRE MARSHAL

The Fire Marshal of the State of Georgia is responsible for approving new buildings and major renovations on campus. The Fire Marshal is also responsible for periodic campus inspections. The Marshal also approves handicap accommodations.

B. PROCEDURE FOR REPORTING A FIRE

The main buildings, Carter, Sanderson, Chapel, Barnes, Library, Founders, Maclellan/Rymer, Ashe, Probasco, Andreas, Brock and Mills Hall have networked fire alarm systems, centrally controlled from the Facilities Management Office. Carter, Mills, Founders, Probasco, Andreas, Ashe, Brock and Maclellan/Rymer have automatic dialers that report alarms directly to Dade County dispatch. Sanderson, Chapel, Library, and Barnes systems report to the Carter panel, which, in turn, dials dispatch. A call may be canceled by the Safety and Security Coordinator if the fire department is not on the scene and the situation is known to be a false alarm. Jackson Hall has a fire alarm system that will dial the fire department but it is not connected to the main campus center. The Art building, Garage and Fire Hall have smoke detectors only. These fire alarms must be phoned in by calling 911 or 657-4111.

C. SAFETY EXIT DRILLS

1. General

Fire in one of our buildings could be a matter of life or death. It is necessary for all staff to read and become familiar with the posted rules. Fire drills are held at unannounced times during the day and at night. The fire alarm is a constant sounding horn. There are signs in all hallways as to the direction of the exits. In the resident halls, the Resident Assistants are responsible for making sure that all residents evacuate the hall.

The fire alarm system may be utilized for all emergency evacuations (Health Threatening Emergencies such as fire, explosions, toxic chemical spills or release, gas cylinder failure, bomb threats, earthquakes, etc.). An alarm should be pulled rather than to try to deal with any situation for which a person has not been trained.

2. Earthquakes

If the earthquake has been severe, the building should be evacuated. It is not necessary to pull a fire alarm to evacuate unless there is a life threatening situation cause by the earthquake. The best thing to do during an earthquake is to take cover in a doorway, or under a table to avoid falling objects. Stay away from windows, glass, light fixtures, and other objects that may fall. When the shaking has stopped leave by the nearest exit, use stairs rather than elevators. No one should re-enter any building until it has been inspected and re-entry has been granted.

3. Before a Fire

There are evacuation maps posted on each floor or each section of the floor near elevators, stairs, and fire alarm pull stations. Each person should be aware of these alternate routes in case the main routes are blocked by fire or any other hazard (copies of these maps are in the appendix).

Carter Hall, Founders Halls, Andreas Hall, Maclellan/Rymer Hall, Probasco, Ashe, Brock and Mills Hall have standpipe systems. Carter and Founders Hall are equipped with fire hose connections on each floor. Ashe, Probasco, Andreas, Maclellan/Rymer, and Mills are equipped with sprinklers on each floor. Carter kitchen is equipped with a dry-pipe sprinkler system. Carter Hall basement has sprinklers in the plumbing, electrical, boiler, facility services, north art studio, and storage areas. These systems are supported with a diesel fire pump and supplied by our on-campus cistern and a 500,000-gallon Dade Water Company tank on campus. Each building is also equipped with appropriate fire extinguishers in the required locations. These extinguishers are checked quarterly and recharged as needed. There is a fire station on campus that is run by Dade County, Georgia. This station is manned 24 hours a day by volunteers.

4. On Discovering A Fire

If a fire is discovered, the fire alarm is to be pulled at once and a call to the switchboard can be made as to the location of the fire after the discoverer has evacuated the building.

5. On Hearing A Fire Alarm Sound

When the alarm horn sounds, all are to leave the building and go outside or to a designated building, if weather conditions are poor.

Table 1: Fire Evacuation Procedures

If the alarm is in:	Go to:
Carter Hall Founders Residence Center Sanderson Hall Library Barnes Center Art Building Mills Science Building Maclellan/Rymer Hall Andreas Hall Probasco Visitor Center Ashe Jackson Hall Brock Hall	Chapel auditorium and be seated. This building will be unlocked as soon as possible. *
Chapel	Great Hall in Carter Hall and be seated. *

Staff and students should stay off the roads and remain outside or in the designated building. Do not re-enter the building until a fire official indicates safe re-entry.

If the alarm is at night, the residents are to report to their Resident Assistants once they are safely out of the building. No one is to re-enter the building until the "all clear" is given by the Fire Department (or the Safety and Security Office employees in the event of false alarm when the Fire Department has been canceled).

D. FIRE SAFETY INSPECTIONS

The Georgia State Fire Marshal makes periodic inspections of the campus. The College's insurance company makes annual fire and safety inspections. The supervisor of housekeeping makes daily inspections of hallways and exits to insure a safe exit in case of a fire. All Safety and Security personnel are to be aware of fire and safety problems and either correct them or report them to the Safety and Security Office. Anyone else on campus can report problems directly to the Safety and Security by filling out an electronic work request.

E. PORTABLE FIRE FIGHTING EQUIPMENT

Portable fire fighting equipment on campus consists of fire extinguishers placed in every campus building in accordance with the standards of the NFPA Life Safety Codes. All college owned vehicles are also equipped with fire extinguishers. In addition to the required fire extinguishers, there is also a standpipe and/or hose system in each of the residence halls.

Fire extinguishers are maintained in accordance with NFPA 10 Standard for Portable Fire Extinguishers.

In accordance with NFPA 10, all fire extinguishers are selected according to the hazards present in the area they protect. Since the possibility for class A, B, and C fires exists in most areas of campus, most of the fire extinguishers are multipurpose dry chemical extinguishers having a minimum rating of 2-A:10-B:C. Because of specific equipment in certain areas of campus, multipurpose extinguishers have been replaced by B:C dry chemical, CO₂, or Halon extinguishers depending on the hazards and

equipment present. The maximum travel distance to the nearest fire extinguisher is at or below 75 feet depending on the hazard level.

Fire extinguishers are inspected on a quarterly basis, and the records are on file in the Safety and Security office. Annual maintenance, hydrostatic testing, and recharging are all performed by an outside fire extinguisher service company. All extinguishers are hydrostatic tested every 5 or 12 years depending on the type of fire extinguisher (5 years for CO₂ extinguishers and 12 for dry chemical and halon).

All Facilities Management Personnel are instructed in the use of fire extinguishers. Operating instructions are included on the fire extinguishers.

F. INSPECTING AND TESTING FIRE SUPPRESSION SYSTEMS

Inspecting and testing of fire hydrants is handled by the local fire department that is responsible for campus fire protection. Complete inspection and testing of the diesel fire pump is conducted annually by an outside company. In addition, the fire pump is inspected monthly by the preventive maintenance shop and allowed to run for 30 minutes.

There is a dry-pipe sprinkler system providing fire suppression protection for the kitchen area. There is also a dry-chemical fire suppression system for the grill hoods in both the kitchen and the Blink (snack bar). In accordance with NFPA 13A Inspection, Testing, and Maintenance of Sprinkler Systems, the sprinkler system is inspected, tested, and maintained on a quarterly basis by an outside sprinkler system service company. The controls for the sprinkler system are located in the dining hall storage room located by the serving line entry. The grill hood fire suppression systems are tested every six months by an outside company that specializes in this type of system. Controls for these systems are located near the grills in the kitchen and Blink.

G. FIRE REPORTS

The fire department makes all records on actual fires. Any fires that do happen, such as a toaster fire in the resident areas, are reported to Student Development so that they can make the residents aware of these problems. Any other fires are discussed with the individuals involved so that they can be avoided. False alarms and their suspected causes are recorded by the Safety and Security Office staff and reported to the Student Development Office, which deals with the situation.