	Texas Chiropractic College Policies and Procedures	Author: Eddie Crabb Approved by: President's Cabinet	Reviewed: 11/06/07 Revised:
	Title: FIRE SAFETY POLICY		Page: 1 of 4
			Policy No. ESS.09

1.0 PURPOSE

- 1.1 To ensure a high level of safety for persons and property;
- 1.2 To ensure all staff, students and faculty work in a safe environment;
- 1.3 To ensure all staff have received instruction on fire safety and evacuation procedures;
- 1.4 To ensure that fire systems and associated requirements are properly maintained in accordance with relevant legislation.

2.0 SCOPE

- 2.1 TCC employees.

3.0 POLICY

- 3.1 The fire safety policy is designed to provide information on how the college manages fire risk and how the employees may become informed about fire safety measures.
- 3.2 This policy also contains requirements for general and specific fire evacuation plans which are designed and implemented to protect college staff, faculty, students, visitors and patients from the hazards associated with a fire-related emergency which may occur on college property.

- 3.1.1 All employees shall be trained in general fire response and evacuation procedures. A method of remembering the procedure of responding to a fire is the use of the acronym **R.A.C.E.** This acronym will be used as a training aid for staff, faculty and students.

Rescue people nearest the fire, if trained and safe to do so.

Alert people in immediate area, pull fire alarm, and dial 911.

Contain by closing all doors to contain the fire and smoke.

Extinguish small fires. Do not attempt to extinguish large fires. **If necessary to evacuate the building**, call and tell TCC Switchboard Operator to initiate **Emergency Broadcast System**. State reason and for which building.

- 3.1.2 Another acronym to be used as a training aid for learning how to use a fire extinguisher is **P.A.S.S.**

Pull the pin.

Aim at the base of the fire.

Squeeze the discharge handle.

Sweep the agent across the fire.

3.1.3 Staff training will include:

- Location and proper use of fire extinguishers and fire alarm pull stations;
- Procedures for evacuation of students, patrons, patients;
- Evacuation routes (for their particular building);
- Fire reporting procedures;
- Special operational procedures needed to shut down, secure or make safe, certain critical equipment;
- Location where all occupants will meet outside their respective buildings. This area will be away from the building, not in the path of emergency vehicles and not blocking access to emergency equipment.

3.1.4 Evacuation maps will be posted in every building in conspicuous areas showing route(s) to be taken.

4.0 RESPONSIBILITIES

4.1 Staff and faculty will be responsible for:

- 4.1.1 Knowing fire safety procedures;
- 4.1.2 Knowing evacuation procedures and evacuating the general public and patients, if necessary;
- 4.1.3 Knowing how to use fire alarm and fire extinguishers;
- 4.1.4 Knowing types of fire extinguishers;
- 4.1.5 Reporting any fire hazard seen on campus to a member of the Environmental Safety and Security Committee, Human Resource or Maintenance Department.

4.2 Environmental Safety and Security Committee members will be responsible for:

- 4.2.1 Maintaining fire safety policy;
- 4.2.2 Providing fire safety training;
- 4.2.3 Inspection and maintenance of fire system / equipment;
- 4.2.4 Reporting of fires and fire injuries;
- 4.2.5 Conducting fire drills;
- 4.2.6. Conducting a periodic walk-through to check for fire hazards.

4.3 Department Heads / designees will be responsible for:

- 4.3.1 Accounting for all assigned employees so that any missing employees can be reported to Building Emergency Coordinator(s).

5.0 PROCEDURES

5.1 Individual noting the fire:

- 5.1.1 **Rescue** people nearest the fire.

- 5.1.2 **Alert** all people in the immediate area, pull the fire alarm and **CALL 911** from a safe location.
- 5.1.2.1 Inform 911 dispatcher of:
- Campus address, building location;
 - Type of fire emergency (smoke, electrical, chemical, vehicle, etc);
 - Extent of fire (one room, vehicle, first floor, etc);
 - Whether or not the building is being, or has been, evacuated;
 - If there are any known persons who cannot evacuate;
 - If the fire is spreading, contained or if it has been extinguished;
 - If the fire alarms are sounding or if the sprinkler system has been activated;
 - Color of smoke;
 - What started the fire, if known;
 - Any known injuries;
 - Any suspicious people or objects in the area of the emergency, or
 - Any other information which would be helpful.
- 5.1.2.3 Stand outside and advise the first emergency responder (fire department) of the location and current situation regarding the fire.
- 5.1.3 **Contain** by closing all doors to contain the fire and smoke. (Contain may also mean shutting off gas valves or electrical equipment to contain or slow the fire spread if it is safe to do so.)
- 5.1.3.1 Do not lock doors except under security-required conditions. (The fire department may have to forcibly open the doors to check for fire spread. Closing doors will aid in containing the fire to a smaller area.)
- 5.1.3.2 Turn off any gas, oxygen or other valve which may control a hazardous substance.
- 5.1.4 **Extinguish** small fires. (If it is safe to do so without personal injury and the fire is small enough, attempt to extinguish the fire with the nearest appropriate type of fire extinguisher, if trained to do so (hands-on training.) **DO NOT ATTEMPT TO FIGHT THE FIRE IF:**
- 5.1.4.1 Fire is too large for an extinguisher to handle;
- 5.1.4.2 Heat from the fire is such that you cannot get close enough to use the extinguisher safely without inhaling dangerous levels of smoke;
- 5.1.4.3 There is not an emergency escape route available. **Do not allow the fire to get between you and your escape route.**
- 5.1.4.4 **If necessary to evacuate the building**, call and tell TCC Operator to initiate **Emergency Broadcast System**. State reason is fire and which building.

5.1.5 Remember acronym **P.A.S.S.** for the use of fire extinguishers.

Pull the pin from the extinguisher handle. Twist the pin to break the plastic seal and pull the pin out. NOTE: The extinguisher will not operate with the pin in the handle. The pin is used to keep the extinguisher from being accidentally discharged.





Aim at the base of the fire. NOTE: Point the nozzle towards the base of the fire. Discharging agent at the flames in the air seldom extinguishes the material on fire. When you are not sure where this is, aim at the most intense part of the flames.

Squeeze the discharge handle to release the agent. Short bursts of agent can be used to extinguish small fires. Short bursts, rather than discharging the entire extinguisher for a small fire can prevent the clean up of excess agent afterwards.

Sweep from side-to-side. NOTE: It is important to sweep the agent across the base of the fire to ensure proper agent distribution until the fire is out. Discharging agent without sweeping it across the fire can in some cases actually spread the fire.

- Stand 5 – 8 feet back from the fire before discharging an extinguisher.
- Fight the fire only as long as it is safe to do so.

5.1.6 Use appropriate fire extinguisher for type of fire:

Type of Fire	Type of Extinguisher	Symbol
Wood, paper and cloth	Type A	Green triangle 
Flammable gases, liquids, greases	Type B	Red square 
Live electrical equipment	Type C	Blue Circle 
Combustible metals: magnesium, zirconium, potassium and sodium	Type D	Yellow star 

5.2 Do not allow anyone to re-enter the building until directed by the responding emergency personnel. The only agencies authorized to allow re-entry is the Senior Fire Officer, or an authorized representative of the Environmental Safety and Security Committee.

NOTE: A list of emergency names and phone numbers, responsible persons, and Incident Report Form are located in Emergency Preparedness Plan.