



Delaware State University

University Area Responsible: Risk and Safety Management

Policy Number and Name: 7-02: Fire Prevention

Approval Date: 06/15/15

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I. Purpose

The purpose of this Policy is to minimize potential causes of fires at Delaware State University (DSU).

II. Scope

This policy applies to all University facilities, students, faculty, staff, contractors, visitors and other related parties

III. Policy

It is the policy of Delaware State University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- a. Conducting periodic fire safety inspections of all University buildings
- b. Increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety
- c. Conducting third party fire safety audits

IV. Responsibilities

A. Fire Safety Inspections Reporting

Fire and life safety features of University buildings shall comply with all applicable standards of the National Fire Protection Association (NFPA) and adopted by the State of Delaware and the local authority having jurisdiction (City of Dover).

B. Risk and Safety (R&S)

1. R&S will conduct fire safety inspections of University buildings. Some buildings may be inspected more frequently as deemed necessary.
2. A copy of the completed Fire Inspection Report for each University building will be forwarded to the appropriate department responsible for maintaining fire safety compliance of that building.
3. Facilities Management and/or outside contractor will be expected to correct any deficiencies and notify R&S by returning a copy of the report indicating the date (as determined by the Fire Marshal) when each deficiency was corrected.
4. R&S will conduct a follow up inspection to verify correction of all deficiencies once notification has been received.
5. Copies of all completed Fire Inspection Reports will be maintained by R&S and Facilities Management.

C. Departments Responsible for Fire Safety Compliance

1. Facilities Management Department Heads will receive a copy of each completed Fire Inspection Report.
2. Department Heads will be responsible for correcting the deficiencies identified within the time period specified in each report.
3. Once completed, the date of correction will be entered on the Fire Inspection Report for any deficiency.
4. Upon correction of all noted deficiencies, a copy of a copy of the report showing the dates of correction will be forwarded to R&S, Facilities Management and the Fire Marshal.

D. Fire Safety Training

1. Basic fire safety instruction will be provided during New Employee Orientation.
2. Basic fire safety training will be provided biannually.
3. Basic fire safety instruction will be provided to all students living in Residence Halls biannually, with one held at the beginning of each academic year.

E. Fire exit drills will be conducted as follows:

1. Academic Facilities: once per quarter
2. Day Care Facilities: once per calendar year
3. Residence Halls (Dormitories): once each fall and spring semester (during peak hours)

F. Incident Investigation

Risk & Safety will coordinate with Public Safety and the Municipal Fire Department or Fire Marshal in the investigation of each fire incident.

G. Decorations and Open Burning

It is the policy of Delaware State University to prohibit open burning and the use of combustible decorations (e.g., holiday decorations) at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction).

1. Open Burning - Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills and their related accessories such as: gasoline, propane, lighter fluid, charcoal; and pyrotechnics.
2. Decorations – All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event or prior to the University's annual holiday closure.
3. Decorative Lights – Decorative lights including holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress.

4. Holiday Trees - It is the policy of the University that only artificial holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or prior to the University's annual holiday closure.
5. Artificial snow and other decorative sprays - Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.)

H. Propping Open Doors

The act of propping open an exterior door or interior door of any University building is strictly prohibited. Propping open doors creates a security risk. It may also increase the risk to persons and property should a fire or other emergency occur. Any individual found in violation of this directive is subject to a fine of \$100.

I. Prohibited Items

It is the policy of the Delaware State University to prohibit the use of the following items in any University owned or operated facility (unless in accordance with other University policies and procedures, and or by the Authority having jurisdiction):

1. Portable space heaters
2. Barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking or warming purposes)
3. Any open flame device or object including candles
4. Incense sticks and related accessories
5. Hot plates, slow cookers, deep fryers, electric skillets, electric woks, griddles, sandwich makers or grills and other similar type products (for cooking or warming purposes)
6. Toaster ovens, Nuwave Pro Infrared Ovens and other similar type products (for cooking or warming purposes)
7. Flammable or combustible liquids (for recreational or personal use)

8. Fireworks, firecrackers, rockets, flares, sparklers and other devices
9. Halogen lamps
10. Ceiling or wall tapestries
11. Bean bag chairs and other similar type products
12. Live Holiday trees or non-fire retardant artificial Holiday trees
13. Popcorn Machines, poppers, cotton candy machines, funnel cake fryers, hot dog rollers or steamers, snow cone machines and other similar type concession equipment for individual use.
14. Compressed gases (e.g., propane or butane cylinders)
15. Hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways)

J. Exceptions:

1. Portable Space Heaters are allowed for the Division of Veterinary Resources for the comfort and well-being of the research animals under its care.
2. Approved Portable Space Heaters as authorized by the Office of Enterprise Risk Management, will be allowed for employees/students with diagnosable medical conditions as determined by licensed health-care professionals with such documentation kept on file at the University's Human Resources or Student Affairs divisions.
3. The "cooking" and "warming" options exclude cooking and warming done in areas designed and built for such purposes and only while the use of these devices are under the direct supervision of qualified personnel such as catering staff and/or certified food preparers.
4. The use of compressed gases is allowed when under direct supervision by qualified personnel, in instructional laboratories or buildings and for medical necessity as diagnosed by licensed health care professionals.

K. Policy Violations

Any individual found to be in possession of any of the aforementioned prohibited items will be subject to a fine in the amount of \$100 per prohibited item.