



Delaware State University

University Area Responsible: Risk and Safety Management

Policy Number and Name: 7-03 Emergency Response/Fire-Other Emergencies

Approval Date: 06/15/15

Next Review Date: 06/15/17

Related Policies and Procedures: 7-02 Fire Prevention, 7-35 Emergency Evacuation of Persons with Disabilities

I. Purpose

Establish a uniform policy and procedures throughout the University for the appropriate steps to be taken in order to reduce the risk to students, faculty, staff, contractors, and visitors of the University in case of a fire or other emergencies.

II. Scope

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

III. Policy

In case of fire or other life threatening emergencies, evacuate the building. The actions listed in the sections below and the attached Fire Alarm Procedures should be completed using reasonable judgment and provided no persons are endangered in the process.

- a. An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:
- b. Don't risk self - leave the area if unsafe.
- c. Give the alarm by: Sounding the building evacuation alarm by pull box or, if not available, orally notifying occupants of the building.

- d. Notify Public Safety by University telephone (x7911).
- e. Isolate the area by closing all doors and windows. Shut down all equipment in the area if possible. Use a portable fire extinguisher to: assist oneself to evacuate, assist another to evacuate, or control a small fire, if you are properly trained.
- f. When notified of fire or other emergency alarm system or orally, personnel must evacuate the building and move to an area at least 200 feet from the building. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access.

Exception:

(This exception pertains only to a fire situation.) If a small contained fire is discovered, the following may be done using good judgment:

- 1. Evacuate the immediate area of the fire using verbal instructions.
- 2. Ask for assistance from a person in the immediate area. Extinguish the fire with a portable fire extinguisher.
- 3. Contact Public Safety at 857-7911 or 7911 and wait for their response.
- 4. Contact Safety and Risk at 857-7095 immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.
- 5. Do not allow re-occupancy of the immediate fire area until cleared by Public Safety and/or Safety and Risk.

IV. Delegation of Authority in Emergency Situations

- a. When the Fire Department responds to an emergency situation, the Fire Chief or his designee has the ultimate authority for the resolution of the incident.
- b. A Fire Marshal may be called to the scene to act as a liaison to the Fire Chief. This individual is responsible for the investigation of the cause and origin of the fire as well as assuring compliance with applicable codes.
- c. When an emergency situation involves only the University Police, Enterprise Risk Management and the building occupants, Enterprise Risk Management has the ultimate authority to resolve the incident to assure the protection of human health and the environment.
- d. The University Police has the responsibility for initial response and crowd control, as well as enforcing directions given by Enterprise Risk Management. Building occupants/owners shall comply with directives from Enterprise Risk Management and University Police.

V. Policy Violations

This policy and the attached Fire Alarm Procedure document mandate the actions that faculty, staff and students are to take during a fire or other emergency. If after an investigation by any or all of the following; DSU Police Department, Enterprise Risk Management, state/local fire authorities; determines that any student has violated the stated policy and procedures they shall be subject to the corrective actions listed below:

Violation	First Offense	Second Offense	Third Offense
Preventable fire alarm resulting in fire department response**	\$25 fine Mandatory fire safety training for student	\$100 fine Referral to DSU police University Warning	\$500 fine Housing probation for student
Failing to evacuate a building after a fire alarm has sounded	\$50 fine Mandatory fire safety training for student	\$250 fine Mandatory fire safety training for student University Warning	Loss of housing privilege for semester for student
Tampering with any fire equipment (smoke detectors, pull boxes, hoses, alarm panels, extinguishers, etc.)	\$500 fine Housing probation for student Referral to law enforcement for possible criminal prosecution	\$1,000 fine Eviction from residence housing for student Referral to law enforcement for possible criminal prosecution	Expulsion from the University for student Referral to law enforcement for possible criminal prosecution
Deliberately setting a fire (arson)	\$500 Fine plus cost of repairs Student expulsion	No opportunity for second offense	No opportunity for third offense

****In the event a preventable alarm occurs in a residence hall and an individual or individuals cannot be identified as the source of the preventable alarm, a fee may be charged to all individuals in the residence hall or appropriate wing/floor of the hall with a \$5 minimum charge for each resident. Residence Life reserves the right to modify this sanction at its discretion.**



Delaware State University Fire Alarm Procedures

This procedure provides guidance for the correct implementation of the following Delaware State University (DSU) policy: 7-03: Emergency Response/Fire-Other Emergencies. To ensure the safety of staff, faculty, students and other campus users, all personnel responsible for enacting this policy must be appropriately trained on University protocol annually.

Decision Responsibility

- The DSU Police Department is responsible for notifying Facilities, Safety and Risk, and other external stakeholders when a fire alarm occurs.
- When the Fire Department responds to an emergency situation, the Fire Chief or his designee has the ultimate authority for the resolution of the incident. The Safety/Risk Manager will partner with the Associate Vice President of Facilities to ensure DSU staff, faculty, students, and other campus users are located in the designated areas (at least 200 feet away from the building).

Trouble Alarm

- In the event a “Trouble Alarm” notification is received from the monitoring company, the DSU PD will send an officer to the location to identify the cause of the notification.
- Once the issue has been identified, the officer will contact Dispatch with detailed information regarding the trouble notification:
 - Location
 - Notification message
 - Type of equipment (e.g. Simplex/Advantech)
- Before leaving, the officer should place the alarm on “test”. Do **NOT** place the alarm on silence.
- Dispatcher on Duty will contact servicing company (e.g. Simplex/Advantech) with details regarding trouble notification and schedule service call.
 - If it is **during university business hours** the service company should be asked to come immediately.
 - If it is **after hours**, schedule a call for the next business day.
- DSU Police Department will place building on “Fire Watch” until service has been completed and the matter has been cleared.
- “Fire Watch” status is defined as an hourly check of a building when an impairment of any of its fire protections system occurs. A log stating the date and time of those checks must be kept and made accessible for inspection by the fire chief, fire marshal or code enforcement officer.
- Immediately following this call, the Dispatcher will notify the Chief of Police, Safety and Risk Manager, and Associate Vice President of Facilities (or the designee) of the occurrence. Please use the following template, adding detail in the bolded sections:

On DATE , a trouble alert was received in LOCATION for the following issue NOTIFICATION. VENDOR was contacted and a service call was scheduled for DATE .

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Delaware State University Fire Alarm Procedures

- The Facilities Department will be responsible for following up with any next day service calls and ensuring the vendor has access to fire equipment. The DSU Police Department will only provide assistance to service technicians in the event that a service call is necessary after business hours.
- When appropriate, the Dispatcher can contact the Safety and Risk Manager directly if the trouble notification presents eminent risk to the University community.

Emergency-Fire Alarm/Pull Station

- In the event a “Fire Alarm/Pull Station” is activated, the DSU PD will send an officer to the location to identify the cause of the notification.
- Police officer must assess the situation, determining if smoke, flames, or smells of gas can be detected.
- Once the issue has been identified, the officer will contact Dispatch with detailed information regarding the notification:
 - Location
 - Has a fire/smoke been detected?
 - Are people evacuating the building?

Warren Franklin – NO FIRE/SMOKE:

- If the **LOCATION** is Warren Franklin, Dispatch will **immediately** notify the **Fire Department** if fire/smoke has not been detected, then proceed to following the procedures below:

All Other DSU Buildings – ALL ACTUAL ALARMS:

Officer	Dispatch	Facilities / Risk
<ul style="list-style-type: none"> • Communicate with Building Captain to confirm all persons have been evacuated from the building and provide assistance where needed. • First officer must ensure all DSU employees, students, and other users remain at least 200 feet away from the building. • The second officer should sweep the building from the first floor up and confirm all elevators are empty/off. • Do NOT allow reentry until the Fire Chief/Marshal provides clearance. • If any damage or an actual fire occurs, the officer should take pictures at the scene. 	<ul style="list-style-type: none"> • Immediately following the call from the officer, the Dispatcher will notify the Chief of Police, Safety and Risk Manager, and Associate Vice President of Facilities (or the designee) of the occurrence. • After business hours, Dispatcher will send email communication to Facilities and Safety/Risk manager using prior template. • If an actual fire occurred, the Dispatcher should note this in the template. 	<ul style="list-style-type: none"> • During business hours, a member from Facilities will respond to scene when repair/service is required. • Safety/Risk manager will communicate with Building Captain to obtain evacuation time and cause of alarm.