

Missouri Southern State University

Fire Safety Policies and Procedures Guideline

Fire, Safety and Environmental Health

3950 East Newman Road

Joplin, MO 64801

Phone (417) 659-5490

Fax (417) 625-3064

E-mail houk-c@mssu.edu



General Information

Fire, Safety and Environmental Health Mission Statement

The Missouri Southern State University is concerned with the health and safety of its students, faculty, staff and visitors. The University acknowledges its responsibility to endeavor to create, maintain and enhance a safe healthful 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 fire safety program.

Missouri Southern State 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 fire prevention and safety be integrated into all its academic and operational activities and has established a Department of Fire, Safety and Environmental Health on campus which reports to the Director of the Physical Plant. This department has been charged to oversee the development and implementation of an effective fire prevention and safety program. To best fulfill this responsibility, the Department of Fire, Safety and Environmental Health will develop and assist in implementing University guidelines and standards that are compatible with existing external agencies' rules and regulations. Compliance with all University fire prevention and safety guidelines will be required. All supervisory personnel shall bear the primary responsibility for the safety concerns within their respective area.

Purpose

The Department of Fire, Safety and Environmental Health (FS/EH) has developed these Fire Safety Policies and Procedures to reflect the Fire Safety Program's policies and guidelines. 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 Missouri Southern State University. These policies and guidelines are in compliance with the National Fire Protection Association (NFPA) Life Safety Code 101 and the Americans with Disabilities Act. This information is not all-inclusive and FS/EH is not responsible for any omissions or errors.

Responsibilities

1. The Missouri Southern State University Department of Fire, Safety and Environmental Health

The Missouri Southern State University Department of Fire, Safety and Environmental Health (FS/EH) acts as a liaison between the local fire department and the Campus Community. A representative from FS/EH responds to each fire alarm on campus occurring during working hours, whenever possible FS/EH maintains an active database for inspection of fire alarm systems and other fire safety equipment on campus. FS/EH conducts code compliance inspections at all academic, administrative and housing facilities. FS/EH coordinates the Fire safety Program and provides training and information to the University Community as needed.

2. City of Joplin Fire Department (Joplin, MO)

The City of Joplin Fire Department (JFD) is the local fire department, which responds to all fires on campus. JFD randomly inspects buildings on campus. Once an alarm is initiated, FS/EH, MSSU Police or JFD are the only entities that can give the approval to reset the alarm system once the JFD has been dispatched.

3. The Missouri Southern State University Police

The Missouri Southern State University Police Department (MSSU PD) responds to all fire alarms on campus. Their primary responsibility is to secure the area of any immediate hazard and act as a liaison between the JFD and the Campus Community when an alarm occurs outside of normal working hours. MSSU PD also resets the alarm systems after FS/EH or JFD has given the all clear.

4. Building Captains

Each University owned building on the Missouri Southern State University campus has a Building Captain. It is the responsibility of the Building Captains to know the number and locations of all offices, classrooms and employees working in their respective buildings. The Building Captains or their alternates 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 Captain's responsibility to know the locations of any physically impaired individuals within the building.

4. The Missouri Southern State University Physical Plant

The Missouri Southern State University Physical Plant will assist in providing access to buildings or may provide substitute space for individuals whose office, lab, classroom etc. has been damaged by fire. FS/EH inventories, maintains and tests all fire alarm systems in University owned buildings on campus (excludes fraternities and sororities). MSSU Physical Plant-Mechanical Maintenance are responsible for maintenance on fire alarms, fire pumps, sprinklers and all associated equipment.

5. The Missouri Southern State University Residence Housing

The Missouri Southern State University Residence Housing will assist in providing access to housing facilities and substitute housing for any student living in University owned housing whose on-campus residence is damaged due to fire.

6. The Missouri Southern State University Dean of Students or Office of Residence Life

The Missouri Southern State University Dean of Students or Office of Residence Life may assist in locating substitute housing for any on-campus student, including fraternity or sorority members, whose living space is damaged by fire.

7. Contractors

It is the responsibility of outside contractors working in University buildings or on MSSU property to provide adequate fire protection to workers on the job site. It is also the responsibility of contractors to train their employees to evacuate the building safely during a fire alarm. Contractors working on the fire alarm systems connected to the Missouri Southern State University fire alarm system must contact FS/EH at (417) 659-5490, MSSU PD at (417) 626-2222 or the MSSU Physical Plant at (417) 625-9331 prior to performing any work on that building's fire alarm system. It is also the responsibility of contractors working on the MSSU campus to contact FS/EH, MSSU PD or the MSSU Physical Plant if they will be doing any work (such as sweeping or fire alarm maintenance) which could potentially set off the fire alarm system.

Fire Safety Policy and Procedures

Fire Safety Procedures and Guidelines

Fire Alarm System Inspection and Testing

The Missouri Southern State University policy and NFPA code requires that in every University building that an interior fire alarm system is provided. The interior fire alarm system is to be a system approved by the University.

By means of which alarms for fire or other danger may be instantly communicated to every portion of the building.

The fire alarm apparatus and all other appliances placed or kept within any of such buildings for the purpose of preventing or extinguishing fires and means of escape shall be kept at all times in good working condition for immediate use.

Any member of the MSSU FS/eh, MSSU PD or authorized representative of the JFD may enter any of said buildings at any time, for the purpose of inspection of the interior fire alarm system, fire protection equipment or fire code violations.

Fire, Safety and Environmental Health is responsible for the proper operation of all fire systems including testing, inspecting, scheduling maintenance and repairs to endeavor to ensure reliability in case of fire or an emergency.

Inspections

Fire Alarm Systems

Each fire alarm system is tested annually. Fire alarm systems are inventoried and tested by a certified fire alarm technician. Each smoke detector is inspected to determine if it is functional and passes a periodic sensitivity test. They are also

visually inspected to verify they are in place and have not been tampered with. Heat detectors, duct detectors, audiovisuals and magnetic door holders are also inspected to confirm they are operational and work correctly. Prior to reopening any building for occupancy on University property, including residential housing, all life safety devices must be inspected, cleaned and tested by a certified fire alarm company to make certain they are in place and have passed a functional and sensitivity test. While MSSU maintains all University owned building fire alarm systems, it is the responsibility of those living in houses not owned by the University to maintain and have repairs made to their fire alarm systems. Contact FS/EH prior to making any additions or changes to any fire alarm system on campus. Documentation or change made to these systems will be sent to FS/EH.

Sprinkler Systems, Special Extinguishing Systems, Standpipes and Fire Pumps

All water-based fire protection systems in University owned buildings are inspected and tested routinely according to NFPA 25 guidelines by the MSSU FS/EH Department or an outside contractor who also provides emergency repair service twenty-four hours a day. Inspections of these systems can be weekly, monthly, quarterly or annually based upon the equipment under consideration. The weekly/monthly inspection and testing includes, but is not limited to, churn tests of fire pumps and inspections of dry system valve houses (during winter months). The monthly inspection includes review of all control valves to ensure they are secured in their normal operating positions. Quarterly tests consist of, but are not limited to, flow tests of sprinkler systems, tests of tamper and water flow alarms, inspections of emergency sprinklers and wrenches, and inspections of hydraulic data plates, inspections of all fire department connections. Annually, visual inspections occur throughout each facility, trip tests to dry systems, full flow tests of backflow preventers and flow tests of all fire pumps are performed. There are additional tests and inspections that are performed less frequently than annually, such as flow tests of standpipes and tests of pressure gauges. The MSSU Physical Plant maintains documentation regarding all of these inspections.

Special extinguishing systems have been installed on campus in specific locations according to the hazards present. For instance, the Spiva Library Archives have Ansul Energen systems. These systems are inspected and maintained by outside contractors according to the guidelines outlined by NFPA and the University.

Documentation of any inspection to these systems should be sent to FS/EH. FS/EH must be contacted prior to the installation of any new special extinguishing agent and/ or system for such.

System Inspections

1. The following shall be inspected daily:
 - A. When problems exist in a system
 - B. All panels with a Trouble light or Trouble condition

2. The following shall be inspected weekly:
 - A. Status and condition of all fire alarm panels
 - B. Emergency Lighting Panels
 - C. Campus loop fire alarm system (Symplex Network)

3. The following sprinkler/ standpipe systems shall be inspected monthly:
 - A. Sprinkler heads and systems
 - B. Sprinkler and standpipe control valves are open and locked in position
 - C. Fire check valves
 - D. Campus fire loop system
 - E. Sprinkler and standpipe test valve
 - F. Pre-action systems

G. Dry pressure system for air pressure

H. Piping system

I. Siamese connections

J. Fire hoses and nozzles

4. The following electrical interior fire alarm systems shall be inspected monthly:

A. Fire Pumps

B. Pull Stations

C. Batteries

D. Bulbs

E. Electrical wiring and power for damage

F. Smoke Detectors

G. Heat detectors

H. Duct smoke detectors

I. Symplex station for paper and ribbon

J. Bells/ gongs and horns

K. Fan shut down relay

5. The following shall be inspected semi-annually by an outside contractor:

A. Fire Extinguisher inspection or replace

B. Specialty suppression systems

C. Cooking fume hoods and suppression systems

Testing

1. The following shall be tested daily:
 - A .When problems exist in a system

2. The following shall be tested weekly:
 - A. Fire Alarm transmitters
 - B. Test and verify building alarm signals
 - C. Test all central office connections

3. The following shall be tested monthly:
 - A. Water flow switches
 - B. Sprinkler / Standpipe system
 - C. Sprinkler flow and Inspector's test valves
 - D. Fire Pumps
 - E. Fill Pumps
 - F. High / Low pressure switches
 - G. OS&Y and control valve tamper switches
 - H. Siamese connections
 - I. Control Panels
 - J. Audible signals
 - K. Strobes
 - L. Pull Stations
 - M. Electromagnetic door locks

- N. Automatic Elevator recall
- O. Panels and annunciator lights in alarm position
- P. Batteries with an electrical power condition
- Q. Smoke Detectors
- R. Heat detectors and rate of rise detectors
- S. Duct smoke detectors
- T. Automatic shut down fans, electrical and elevators

4. The following shall be tested bi-annually:

- A. All University owned fire hydrants for static, residual and flow pressures
- B. Fire extinguishers, specialty suppression systems and cooking fume hoods and suppression systems.

5. The following shall be tested annually:

- A. Pressure test sprinkler heads, standpipes and sprinkler lines
- B. University insurance risk analysis inspections and testing of the fire safety equipment throughout the campus

6. Five year fire department test

- A. Hydraulic pressure of the standpipe and sprinkler systems
- B. Hydrostatic pressure of the fire extinguishers

7. Acceptance tests

- A. New equipment

Fire Prevention

Everyone in the University Community should be aware of potential fire hazards and make a continuous effort to prevent the occurrence of a fire.

General Guidelines:

1. Keep doorways, corridors and stairwells clear and unobstructed at all times.
2. Ensure doors are in good working order and maintained closed.
3. Make sure that all electrical appliances and cords are in good condition and Underwriters Laboratories (UL) approved.
4. Do not overload electrical outlets.
5. Use fuse protected multi-outlet power strips and heavy duty extension cords when power is required and an electrical outlet is not in the immediate area.
6. Turn off all lights when you leave your room, office or apartment.
7. Extinguish all smoking materials properly and thoroughly.
8. Empty wastebaskets regularly.
9. Do not store flammable substances in your room or apartment.
10. Candles are prohibited in University buildings.
11. Open flame devices are prohibited in University buildings with the exception of solid alcohol (Sterno). See Solid Alcohol Use Guidelines.
12. Live pitch producing holiday decorations, such as trees, garland or wreaths, are not permitted in University buildings without exception.
13. Decorative artificial greens must have certificates of flame proofing.

Specific Guidelines:

Auditoriums, Screening Rooms, Theaters and Places of Assembly that hold more than 74 people are required to comply with all aspects of NFPA Life Safety Code 101 and Americans with Disabilities Act (ADA). These requirements are in addition to physical space requirements and include seating arrangements, restrictions and in some instances regarding props and sets.

Fire Drills are mandated by University Fire Safety Policy for all residence halls and apartments, at minimum, once per semester. Fire Drills are conducted unannounced and all residents are required to participate without exception.

Fire Incident policy requires that unless building is posted that fire alarm maintenance and/or testing procedures are in progress, all students, residents, faculty and staff shall evacuate the building. The only exception is Building Captains or RA's to confirm everyone has evacuated and potentially locate fire or emergency if doing so can be performed safely.

Hot Work Policy:

1. The Missouri Southern State University Hot Work Policy has been designed and implemented to reduce fires, as well as unwarranted alarms during construction and maintenance activities.

2. A Hot Work Permit is required when work being performed could cause an alarm resulting from:

- A. Open Flame
- B. Sparks
- C. Dust
- D. Smoke
- E. Fumes

3. The Hot Work Policy meets or exceeds requirements set forth by the :

A. National Fire Protection Association

B. Global Risk Consultants

Candle and Open Flame Devices Use

The use of candles and open flame devices inside campus buildings is strictly prohibited with only the following exception.

Use of Solid Alcohol(Sterno) Food Heating Devices

Solid alcohol (Sterno) heating of food is permitted, when the following requirements are complied with:

- Sterno use is permitted in public space, (i.e. Public Assembly Space, meeting rooms, etc.) only, it is not permitted in private office space, sleeping areas, or other non-public space.
- Only University food Food Service personnel or designated vendors or contractors shall be allowed to utilize Sterno heating devices, providing they comply with the Solid Alcohol (Sterno Fuel Use Guidelines) of Missouri Southern State University. Vendors/contractors shall be provided a copy of this policy and upon request shall provide certification documents that prove their employees are properly trained in the lighting and handling of Sterno as well as the knowledge of how to operate a fire extinguisher.
- Sterno fuel use shall be attended at all times by a member of the Food Service staff, contractor or vendor who has been trained in Sterno use and fire safety.
- A 10 pound BC dry chemical extinguisher, or Type K extinguisher, shall be available within ten (10) feet of the serving table or tables.
- Use of secondary containers for Sterno, i.e. fuel holders with cover, is mandatory. Proper tools must be available for the smothering of the flame if needed, i.e. snuffer paddle.
- All chafing racks and beverage urns using Sterno shall be placed on non-combustible mats, ceramic or metal trays extending at least eight inches beyond the Sterno container in each direction, to prevent accidental contact with any combustible materials.

- Sterno shall be placed under food or beverage tray before lighting. Sterno shall only be lit by means of a butane lighter or long handled match. Chafing racks or beverage urns shall not be moved while Sterno are lit.
- Only regular cloth table covers shall be used. All table decorations must be flame resistant. Combustible material such as plates, napkins, plastic utensils, cups and similar products shall be separated by a minimum of three feet from Sterno.
- Sterno must be immediately extinguished when the food tray is empty or no longer used. When the event is over, all Sterno must be extinguished immediately, capped and removed from facility by catering personnel.
- The Fire Safety & Environmental Health Department shall be notified of all Sterno usage inside buildings or on University Property.
- In the event of a fire, Missouri Southern State University Fire Safety Policy shall be followed. FS/EH and MSSU PD shall be immediately notified.

Fire Extinguishers

1. Fire Tetrahedron

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

- A. There must be sufficient Oxygen to sustain combustion.
- B. There must be some sort of fuel.
- C. There must be enough heat to raise the fuel to its ignition temperature.
- D. There must be an exothermic chemical reaction.

2. Types of Fires

There are several types of fires that can develop. Fires are classified by fuel by the fuel or combustible material recognized in the Fire Tetrahedron.

A. Class A Type Fires- Develop when a solid combustible is the fuel source. (ie. Wood, Paper, Cloth or Plastic)

B. Class B Type Fires- Develop when a flammable liquid or gas is the fuel source. (ie. Gasoline, Oil, Acetone or Propane)

C. Class C Type Fires- Develop when energized electrical equipment acts as the fuel source.

D. Class D Type Fires- Develop when combustible metals are the fuel source. (ie. magnesium, titanium, sodium or potassium)

E. Class K Type Fires- Develop in kitchens where oil or greases are involved. (ie. Grills, deep fryers etc.)

3. Types of Extinguishers

Fire extinguishers are described by the type of fire that they extinguish. Fire ratings can be found on the extinguisher face plate signifying the type of fire they extinguish.

A. Type ABC

1. Multi purpose extinguisher that can be used on Class A, B and C Fires.
2. Dry Chemical extinguisher filled with a yellow powder made up of primarily mono-ammonium phosphate.
3. Pressurized with Nitrogen
4. Leaves a residue that can harm sensitive equipment
5. Range in size from 2.5 lbs to 20 lbs.

B. Type BC

1. Can only be used on Class B and C Fires.
2. Typically found in commercial kitchens

3. Pressurized with Nitrogen.
4. Sometimes called Purple K made up primarily of Potassium Bicarbonate.
5. Will not wet with liquids
6. Range in size from 2.5 lbs and up to large containers found on aircraft firefighting trucks, naval vessels and oil refineries.

C. Type D

Can only be used on Class D fires.

1. Class D Extinguishers are NOT universal. Extinguishing agent must be specific to the metal that is burning.
2. Typically found around labs or machine shops where potentially flammable metals are used.
3. Works by smothering the fire.
4. A Class D extinguisher might be as simple as a bucket of sand with a scoop to sprinkle sand over the burning material up to a complex extinguishing agent and delivery system.

D. Class K

Specifically used for kitchen fires.

1. Designed to extinguish cooking grease and oil fires.
2. Typically found in kitchens with deep-fryers and grills.
3. Identified by Blue Cylinder.

Special Agent Extinguishers:

Halogenated Hydrocarbon- May be found around electronic equipment. Cannot be refilled due to laws eliminating their use.

Ansul Saphire- Used in areas with electronic equipment. Typically found in a suppression system but occasionally in an extinguisher.

Ansul Energen- Used in areas with electronic equipment, archives and other sensitive items. It is used through a suppression system.

FIRE:

General Procedures:

1. If a fire or smoke condition is encountered all building occupants must evacuate immediately.
2. Open each door you encounter a crack only to determine if smoke or heat is present.
3. **Assuming the area is tenable; leave your room, closing the door behind you, taking only your keys and coat.**
4. Knock on doors as you proceed to stairwell, never use the elevator.
5. If not already sounding, activate manual pull station next to stairwell or exit door.
6. Continue exiting even if the alarm stops sounding.
7. Once safely away from fire use a phone and contact MSSU PD dispatch at 2222 on a campus phone or 626-2222 on a regular phone or cell phone.
8. Relay any information regarding the fire or condition found, occupants that may be inside and any other information that may be important to responding personnel.
9. Never return to building for any reason until authorized by FS/EH, MSSU PD or Fire Incident Commander. These are the only people authorized to allow occupants to return to the building after it is deemed safe.
10. **If conditions outside your room prohibit you from leaving, seal the cracks around your door if possible.**
11. If campus phone is available dial 2222 or 626-2222 on a regular phone or cell phone and report your location and the problems encountered.
12. If possible open the window and stay low where fresh air may enter.
NEVER break a window.
13. Stay at window and use towel or brightly colored clothing to signal for help. Emergency responders will look for this signal.

14. If heat or smoke starts to enter the window, close it to help maintain a safer environment.
15. **If you must vacate the area stay low, close doors as you leave and keep your hand on the wall, proceed to the nearest exit.**

Emergency Evacuation Procedures for Persons with Disabilities:

1. Do NOT use the elevator.
2. Remain in your room.
3. Dial 2222 on a campus phone or 626-2222 on a regular phone or cell phone and give the following information to the MSSU PD dispatcher:
 - A. Your location including floor, room number and location within the room.
 - B. Your Name
 - C. The nature of your disability (e.g. leg injury, require the use of crutches or wheel chair, recovering from surgery, etc.)
4. Wait for FS/EH, MSSU PD or firefighting personnel to respond to your location for assistance.
5. If smoke is entering your room, seal cracks around door with a blanket or towel.
6. When possible open a window and get as low as possible to receive fresh air. If smoke or heat begin to enter the window, close the window to maintain a tenable atmosphere.
7. NEVER break a window.
8. Hang a towel or brightly colored object window to attract attention.
9. If a room becomes untenable, carefully relocate to another room on the same floor or evacuate to a stairwell.
10. In the event of necessity to relocate to a stairwell:

- A. Leave wheelchair or walker on the corridor.
- B. Move into the stairwell, close the door from the corridor and remain seated as far away from stairs as possible.
- C. Alert exiting residents or workers of your presence and ask them to relay information to FS/EH, MSSU PD or fire department personnel.
- D. If remaining on the fire floor poses an immediate life-threatening situation, instruct emergency responders or other occupants attempting to move you of the best method to bring you down the stairs.

Residential Fire Safety Plan

The On-Campus Resident Fire Safety Guide was given and signed by each person living in University Housing upon Check-In. All On-Campus residents should have read and signed the Guide and be familiar with its components.

Emergency Evacuation Personnel:

1. In addition to code requirements, Missouri Southern State University has implemented an Emergency Evacuation Personnel Program in academic and administration buildings.
2. The plan utilizes the Building Captains allowing them to assist in the timely evacuation of their building in the event of a fire or other emergency.

Evacuation Procedures for On-Campus Residence Halls, Administration and Education Buildings

1. Awaken any sleeping roommate(s) or alert coworkers.
2. Prepare to evacuate by putting on shoes and coat if time permits.
3. Feel doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, but if heat or smoke rushes in, close the door immediately and remain inside.
4. When leaving your classroom, office, room or apartment, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate.

If for any reason you are not able to leave your room, classroom or office, dial the University Police 626-2222 and inform the dispatcher of your location. Help will be sent immediately.

If exit is possible:

1. Make sure to close the door tightly when evacuating.
2. Follow a predetermined exit route in a quick and orderly manner.
3. Leave the building using the nearest accessible stairway-NOT the elevator!
4. When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
5. After exiting the building, please keep clear of the building entry to allow quick access by Joplin Fire and emergency services personnel.
6. When building has been deemed safe for reentry, University Police, Joplin Fire Department or Fire Safety and Environmental Health will authorize you to go back inside.

If exit is not possible

1. Make sure door is tightly closed and use a bed sheet or blanket to fill cracks around the door.
2. Open the window keeping your face near the bottom of the opening to allow you to breathe fresh air while waiting for help to arrive. Never break the window. If you do, you will no longer have the ability to control the influx of smoke from other floors.
3. Wave a towel or brightly colored clothing from the window to aid rescuers. The Fire Department will look for this sign.

Evacuation Assistance Registration

Students and employees with disabilities or with chronic medical, health or psychological conditions, whose illness or disabilities may interfere with their ability to evacuate residences are encouraged to request and fill out the Disability Evacuation Assistance Form. This information is confidential and will be available only to emergency service providers. Students and employees with special evacuation needs may contact the Fire, Safety and Environmental Health Office at 659-5490 for an individual emergency preparedness and planning consultation.

Evacuation Procedures For Fire Alarms in University Buildings

The following Evacuation procedures and guidelines apply to all Missouri Southern State University Buildings whether academic, administrative, athletic or support.

Due to the size, complexity and a host of other factors, University policy mandates total building evacuation during all fire alarms. Without the assistance of Building Captains, evacuating buildings the size and complexity of buildings found at MSSU would be an overwhelming task.

At no time however, is any member of the University community required or expected to place themselves in a position that will compromise his or her safety. If fire or smoke conditions are encountered, you **MUST** leave the building immediately.

Roles and Responsibilities:

There are various positions that each have their separate but equally important roles and responsibilities in the event of a fire or other emergency. The following list will not be all inclusive of every member's duties but will attempt to give a broad overview of each.

Building Captains' Responsibilities

The position of Building Captain is that of a volunteer, providing aid to other building occupants, visitors and students in the event of an emergency. Building Captains are responsible for knowing all exit locations from occupied areas of their buildings. Building Captains are NOT, however, expected to risk their personal safety by delaying their own evacuation from a building in order to perform rescue or structural firefighting activities for which they are neither properly trained or equipped.

To help achieve safe, orderly evacuations and provide the best possible aid for others, Building Captains are to implement these steps whenever a fire alarm begins to sound:

1. At the sound of the fire alarm, proceed to any exit and verify it is useable, i.e. free of smoke and obstructions.
2. Remain in the corridor and clearly direct people to leave the building via the exit in a calm and orderly fashion.
3. Caution occupants against the use of elevators.
4. With evacuation underway, quickly check your assigned area to make certain that no one is left behind.
5. As soon as your area is checked, evacuate the building.
6. If the recommended evacuation route should become blocked, carefully reroute all evacuees to another available exit.
7. Encourage people to move at least 100 feet away from the building and away from the building entrances.
8. Re-entry into the building is not permitted until authorized by FS/EH, MSSU PD or Incident Commander.

Residence Life Staff Responsibilities (R.A, R.D. or Head Resident)

The role of the Residence Life Staff (RLS) is of major importance to occupants of the University Residence Halls and Apartments. During fire emergencies, the RLS act as Emergency Evacuation Personnel assisting with notification to residents, until the arrival of MSSU PD, FS/EH or fire department personnel.

This policy is a guideline, at no time should any member of the University Community place themselves in a situation that will compromise their safety.

1. In the event of a fire alarm:

A. If not already done, report any fire or smoke condition you encounter to MSSU PD, 2222 or 626-2222.

B. Make sure you have your key ring.

C. Evacuate your area starting from the farthest point knocking on doors.

i. If no heat or smoke is present, say, "The fire alarm is sounding, we must leave the building."

ii. Only yell "Fire!" if you see a fire.

D. Direct residents to the nearest exit, DO NOT allow elevator use.

E. Close doors as you go.

F. Move people out of the building and at least 100 feet from building and clear of the entrances.

G. Report to MSSU PD, FS/EH or fire department and identify yourself.

H. Give your keys to MSSU PD or FS/EH, if requested.

I. Assist keeping residents out of the building until FS/EH or MSSU PD says they can return.

J. Assist in building re-entry.

K. Control Elevator overloading.

Laboratory Instructors/Faculty Members and Teaching Assistants Role

The role of the Laboratory Instructors/ Faculty members and TA's is of major importance to occupants of University Science Buildings. During fire emergencies, the TA staff and faculty act as Emergency Evacuation Personnel. Assisting with notification to occupants, results in a timely evacuation process. This policy is a guideline, at no time should any member of the University Community place themselves in a situation that will compromise their safety.

1. Evacuation Procedures:

A. Turn off all apparatus within reach that can be safely turned off.

B. Close all chemical containers that you are working with.

C. Close fume hood sash.

D. Feel door prior to opening.

E. Keep hand on knob and crack door open. Close if heat or smoke is present.

F. If no heat or smoke present, close door as you leave and take keys with you.

G. Walk, don't run.

H. Knock on doors as you go.

I. Use Stairs, Do NOT use elevator.

J. Know location of fire exit, use nearest stairwell.

K. Continue to exit even if alarm stops.

L. Exit Building and move away from doors to allow MSSU PD, FS/EH and fire department access.

2. What to do in the event of a “real fire”.

A. Feel door, if hot, don't open.

B. If smoke or heat is present:

i. Remain in room.

ii. Close door and seal cracks.

C. Phone MSSU PD at 2222 on a campus phone or 626-2222 on a regular or cell phone.

D. Stand at window to signal MSSU PD, FS/EH or fire department personnel.

E. If possible, open window.

i. Wave brightly colored clothing or towel, emergency personnel will look for this signal.

ii. Remain low at window to get fresh air.

iii. If smoke or heat begin entering window, close window. NEVER break windows.

F. If smoke and heat are tolerable, stay low or crawl to safety.

i. Close doors behind you.

ii. Take keys with you to return if necessary

iii. Knock on doors and yell fire if you can.

G. Report location of heat and smoke to FS/EH, MSSU PD or fire department as you leave building.

H. Report any people that might be inside.

I. If your clothing catches fire, stop-drop-and-roll, covering face with hands.

J. Do not jump or climb out a window.

3. Laboratory Safety Procedures:

A. Keep lab door closed.

B. Maintain adequate aisle space.

C. Know location of your emergency equipment:

i. Fire Extinguisher

ii. Fire Blanket

iii. Safety shower

iv. Emergency eye-wash station

v. Spill response kit

vi. First aid kit

D. Maintain access to all emergency equipment.

E. Work in hoods with sash set at proper height.

F. Only use fume hoods in proper working order.

G. Have only chemicals being used at hand and only in small quantities.

H. Keep hoods free of unnecessary chemicals and apparatus.

I. Do not store chemicals or equipment on the floor.

J. Do not secure cylinders to electrical conduits or plumbing.

K. Keep all cylinders secured and standing upright.

L. Store all cylinders not in use in designated areas, not in the lab.

M. Have all required and necessary placards.

Fire, Safety and Environmental Health Responsibilities

The primary responsibilities of the Coordinator of Fire, Safety and Environmental Health (FS/EH) are to develop, maintain and implement fire and safety policy, educate the University community on these policies as well as maintain and test fire alarm and suppression systems. It is also the responsibility of FS/EH to manage Environmental Health concerns on University property.

In the event of a fire or other emergency FS/EH performs additional duties that may or may not be listed below.

- A. Act as liaison with fire department(s)
- B. Perform as emergency first responder providing:
 - i. Assistance with evacuation
 - ii. Coordination with fire department Operations Sector/ Incident Commander.
 - iii. Emergency medical care prior to arrival of ambulance.
 - iv. Hazard mitigation within capabilities.
- C. Set-up of emergency shelter in cooperation with Red Cross and governmental agencies, as needed.
- D. Assist with the coordination of Building Captains' and CERT operations.

MSSU Police Department Responsibilities

All fire alarms transmitted from University buildings shall result in total building evacuation.

The primary responsibility for evacuation lies with the Missouri Southern State University Police Department. As first responders the following procedure guideline should be followed.

1. MSSU PD officers' responsibilities and procedures for fire alarms upon arrival are:

- A. A minimum of two officers should respond to all incidents (if available).
- B. When approaching the building the officers should size-up the situation, look for smoke, flames or people exiting the building.
- C. One officer should remain at the entrance to assist with building evacuation, meet the fire department and keep people from re-entering the building.
- D. When a second officer is available, he/she should respond to the fire floor (if immediately known) to assist Resident Life Staff members with the search and evacuation.
- E. If source of alarm is not known: If a remote panel is not at the entry point, or not functioning, one officer should go to the main panel to verify location and the second officer starts sweeping all floors working from the first floor up.
- F. Once the location is verified, the two officers (if available) should go to the fire floor to search and assist with evacuation.

2. Elevator Procedures at fire alarms:

- A. Students, Faculty, staff or visitors should NEVER use the elevator during a fire alarm.
- B. The police officer at the entry point will recall elevators to main floor and shut off until elevator is placed in fire department mode, if needed.

3. Manual Fire Alarm to be sounded (if not already activated)

- A. Any fire or smoke condition.
- B. Dangerous situations
- C. To evacuate building

4. Conducting Basic Evacuation:

- A. Feel the doors before opening, if hot do not open.
- B. If cool, keep hand on knob and crack open, close if fire or smoke present.
- C. Instruct occupants to walk don't run.
- D. Knock on doors as you go telling potential occupants to evacuate.
- E. Instruct occupants to use the stairs, not the elevator.
- F. Tell the occupants the location of fire exits and nearest stairs.
- G. Tell occupants to continue exiting even if alarm stops.
- H. Move evacuated occupants away from entrances to allow for fire department access.

5. Actual Fire Evacuation:

- A. Follow same procedures as Basic Evacuation with the additional:
- B. If smoke or heat is present and means of egress is blocked
 - i. Go into a room
 - ii. Close door and seal cracks around door
- C. Contact Police Dispatch and notify them of your location
- D. Wave brightly colored towel or clothing out window to draw attention
- E. Remain as low in window to breathe fresh air.

F. Never Break a Window, if heat or smoke begin to come in window, close it to maintain a more tenable atmosphere.

G. If smoke and heat is tolerable, stay low or crawl to safety.

i. Close doors behind you.

ii. Leave room unlocked or take keys, if available, in case you need to return.

Summary

This Fire Safety Policy and Procedure Guideline is not all-encompassing to every emergency situation that may arise on the Missouri Southern State University Campus. It gives a general policy and procedure guideline that will assist in keeping students, faculty, staff and guests fire safe during their time here at the University. It also provides the roles of certain members of the MSSU community that assist in making fire safety a reality and if the unthinkable were to happen, the part they will take in trying to see “everyone goes home safe”. I hope everyone that reads this updated version of the Fire Safety Policies and Procedures Guideline will be thinking of their part of this community and their roles. I am hoping everyone sees themselves in some way as their” brothers’ or sisters’ keeper”. The Fire, Safety and Environmental Health Office will always welcome suggestions to improve this guideline and answer any questions that may arise.

Christopher Houk

Coordinator of Fire, Safety and Environmental Health

Missouri Southern State University

On-Campus Resident Fire Safety Guide

● Fire Safety Plans

All residents are required to review and certify that they have reviewed the Fire Safety Plan information prior to Check-In. This Fire Safety Plan contains important fire safety information and evacuation procedures. To maximize your personal safety you should familiarize yourself with these materials. If you need a replacement copy you may obtain one from the Department of Fire, Safety and Environmental Health at the Physical Plant.

● Fire Alarms and Safety Equipment

Fire detection, suppression and notification equipment is located in the residence halls for your protection. Activation of an alarm will automatically cause a response by the University Police and Physical Plant Staff. False alarms waste time and resources and endanger the lives of firefighters and people needing their assistance. Sounding false alarms, starting open fires, arson and tampering with fire safety equipment are criminal offenses. Any student involved with infractions of this fire safety guide is in violation of University regulations and are punishable by suspension from MSSU Housing. If you have questions regarding fire safety policies and procedures, contact the Department of Fire, Safety and Environmental Health at 417-659-5490.

● **Alarms:** Fire Alarms are tested each semester. Unless posted, all alarms should be considered authentic fire alerts requiring immediate evacuation. During such an alarm, everyone must leave the building in a quick and orderly manner. If you discover a fire, you should pull the nearest fire alarm and once you have left the area, call the [MSSU Police emergency number 417-626-2222](tel:417-626-2222).

•**Safety Checks:** After fire alarms or during a planned fire drill, a random number of rooms/ apartments may be inspected for compliance with University fire safety regulations. University FS/EH accompanied by a member of the Residence Life Staff will look for visible fire hazards, such as halogen lamps and candles. They will not check in or open drawers or closets. If the University FS/EH discover a fire hazard in your room/ apartment, you and the Director of Resident Life will receive a written notice. Prohibited items shall be removed. Students are responsible for storing items off-campus or disposing of them. These items will not be permitted back into residence halls.

•Fire Safety Guidelines

Make sure to learn the location of several fire pull boxes and at least 2 fire exits within your building. In addition, always keep fire doors closed and report any damaged or missing fire safety equipment.

Due to potential risks and hazards associated with their use, certain decorations may not be used in student housing. Live pitch producing holiday decorations, such as trees, garland or wreaths are not permitted in Residence Halls or Apartments, without exception. Artificial greens must have certificates of flame proofing.

You may not possess items that operate with an open flame (ie. Grills, lanterns, candles or incense), nor may you possess flammable materials such as gasoline, kerosene or propane in student housing.

Smoking is completely prohibited in Residence Halls and Apartments. Smoking is only allowed in designated areas, 50' from doors of Residence Halls and Apartments.

The possession and operation of portable electric or kerosene space heaters is prohibited due to the extreme fire hazard they pose.

The use of household appliances is allowed if they are UL (Underwriters Laboratory) approved. Appliances must be shut off when leaving the residence. Close supervision must be maintained of any appliance that produces heat such as a coffee pot, clothes iron or cooking range if the residence is supplied with one.

•Fire Safety Tips

- Do not overload electrical outlets at any time. Only one appliance should be plugged into each socket in the outlet.
- Do not use multiple extension cords.
- Do not operate two or more high-amperage appliances simultaneously (ie. a computer and hair dryer).
- Do use a surge suppressor to protect your computer and other sensitive electronic equipment.
- Do close doors and turn off appliances when leaving the room or apartment.

•Evacuation Procedures

1. Awaken any sleeping roommate(s).
2. Prepare to evacuate by putting on shoes and coat if time permits.
3. Feel doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, but if heat or smoke rushes in, close the door immediately and remain inside.
4. When leaving your room or apartment, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate.

If for any reason you are not able to leave your room, dial the University Police 417-626-2222 and inform the dispatcher of your location. Help will be sent immediately.

If exit is possible:

- Make sure to close the door tightly when evacuating.
- Follow a predetermined exit route in a quick and orderly manner.
- Leave the building using the nearest accessible stairway-NOT the elevator!
- When exiting in smoky conditions, keep your hand on the wall and crawl to the nearest exit.
- After exiting the building, please keep clear of the building entry to allow quick access by Joplin Fire and emergency services personnel.
- When building has been deemed safe for reentry, University Police, Joplin Fire Department or Fire Safety and Environmental Health will authorize you to go back inside.

• If exit is not possible

- Make sure door is tightly closed and use a bed sheet or blanket to fill cracks around the door.
- Open the window keeping your face near the bottom of the opening to allow you to breathe fresh air while waiting for help to arrive. Never break the window. If you do, you will no longer have the ability to control the influx of smoke from other floors.
- Wave a towel or brightly colored clothing from the window to aid rescuers. The Fire Department will look for this sign.

●Evacuation Assistance Registration

Students with disabilities or students with chronic medical, health or psychological conditions, whose illness or disabilities may interfere with their ability to evacuate residences are encouraged to request and fill out the Disability Evacuation Assistance Form . If you fill out this form, turn it in to Residence Life or the RA at Blaine, East or McCormick Halls and they will secure it for you. This information is confidential and will be available only to emergency service providers. Students with special evacuation needs may contact the Fire, Safety and Environmental Health Office at 417-659-5490 for an individual emergency preparedness and planning consultation.

**In Case Of Any Fire Or Other Emergency Contact the
Missouri Southern State University Police At:**

417-626-2222

Or 2222 on a University Phone



On-Campus Resident Fire Safety Guide

I, _____, (print name) have read and understand the On-Campus Resident Fire Safety Guide and will abide by it so long as I reside in Missouri Southern State University Housing. I understand that by following the Fire Safety Guide, I will be helping ensure my safety and that of other residents as well as University and personal property.

Signature _____ Date _____

Witness Signature _____ Date _____

Fire Safety System 2012

Missouri Southern State University's Residential Facilities	Fire Detection System (Smoke, Heat, Ion)	Fire Suppression System	Fire Extinguishers present	Redundant Monitoring System	Fire Drills Each Year
Mayes Student Life Center	Simplex	Sprinkler	Yes	Metasys	Yes
McCormick Hall	Simplex	Hose Stream	Yes	Metasys	Yes
Blaine Hall	Simplex	Hose Stream	Yes	Metasys	Yes
Gockel Hall	Local Detectors	None	Yes	None	Yes
Mitchell Hall	Local Detectors	None	Yes	None	Yes
Stegge Hall	Local Detectors	None	Yes	None	Yes
Dishman Hall	Local Detectors	None	Yes	None	Yes
Dryer Hall	Local Detectors	None	Yes	None	Yes
Stone Hall	Local Detectors	None	Yes	None	Yes

Headlee Hall	Local Detectors	None	Yes	None	Yes
Maupin Hall	Local Detectors	None	Yes	None	Yes
Mitchell Hall	Local Detectors	None	Yes	None	Yes
East Hall	Simplex	Sprinkler	Yes	Metasys	Yes

Fire Statistics log 2012

Missouri Southern State University's Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Mayes Student Life Center	0	0	0	0	0	0	0
McCormick Hall	0	0	0	0	0	0	0
Blaine Hall	0	0	0	0	0	0	0
Gockel Hall	0	0	0	0	0	0	0
Mitchell Hall	0	0	0	0	0	0	0

Stegge Hall	0						
Dishman Hall	0						
Dryer Hall	0						
Stone Hall	0						
Headlee Hall	0						
Maupin Hall	0						
Mitchell Hall	0						
East Hall	0						