

Andrews University

Office of Campus Safety

4. Compliance

4.2. Fire & Life Safety Policy

4.2.1. Administration

This policy was originally adopted by the Campus Safety Committee on 6/11/11 and is administered by the Office of Campus Safety. The policy is for public dissemination.

- 4.2.1.1. This policy applies to the entire campus, affecting University property and all employees, students, and any non-employee/student who accesses University owned private property.
- 4.2.1.2. Violations of this policy shall be reported to the Office of Campus Safety, who will coordinate the violation mitigation with the department/office having oversight of the area/person found in violation.
- 4.2.1.3. Variances to this policy may be made by the President, Provost, and Vice President for Financial Administration.

4.2.2. Purpose

- 4.2.2.1. This policy is intended to outline the University's measures to, at minimum, comply with federal (OSHA), state (NFPA), and township (IFC) laws for the prevention of, preparation for, and response to fires and life safety hazards. This is to be accomplished through the identification of the following: minimum requirements for inspections, hazardous items, minimum training requirements, and the expectations of building occupants during a fire or report of fire.

4.2.3. Definitions

Specific terms in this policy are defined as follows:

- 4.2.3.1. Fire Hazard – means a building, premises, place, or thing that, because of its nature, location, occupancy, condition, or use, may cause loss, damage, or injury to persons or property by fire, explosion, or action of the elements.
- 4.2.3.2. Means of Egress – “A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit and (3) the exit discharge,” -NFPA

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4.2.4. Policy Procedures

4.2.4.1. Applicable Statutes:

- 4.2.4.1.1. Federal: Under both federal and Michigan OSHA, the employer has a requirement to provide for the fire safety of its employees.
- 4.2.4.1.2. State of Michigan: The following building types are regulated by State Fire Marshall under the currently adopted National Fire Protection Association codes.
 - Academic Buildings
 - Dormitories/Residence Halls
 - Public Assembly
- 4.2.4.1.3. Oronoko Township: The following building types are regulated by the Berrien Springs Oronoko Township Fire Department under the currently adopted International Fire Code.
 - Service/Mercantile buildings
 - Apartments

4.2.4.2. Fire Hazards

- 4.2.4.2.1. To help mitigate any fire hazard the following guidelines have been established to identify items that are considered hazardous and shall not be allowed in any structure on campus. The guidelines also list specific items to provide an example only, and they should not be considered all-inclusive. Additional hazardous items are listed specifically for residential facilities.
- 4.2.4.2.2. University Buildings
 - Any item that has the ability to create an open flame, except as needed for University operations.
 - Candles, incense, camp stoves, cigarettes, lighters, matches, etc.
 - Any item that has an exposed heating element.
 - Space heaters, etc.
 - Any item that has the potential to start a fire from the amount of heat it produces.
 - Space heaters, etc.

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- Any flammable/combustible substance not stored in accordance with the applicable laws/codes or the Safety Data Sheet.
 - Lighter fluid, gasoline, aerosols, real Christmas trees, etc.
- Any non-fire-resistant furnishings with exception to those personally provided in apartments or houses owned by the University.
- Any heat-based, food preparation device used outside of approved kitchens/kitchenettes.
 - Toasters, toaster ovens, hotplates, electric skillets, microwaves, etc.

4.2.4.2.3. Residential Facilities (in addition to University building requirements)

- Any non-fire-resistant fabric material used in decoration/furnishing of the facility.
 - Flags, banners, draperies, curtains, other similar loose hanging furnishings, and decorations etc.
- Any exposed element heat-based food preparation device.
 - Toasters, toaster ovens, hot places, electric skillets, etc.

4.2.4.2.4. Food Preparation Activities

- 4.2.4.2.4.1. While some cooking appliances are allowed (such as microwaves, rice cookers, coffee makers, etc.), it is required that all routine food preparation be done in approved areas (e.g. residence hall rooms, kitchens, or kitchenettes) using approved appliances (applicable to the space). If an approved area is not available, the approved cooking appliance will be used in an area that is monitored by a smoke detector approved by the Office of Campus Safety.
- 4.2.4.2.4.2. All areas used for cooking will be equipped with a portable fire extinguisher.
- 4.2.4.2.4.3. Only UL approved appliances are authorized for these activities. Designated kitchens/kitchenettes will be allowed to be equipped with toasters, toaster ovens, electric skillets, etc. as mandated by the authority having jurisdiction.
- 4.2.4.2.4.4. All food preparation must be conducted with the full attention of the preparer. Any unattended cooking may result in a fine.

4.2.4.2.5. Electrical Distribution

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4.2.4.2.5.1. All electrical distribution devices must be UL approved. Extension cords may not be longer than 6ft. and must be 16awg or heavier. All power strips must be equipped with a circuit breaker rated for a maximum of 15amps.

4.2.4.2.5.2. Extension cords and power strips should be run along walls and not placed under carpets/rugs, run over doors, or any other method that may present excessive heat buildup or fall/trip hazards.

4.2.4.2.5.3. The following electrical items/methods are prohibited:

- “Daisy chaining” of extension cords or power strips
- Power strips plugged into extension cords
- Multi-plugs, adapters
- Frayed and/or spliced cables
- Altering of prongs for polarized/grounded devices

4.2.4.2.6. All hoverboards must be UL approved to be used on campus.

4.2.4.2.7. Smoking is prohibited on the University campus.

4.2.4.2.8. There are some items that are essential to the daily operation of some departments. These items will be evaluated by the Office of Campus Safety and will be allowed while they are used and stored properly in compliance with all applicable statutes.

4.2.4.2.9. Requests for exceptions will be reviewed by the Office of Campus Safety on a case-by-case basis. Any permanent exceptions granted must be approved by the Safety Committee.

4.2.4.2.10. If any item or situation occurs in violation of these guidelines, the party responsible will remove the item immediately, correct the violation, and may be fined.

4.2.4.3. Reporting of Fire or other Emergency Conditions

4.2.4.3.1. If an occupant of a building becomes aware of smoke, excessive heat or fire, they should activate the nearest fire alarm pull station and evacuate the building. They should also contact the Berrien County 911 Dispatch Center and advise them of the situation and location (street address, building name, floor and/or room number).

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- 4.2.4.3.2. If the fire is small enough (e.g. the size of an office trash bin) and the occupant knows how to use the portable fire extinguisher available, then they may choose to, when safe to do so, extinguish the fire by first activating the nearest fire alarm pull station and then deploying the portable fire extinguisher.
- 4.2.4.3.3. If a member of the University community becomes aware of an emergency that because of its nature, location, occupancy, condition or use, may cause loss, damage or injury to persons or property by fire, explosion or action of the elements they should immediately contact the Berrien County 911 Dispatch Center and advise them of the situation and location.
- 4.2.4.3.4. In the event that a University Official or the public becomes aware of a fire that has happened on campus in the past and may have gone unreported, they must report the incident to the Office of Campus Safety in accordance with the Clery Act.
- 4.2.4.3.5. Any member of the University community may also report a belated fire incident to the Office of Campus Safety.
- 4.2.4.4. Fire Alarm Response
 - 4.2.4.4.1. University fire alarm systems are designed to provide an early warning to building occupants so that they can safely exit the structure during an emergency. Upon the activation of a fire alarm system occupants should act immediately to ensure their safety. The evacuation of a building during a fire alarm (false, real or drill) is mandatory. Listed below are recommended guidelines to follow when evacuating a building, and it must be noted that this list is not exhaustive.
 - 4.2.4.4.1.1. Occupants should never ignore or assume the alarm is false.
 - 4.2.4.4.1.2. When evacuating, occupants should always choose the safest, closest evacuation route.
 - 4.2.4.4.1.3. When evacuating due to a fire alarm, occupants should use stairwells and should not use elevators. Persons needing assistance to evacuate should wait in the designated safe areas for help and should notify 911 of their needed assistance.
 - 4.2.4.4.1.4. When evacuating, occupants can close doors on their way out to slow the spread of smoke and fire.

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- 4.2.4.4.1.5. Upon evacuation of the building, occupants should proceed to a designated meeting area where applicable.
- 4.2.4.4.1.6. During the evacuation process, occupants are encouraged to account for their fellow occupants and to report anyone missing upon evacuation.
- 4.2.4.4.1.7. Failure to evacuate the building or re-entering the building before the “all clear” has been given by the fire department or Office of Campus Safety may result in a fine.

4.2.4.5. Responsibilities of Campus Safety

- 4.2.4.6. The Office of Campus Safety is responsible to respond to any fire or report of fire. During the response the Office of Campus Safety will assist with the mitigation of the emergency, assist with evacuation procedures, serve as liaison with emergency services, and represent the University as the authority having jurisdiction in the absence of fire services.

4.2.4.7. Fire and Life Safety Measures

4.2.4.7.1. Emergency Preparedness Drills

- 4.2.4.7.1.1. The Office of Campus Safety is responsible for administering the campus emergency preparedness drills following applicable statutes and best practices. These preparedness drills will include fire, tornado, lockdown and shelter in place drills. The drill’s dates, times and locations will be scheduled in advance.

- 4.2.4.7.1.2. The emergency preparedness drill schedule will be provided annually to the Berrien Springs Oronoko Township Fire Department, the Berrien Springs Oronoko Township Police Department, and the Emergency Management Division of the Berrien County Sheriff’s Department. Required emergency preparedness drill documentation will be submitted to the State Fire Marshall’s office annually.

- 4.2.4.7.2. Documentation of these drills will be made available pursuant with the Jeanne Clery Act and upon request of the proper authorities.

4.2.4.7.3. Fire Drills

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4.2.4.7.3.1. Kindergarten–12th grade: (Ruth Murdoch Elementary & Andrews Academy) shall conduct five (5) drills during an academic school year. The drills shall be as follows:

- Three (3) of the fire drills shall be held by December 1 of the school year.
- Two (2) shall be held during the remaining part of the school year, with reasonable intervals between each drill.

4.2.4.7.3.2. University Residence Halls: Shall conduct at least six (6) drills during an academic school year. The drills should be done in accordance with Public Act 481 as stated below;

- Two (2) fire drills in the fall semester where one is within 21 days after the start of classes.
- Two (2) fire drills in the spring semester.
- At least one (1) of the fall or spring drills shall be held when school is in session between sunset and sunrise.
- Two (2) fire drills in the summer semester if the residence hall is occupied by students during that semester.

4.2.4.7.3.3. University Academic Buildings: In keeping with the industry best practices and the spirit of the Fire Prevention regulation (PA 207 of 1941, section 29.19a); at least one (1) fire drill should be conducted in these buildings per school year.

4.2.4.7.3.4. University employees (instructional, non-instructional staff, and student workers) will receive annual training on this fire and life safety policy before the beginning of each academic year in accordance with Public Act 481.

4.2.4.7.4. Tornado Drills

4.2.4.7.4.1. A campus-wide tornado drill will be conducted twice per year. At least one (1) of the tornado safety drills shall be conducted during the month of March of the school year.

4.2.4.7.5. Shelter in Place/Lockdown Drills

4.2.4.7.5.1. Kindergarten–12th grade: (Ruth Murdoch Elementary & Andrews Academy) Shall conduct a minimum of three (3) drills in which the

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occupants are restricted to the interior of the building and the building is secured:

- At least one (1) of these drills shall be conducted by December 1 of the school year.
- At least one (1) shall be conducted after January 1 of the school year, with a reasonable spacing interval between each drill.
- A drill conducted under this subsection shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of a potentially dangerous individual on or near the premises.

4.2.4.7.6. Occupancy Load

4.2.4.7.6.1. The occupancy load in any building or portion thereof shall not exceed the maximum number of persons determined by Campus Safety or any other authorized person in accordance with applicable statutes.

4.2.4.7.6.2. Occupant loads will be posted where applicable. When not posted, or where the space use/layout has changed from the posted occupant load, occupants will first obtain permission from the Office of Campus Safety when the occupant load is expected to exceed 49 persons.

4.2.4.7.7. Means of Egress

4.2.4.7.7.1. All means of egress shall be illuminated continuously during times when the structure is occupied. Artificial lighting must be used as required and arranged in such a way that no area is left in darkness by a single lighting failure.

4.2.4.7.7.2. All exits must terminate at a public way or open space from the building.

4.2.4.7.7.3. Doors that serve as exits must be direct and obvious. Windows that could be mistaken for doors must be made inaccessible to occupants.

4.2.4.7.7.4. Exits must be marked by readily visible, approved signs in all cases where the means of egress is not obviously apparent to occupants.

4.2.4.7.7.5. Mirrors should not be placed adjacent to an exit or in a place that may confuse the direction of egress.

4.2.4.7.7.6. The means of egress shall remain unobstructed at all times.

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4.2.4.8. Fire & Life Safety Equipment:

- 4.2.4.8.1. University structures are equipped with fire and life safety equipment to provide means for the occupants to evacuate the building safely and for the protection of property. Tampering with fire & life safety equipment (smoke detectors, sprinkler systems, fire extinguishers, horn/strobe assemblies, emergency exit signs, fire doors, or any other equipment) is prohibited and is a fineable offense.
- 4.2.4.8.2. The Office of Campus Safety will be responsible for conducting self-inspections of University structures on a routine basis. The structures will be evaluated against applicable statutes. The self-inspections will be documented and violations reported to the appropriate building managers.
- 4.2.4.8.3. If at any time an immediate threat to life or property is discovered, Office of Campus Safety is authorized to take any measures necessary to mitigate the immediate threat.

4.2.4.9. Intentional Fires:

- 4.2.4.9.1. Intentional fires on University property are prohibited outside of specific approvals.
- 4.2.4.9.2. Recreational fires may be approved in designated areas such as Beaver Point. The user must first obtain permission to use the space from the applicable building manager. The user must then obtain a burn permit from the Office of Campus Safety.
- 4.2.4.9.3. Property management functions may require the supervised burning of naturally occurring brush. This function is allowed when coordinated with both the Office of Campus Safety and fire services.
- 4.2.4.9.4. Fires/open flames used for daily activities in an educational or service type application are permitted while all safety precautions are met and are under the approval of the appropriate governing body, i.e. professor or supervisor.
- 4.2.4.9.5. Anyone found starting or maintaining an unapproved fire may be subject to a fine as well as immediate extinguishment of said fire.
- 4.2.4.9.6. Fires in approved fireplaces are permitted. A fireplace is considered approved with the following criteria:

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- Annual cleaning/inspections from a third party company.
- Portable fire extinguisher within 10 feet of fireplace.
- Approved method for ash/coal removal (if applicable).
- Approved screen to prevent embers from leaving fireplace or material entering the fireplace.

4.2.4.10. Ceremonial/Special Event Fire:

4.2.4.10.1. In certain circumstances a flame/fire is allowed for a ceremony or special event. These individual events must meet specific guidelines for the use of the flame/fire, prevention of spread of fire, and procedure for extinguishment of the flame/fire. Events that are allowed under specific guidelines are:

- Tea candles used for catering events hosted by Dining Services under their catering guidelines.
- Unity candles used during wedding ceremonies.
- Candles used outside of buildings (for vigils or other events) with a drip guard and a process for the return of the used candles.
- Lit poi fire balls during an event under the control of the Gymnastics coach with all necessary precautions.
- Fireworks are not allowed to be used or stored on campus.
- Paper lanterns using flames to generate lift/fly are not allowed to be used on campus.

4.2.4.10.2. Other special event flame/fire will require approval by the Office of Campus Safety

4.2.4.11. Privately Owned Alarms

4.2.4.11.1. The University recognizes the desire by some occupants within our housing facilities, including rental homes to have additional security measures installed such as electronically monitored, non-regulated, fire and security alarm systems. These systems are allowed on campus, but only after the following provisions are met. These security devices are not allowed in Residence Halls. This shall be retroactive for any existing installations.

4.2.4.11.1.1. Occupant must first have an installation permit issued by Campus Safety.

4.2.4.11.1.2. Device may only be installed by American Securities Alarm Company.

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4.2.4.11.1.3. These alarms must report to the Office of Campus Safety receiver.

4.2.4.11.1.4. These systems must be maintained by Plant Services and all associated costs paid by the tenant.

4.2.4.11.1.5. These systems must use Alarm.com as a reporting mechanism.

4.2.4.11.1.6. Once installed the system becomes the property of the University and cannot be removed by the tenant.

4.2.5. Policy Resources/Statutes

The following resources were used in the development of this policy.

- International Fire Code
- Jeanne Clery Act
- Michigan Bureau of Fire Services, Fire Marshal Bulletin #2 and #14, 2015
- Michigan Fire Prevention Code Public Act 207
- Michigan Occupational Safety and Health Administration (MIOSHA) General Industry Standards Part (6, 8 & 9)
- NFPA.org
- NFPA 101 Life Safety Code

4.2.6. Policy Revision/Modification

Significant revisions/modifications to this policy are listed below:

- 08/09/16 Amendments
 - Section 4.2.4.2.6. Hoverboard requirement
 - Section 4.2.4.6.3. Fire drill requirements
 - Section 4.2.4.6.3.4. Requires training for University employees
 - Section 4.2.4.6.4.1. Tornado drill requirements
 - Section 4.2.4.6.5.1. Shelter in Place/Lockdown drill requirements
- 07/11/17 Amendments
 - Section 4.2.3. Addition of Definition of Fire hazard and Means of Egress
 - Section 4.2.4.5.8. Addition of Occupancy Load
 - Section 4.2.4.5.9. Addition of Means of Egress