



POLICY

Title: Fire Safety

About This Policy

Responsible Official:	Vice President for University Relations and Administration	Approval Authority:	President
Policy Number:	5.11.3	Effective Date:	April 24, 2019
Revision History:	V.5.11.2 approved March 22, 2012 V.4.1.18.1 approved November 9, 2006		
Questions concerning the daily operational interpretation of this policy should be directed to the following (in accordance with the policy elaboration and procedures):			
Title(s)/Department(s):		Contact Information:	
Department of Risk Management and Safety		284 East Avenue (802) 656-3242	

Policy Statement

All employees, students, and visitors are required to evacuate a building when the fire alarm sounds. No person may tamper with fire protection devices, create fire hazards within or near buildings, or cause impediments to emergency egress from buildings.

Reason for the Policy

To promote workplace and student safety, comply with fire codes and protect University assets.

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff, and students, to all guests and visitors, and to all other persons present on University owned or leased property.

Definitions

None

Procedures

All University and affiliated employees should be familiar with the sound of the alarm in their buildings. Safety of those living, working and learning on campus must begin with a conscientious awareness of and adherence to emergency fire drills, emergency procedures, and proper usage of fire detection and alarm devices in each building. Fire protection devices must never be removed, covered, obstructed or otherwise tampered with, nor may batteries be removed. Protection of life, property and personal possessions is dependent on the responsible actions of all persons.

Fire hazards include improperly used heating, cooking and electrical appliances, improperly stored flammable liquids, excessive accumulations of combustible waste, and open flames. The use of candles is prohibited in University of Vermont office and classroom buildings and residence halls. Prohibition of certain other items in University of Vermont residence halls is covered by the Housing and Meal Plan Terms and Conditions. Approval for participation in processes involving open flames or generating sparks or heat are regulated by the Hot Work Permit Program administered by the Physical Plant Department.

Rooms and doorways must remain free of obstruction and debris; all items to be discarded should be disposed of properly and not stored in hallways. Bicycles must not be parked in areas in buildings, such as stairwells or hallways, where they may impede egress. All such items can hinder a safe evacuation should a fire occur.

Exterior fire escapes are designed for egress only and must remain free of obstruction. For this reason, exterior fire escapes shall not be used for building entry, recreation, photography, academic demonstrations or other non-emergency related functions. The University's Fire Marshal may grant exceptions to this for official University functions.

Fire doors prevent the spread of fire and smoke. Fire doors at stairwells and in corridors must be kept closed at all times unless held open by the door's magnetic device. This device will release automatically when a fire alarm sounds. Therefore, fire doors must never be blocked open or otherwise tampered with. Supervisors should make sure that all employees become familiar with exits nearest their work area and the location of the fire pull alarm.

If employees have disabilities that may hinder rapid departure from a building, they should inform their supervisors and fellow workers so that necessary evacuation procedures can be devised. Supervisors are encouraged to consult with the University's Fire Marshal in the Division of Risk Management and Safety for assistance in planning for safe evacuation in those circumstances. Supervisors must inform the employee's co-workers of any special procedures in place in the event of fire or any other emergency.

Forms/Flowcharts/Diagrams

- None

Related Documents/Policies

- [Housing and Meal Plan Contract Terms and Conditions](#)
- [Hot Work Permit Program](#)

Regulatory References/Citations

- [NFPA 51b: Standard for Fire Prevention During Welding, Cutting and Other Hot Work](#)

Training/Education

Training/education related to this policy is as follows:

Training Topic:	Hot Work		
Training Audience:	All employees involved in hot work including Supervisors, Permit Authorizing Individuals, Hot Work operators and Fire Watch personnel.	Delivered By:	Risk Management & Safety
Method of Delivery:	In-Person	Frequency:	Within 30 days of hire and annually thereafter.

Training Topic:	Portable Fire Extinguishers		
Training Audience:	All employees where the employer has provided portable fire extinguishers in the workplace.	Delivered By:	Risk Management & Safety
Method of Delivery:	In-Person	Frequency:	Within 30 days of hire and annually thereafter.

Training Topic:	Fire Safety Training		
Training Audience:	All employees where the employer has provided portable fire extinguishers in the workplace.	Delivered By:	Risk Management & Safety
Method of Delivery:	On-Line: riskmgmt.w3.uvm.edu/courses/	Frequency:	Pre-requisite for anyone required to complete Portable Fire Extinguishers Training.

Effective Date

Approved by the President April 24, 2019