



The University of Vermont

Policy V. 4.1.18.2

Responsible Official: Vice President
for Finance and Administration

Effective Date: March 22, 2012

Fire Safety

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.

Strategic Direction

This policy supports the following goal in the University's Strategic Plan
http://www.uvm.edu/president/?Page=strategicplan2009_2013.html:

- ***Institutional Efficacy:*** As an institution, model the highest standard of ethical conduct, accountability and best practice, public service, and strong commitment to lifelong learning.

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.

Policy Elaboration

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.

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 Marshall 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.

Definitions

None

Procedures

As described in the Policy Elaboration section.

Forms

None

Contacts

Questions related to the daily operational interpretation of this policy should be directed to:

Department of Risk Management and Safety
284 East Avenue
(802) 656-3242

The Vice President for Finance and Administration is the official responsible for the interpretation and administration of this policy.

Related Documents/Policies

Housing and Meal Plan Contract Terms and Conditions

http://www.uvm.edu/~rlweb/contract/reslife_contract.pdf

Hot Work Permit Program

http://www.uvm.edu/~uvmppd/TCO/?Page=Hot_Work_Permit/Hotworkdefault.html&SM=tcosubmenu.html

Effective Date

V. 4.1.18.1 Approved by the President on November 9, 2006

V. 4.1.18.2 Approved by the President on March 22, 2012