



The
UNIVERSITY
of **VERMONT**

Policy V. 4.1.18.1

Responsible Official: VP for Finance and Administration

Effective Date: November 9, 2006

Fire Safety

Policy Statement

University policy requires all staff, students and visitors to evacuate a building whenever a fire alarm sounds.

Reason for the Policy

To promote workplace 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=strategic_planning/strategicplan.html :

- Focus the human, fiscal, environmental, technological and physical resources of the University on institutional values and priorities

Applicability of the Policy

This policy applies to all University of Vermont faculty, staff & students

Policy Elaboration

All employees should be familiar with the sound of the alarm in their building. Safety of those living, working and learning on campus must begin with a conscientious awareness of emergency fire drills, procedures and proper usage of fire detection and alarm devices in each

building. Protection of life, property and personal possessions is dependent on the responsible actions of all persons.

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 should be parked in designated racks outside buildings. 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 should 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 should 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 an employee has a disability that may hinder rapid departure from a building, he should report this to his supervisor and fellow workers so that necessary evacuation procedures can be devised. Supervisors must inform all employees working with a disabled individual of any special procedures in place so that co-workers are prepared to assist him/her 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
109 South Prospect Street
656-3242

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

Related Documents / Policies

Residence Hall Policy

Effective Date

Approved by the President on November 9, 2006