

**University of Delaware  
Environmental Health and Safety Protocol**

**Section:** Fire/Life Safety

**Protocol Name:** Campus Fire Safety Plan

**Origination Date:** November 15, 1978

**Revisions:** June 5, 1989; October 1, 1990; May 1, 1996; September 26, 2003

**Protocol Number:** F-01

**I. SCOPE OF PROTOCOL**

This protocol addresses the requirements and actions taken in the event of a fire or other type emergency at the University of Delaware and applies to all university departments, faculty, staff and students. It also, addresses policy and procedure for fire prevention and compliance with recognized codes and standards within university buildings.

**II. DEFINITIONS: Reserved**

**III. PROTOCOL STATEMENT**

- A. These protocol requirements are to establish uniform procedures throughout the University, and provide for the life safety of employees, students, and guests of the University in case of a fire or other emergencies.
- B. Other requirements for emergency response and fire safety measures are found in the current edition following references:
  - 1. DE State Fire Prevention Regulation
  - 2. NFPA 1 Uniform Fire Code
  - 3. International Fire Code (IFC)

**IV. PROTOCOL STANDARDS AND PROCEDURES**

- A. In the event of a fire or fire alarm activation all occupants shall evacuate the building.
- B. All responses to a fire or fire alarm activation should be completed using reasonable judgment with the objective of making sure no persons are endangered in the process.
- C. An individual who discovers a fire or other emergency, such as abnormal heating of material, hazardous gas leaks, hazardous material or flammable liquid spill, smoke, or burning odor, shall immediately follow these procedures:
  - 1. Leave the area if it is unsafe.
  - 2. Give the alarm by:
    - a) Sounding the building evacuation alarm by pull box or, if not available, by notifying occupants of the building by other means.
    - b) Notifying UD Police by University telephone (911) or by an Emergency Phone or (302) 831-2222 by cell phone.
    - c) When utilizing the building fire alarm system for emergencies other than fire (hazardous materials, flammable liquid spill, etc.) immediately notify UD Police with the nature of the emergency by University telephone (911), Emergency Phone or (302) 831-2222 by cell phone
  - 3. Isolate the area by closing all doors and windows.

4. Shut down all equipment in the area if possible.
- D. When notified of fire or other emergency alarm system or orally, personnel must:
1. Evacuate the building and move to an area at least 200 feet from the building.
  2. Do not reenter the building until advised by the person in charge. Entrances, sidewalks, and driveways shall be kept clear to allow emergency vehicles and personnel access
- E. In case of an emergency a person with a disability should take the following actions:
1. Proceed immediately to an "AREA OF REFUGE."
  2. If an "AREA OF REFUGE" is not available proceed immediately to the nearest marked exit and wait inside the stair tower landing.
  3. Alert a responsible person of your intentions.
  4. Wait for trained emergency responders to rescue you.
- F. Supervisory personnel should assist in the evacuation of persons from the building. For the evacuation of persons with disabilities, note the area occupied and communicate this information to a Police Officer at the Command Post once outside the building. Remain at the command post to provide additional information as necessary for the Fire Department.
- G. Anyone who notes that individuals who may have been in the building are missing should immediately inform the Fire Department Officer in charge and/or University Police.
- H. Anyone having specific information concerning the nature and/or location of the emergency condition should report this information to the UD Police Command Post (University Police car with green light). These individuals shall remain at the Command Post until their help is requested by the Fire Department, Fire Marshal, representative of the Department of Environmental Health and Safety, or UD Police. EHS will deploy a Red Tent during major emergencies that will act as the gathering point for Facilities Support Staff, EHS follow-on responders and key building occupants with knowledge pertinent to the emergency.
- I. University Police have responsibility for initial response and crowd control as well as enforcing directions given by the Department of Environmental Health and Safety. Building occupants/owners shall comply with directives from the Department of Environmental Health and Safety and University Police.
- J. Delegation of Authority in Emergency Situations
1. When the Fire Department responds to an emergency situation the Fire Chief or his designee has the ultimate authority for the resolution of the incident.
    - a) EHS Fire Marshal may be called to the scene to act as a liaison to the Fire Chief. This individual is responsible for the investigation of the cause and origin of the

- fire as well as assuring compliance with applicable codes
2. When an emergency situation does not involve the Fire Department, the Department of Environmental Health and Safety has the ultimate authority to resolve the incident to assure the protection of human health and the environment.
- K. Use a portable fire extinguisher to:
1. Assist with ability to evacuate,
  2. Assist another to evacuate, or
  3. Control a small fire, if you are properly trained.
  4. If a small contained fire is discovered, the following actions may be done while using good judgment:
    - a) Report the fire to UD Police at 9-1-1, Emergency Phone or (302)-831-2222 from a cell phone
    - b) Evacuate the immediate area of the fire using verbal instructions.
    - c) Ask for assistance from a person in the immediate area.
    - d) Extinguish the fire with a portable fire extinguisher.
    - e) Contact Environmental Health and Safety immediately even if no appreciable damage results. This will assure that the City Fire Marshal is notified as required by law, that extinguishers are recharged, insurance reports filed, and hazardous conditions corrected to reduce the chance of recurrence.
  5. Do not allow re-occupancy of the immediate fire area until cleared by UD Police and/or Environmental Health and Safety.
- L. Campus Fire Prevention and Code Compliance
1. FIRE DRILL PROCEDURES  
 Fire drills are required by law. They are held, not only to comply with this law, but also to provide training and awareness for occupants, visitors and employees in the buildings. The drills will be coordinated with Residence Life, Safety Committees and/or Building representatives. All UD buildings are subject to fire drills. See <http://www.udel.edu/ehs/generalhs/fire/fire-drills.html> for more information.
  2. EXITS IN OCCUPIED BUILDINGS  
 Exit doors must be unlocked anytime a building is occupied. Doors, aisles, corridors or passageways leading directly to an exit must be kept clear of all obstructions at all times to include chairs, tables, merchandise, equipment or similar impediments. No door, exit corridor, aisle, passageways leading to an exit or exit sign may be fully or partially covered, blocked, locked, or hidden by any decorations, objects (signs, banners, tables, chairs, etc.) or covering (sheets, banners, drapes, etc.). Areas directly outside of an entrance or exit must be kept clear of all encumbrances for a minimum distance of 12 feet. With the exception of supervised Custodial work areas, fire doors and exit stair doors are not to be propped open.
  3. FIRE/LIFE-SAFETY EQUIPMENT  
 Any attempt to tamper with, damage or disable a fire-life safety device is a punishable

offense per DE State Fire Prevention Regulation. Only authorized Electronics Staff, UD Police, or authorized fire protection contractors (with Electronics Approval) are permitted to operate valves, control panels and like fire life-safety equipment. Area around fire protection control panels, sprinkler valves, etc. shall remain unobstructed and be provided a 3' area of clear space. Storage heights shall remain at least 18-inches from sprinkler heads (36' in storage buildings/warehouses). In the event of fire protection system impairment or scheduled outage, EHS Fire Marshal will coordinate with building occupants/users with acceptable compensatory measures such as fire watch until the system is returned to service.

#### 4. ELECTRICAL EQUIPMENT

All electrical equipment utilized (lights, wires, plugs, connections, sockets, etc.) shall be UL approved and in good condition. The use of improvised wiring is prohibited. All combustibles shall be kept at least 6 inches from any incandescent/fluorescent bulbs, electrical sockets, plugs, or other electrical appliance. All switches, outlets, fuse/circuit breakers, and junction boxes must have suitable cover plates. Extension cords **WILL NOT** be used in lieu of permanent electrical wiring. Electrical cords will **NOT** be spliced, taped, draped over nails or metal objects, run through windows or doors or under rugs, or in any way be placed that may subject the wiring to damage.

#### 4. GENERAL HOUSEKEEPING

Good housekeeping (cleanliness and orderliness in day-to-day activities) is a basic tenet of fire prevention. In general terms, any condition relative to the cleanliness of a building that could compromise fire safety constitutes poor housekeeping and may be identified as a fire hazard. Supervisors and managers are responsible for maintaining an acceptable level of cleanliness and orderliness throughout their building.

#### 5. PORTABLE SPACE HEATERS

Portable space heaters are prohibited unless issued by Facilities Maintenance and Operations. If a space cannot be adequately heated via the installed building heating system, contact UD Facilities Operations Desk at (302)-831-1141 to report the condition. If the building heating system cannot be repaired in a timely manner, Facilities may supply and maintain a temporary space heater meeting UD requirements.  
<http://www.udel.edu/ehs/generalhs/fire/space-heater.html>

#### 6. COOKING IN AUTHORIZED AREAS

The use of cooking appliances such as stoves, hotplates, grills, toaster ovens and fryers shall be restricted to approved food preparation areas such as dormitory common area kitchens, apartment kitchens and Dining Services and Catering designated areas. Cooking is not permitted in offices, dormitory sleeping rooms, laboratories and other workspaces. Office and recognized workplace breakrooms are permitted to use coffee makers, microwave ovens and like appliances.

#### 7. PROHIBITED ITEMS WITHIN RESIDENCE HALLS AND APARTMENTS

Residential occupancies such as dormitories and student apartments are required to adhere to the prohibited items and actions as published by the Department of Residence Life. Actions such as tampering with fire/life-safety devices, smoking or burning incense, and use of many cooking appliances is not permitted. See [http://www1.udel.edu/reslife/community\\_living/regulations.html](http://www1.udel.edu/reslife/community_living/regulations.html) for more information.

#### 8. WELDING/CUTTING/BRAZING-HOT WORK PERMITS

Hot work outside of approved locations requires the use of FM Global Hot Work Permit forms and applicable precautionary measures; especially presence of a Fire Watch during and for a prescribed time after the hot work is complete. FPPD Project Managers and Facilities M&O Supervisors are authorized to approve hot work requests. EHS/Fire Safety is to be contacted to issue Hot Work Permits for all other users and can be contacted at 831-8475 or [fire-safe@udel.edu](mailto:fire-safe@udel.edu). See [http://www.udel.edu/ehs/generalhs/downloads/Hot\\_Work\\_Permit\\_Program%20.pdf](http://www.udel.edu/ehs/generalhs/downloads/Hot_Work_Permit_Program%20.pdf) for more information.

#### 9. OPEN FLAME, SPECIAL EFFECTS AND PYROTECHNICS

The use of open flames on campus requires the event and materials proposed be reviewed by EHS/Fire Safety and issue of Open Flame Permit. Please note items such as bonfires, or other outdoor burning is not permitted by City of Newark Ordinance. See <http://www.udel.edu/ehs/generalhs/fire/open-flame.html> for more information. Special effects requests, including but not limited to fog machines, dry ice, and CO2 devices will be reviewed in similar manner as the Open Flame Permit. Special effects requests are restricted to public assembly buildings such as CFA, BCC and Student Centers with coordination of venue managers. Pyrotechnics use in Delaware is prohibited unless licensed with the DE State Fire Marshal's Office; including but not limited to sparklers, fire crackers and like materials. Paper aka Oriental Lanterns are prohibited to be used in the State of Delaware. See <http://www.udel.edu/ehs/generalhs/fire/fireworks-special-effects.html> for more information.

#### 10. TENT PERMITS

Events utilizing tents or inflatable structures needs to be reviewed and may require a tent permit issued by the City of Newark. EHS/Fire Safety is required to review all tent permit requests prior to being submitted to the City of Newark. See <http://www.udel.edu/ehs/generalhs/fire/tent-permit-procedures.html> for more information and details.

For more information regarding this policy, contact the Department of Environmental Health and Safety (ext. 8475).