TABLE OF CONTENTS

UAF Fire Safety Policy

Introduction
University of Alaska Fire Safety Philosophy

Prevention

Cooking and Kitchen Fire Safety
Electrical Fire Safety
Fire Safety
Fire Safety in Campus labs
Fire Safety in Residence Hall rooms
Fire Watch
Fireplaces and Open (out-door) Burning
Flammable/combustible Liquid Storage
Holiday Decoration
Hot Work Operations
Portable Heaters
Special Events
Storage on Campus

Engineering

Automatic and Fixed Fire Protection Systems
Code Review and Space Modifications
Construction Areas
Fire Doors
Supporting Standards and References

Exiting

Exit Routes
Fire Alarms
Safe Refuge During An Emergency

Intervention

Fire Department Access
Fire Extinguishers
Reporting an Emergency – 911

Revised July 20, 2005
UAF Fire Safety Policy

I. INTRODUCTION:

This handbook is intended for use by the faculty, staff, students, and other campus users of the University of Alaska Fairbanks. These regulations and guidelines are promulgated under Regents policy for Health and Safety in which all members of the university community are responsible for its application and is produced to be part of the overall comprehensive UAF Safety System Policy and Procedure Manual.

This document is intended to provide a systematic and common sense approach to fire safety and is to be used as a quick reference for fire related safety issues on the UAF campus. For more complex issues and or developments; additional information and guidance can be found using the International Fire Code, International Building Code, The National Fire Protection Association Standards etc.

II. UNIVERSITY OF ALASKA FIRE SAFETY PHILOSOPHY

This Philosophy follows the University of Alaska Fairbanks overall Safety and Risk Management Philosophy that all accidents can be prevented and all levels of the university must be committed to and participate in achieving this ideal. At the University of Alaska Fairbanks, fire and the risks and effects of fire will be addressed by the commitment to the following:

1. Prevention. It is common knowledge that prevention is always the best, and most effective cure. With that in mind, UAF emphasizes daily practices and procedures to limit the risk of occurrence and/or lessen the severity of an occurrence to those identified risks to all staff, students and visitors of UAF. Each member of the university has a role in preventing fires, which can be thought of in two dimensions, limiting ignition opportunities, and limiting fuel that could ignite and or increase the intensity of the fire. Prevention is the most effective method of reducing the loss and injury from fire, it is also the most cost effective, and the easiest to achieve on an individual basis.

2. Engineering including automatic detection and suppression. As with all things relating to the human element and/or the natural world some occurrences of a hazardous nature will happen. UAF is involved in a massive effort to bring its facilities up to current design and codes as well as to limit the impact of such events as fires, power outages, and earthquakes. Code compliant building designs contain features to prevent ignition opportunities, reduce fuel loads and to limit the spread of smoke and heat. Engineering also provides smoke and fire detectors, sprinkler systems, smoke dampers and ventilation systems, which are effective 24-hours a day automatically.

Revised July 20, 2005
3. Exit or remove lives at risk from danger. At UAF life safety is, and always will be, a higher priority than property. The people of this university's community are it's most important (and expensive) asset. In the event of fire emergency, or notification of a fire emergency, all individuals should exit the area immediately. Evacuation to an area of safe refuge and/or building may be necessary.

4. The University will rely on manual suppression efforts as a very last resort to handle a fire incident. At no time shall individuals place themselves in jeopardy attempting to extinguish a fire. These efforts are to be performed only by trained personnel that are fully equipped and have sufficient resources to effectively and safety contain and then mitigate the fire incident.

This policy, emphasizing prevention, individual responsibility, and combined with the latest hazard reduction technology provides the University of Alaska Fairbanks community with a high level of safety from injury or loss from a fire.
PREVENTION

I. COOKING AND KITCHEN FIRE SAFETY:

1. RESPONSIBILITY:

   All university personnel are responsible to practice fire safety when cooking in campus kitchens. This includes campus residences, residence halls as well as the small kitchens located in many break rooms throughout campus.

2. APPROVED LOCATIONS:

   Cooking is permitted in authorized kitchens or break rooms. Cooking is not permitted in individual offices, labs, assembly rooms etc. If you have any question as to whether or not you have an authorized break room, contact the University Fire Marshal at 474-6303.

3. IN ORDER TO PREVENT KITCHEN AND COOKING FIRES WE OFFER THE FOLLOWING GUIDELINES:

   • **DO NOT LEAVE** cooking unattended. Turn off the burner if you must leave the kitchen, even if it's only for a few minutes. **NOTE:** Unattended cooking is the #1 cause of emergency responses to Hess Village and SAC.

   • **PUT A LID** on pots or pans to smother fires that flare up while cooking.

   • **NEVER THROW WATER OR FLOUR** in a burning pot or pan. Water will spread the flames, and flour could actually explode.

   • **TURN OFF THE HEAT** and leave the door closed for oven fires.

   • **SHORTEN OR REMOVE CURTAINS** near or over your stove. A simple stove fire may turn into a house fire from burning curtains.

   • **KEEP ALL COMBUSTIBLE MATERIALS** such as papers, wrappers and boxes **AWAY** from the stovetop.

4. MICROWAVE BURN PREVENTION:

   • Microwaves can cause scalding burns if used improperly.

   • Read and follow the product manufacturer's directions. Do not place inappropriate items inside microwave ovens. They are not used to dry clothing and other similar items.

Revised July 20, 2005
• After taking food out of the microwave, remove the wrapper away from your face to avoid escaping steam.

• Hot liquids poured into disposable bottles may cause them to burst.

• Food microwaved may feel cool to the touch on the surface, only to be scalding hot in the middle.

• Be careful when heating liquids. Containers may only feel warm, rather than hot, but the liquid inside by be scalding hot.

5. CLOTHING FIRES:
• Do not wear clothing with long, loose sleeves while cooking.

• Use pins or elastic bands to hold up rolled back sleeves while cooking.

• Long sleeves are more likely to catch fire and may also overturn pots and cause scalding burns.
II. ELECTRICAL FIRE SAFETY:

1. RESPONSIBILITY:

   University supervisors and/or supervising faculty are to insure that the work or learning/research area is free from electrical hazards.

2. INJURY CAUSES:

   Electricity may create a hazard and cause injury or damage in any one of three ways:

   1. When a person becomes part of an electrical circuit. (This may result in electric shock.)

   2. When elements of an electric circuit, which are unprotected, are subjected to electrical overload and become hot. (This may result in a fire.)

   3. When arcing or sparking occurs, generally due to the "jumping" of electricity from one conductor to another. This may occur during the making and breaking of a contact, as in operating switches or discharging static electricity. (This may result in fire or explosion if arcing takes place in an atmosphere containing an explosive mixture of a flammable substance.)

3. TRAINING:

   Supervisors and faculty are responsible for ensuring that employees and students are trained to safely use electrical equipment. This training should be part of the employee's safety orientation.

   All personnel using electrical equipment are to know the locations of secondary electrical panels (see below) for the work or learning/research area.

4. CIRCUITS IN BUILDINGS:

   Address concerns regarding electrical circuits in University buildings to the Facilities Services Electrical Shop; telephone 474-7000.

   Access To Main Distribution Panels: Main distribution panels control electricity after it enters the building and before it goes to branch circuit panels. All main distribution panels are located in locked electrical closets or mechanical rooms.

   Only trained Facilities Services Maintenance personnel and / or approved electrical contractors may access University main distribution electrical panels. Only authorized maintenance personnel may access rooms containing main distribution panels.
Access To Branch Circuit Panels: Departmental personnel may be required to access branch circuit breaker panelboards in order to turn off electricity in an emergency or to reset branch circuits. If a branch circuit requires setting more than once, notify Facilities Services electricians; telephone 474-7000.

5. INSPECTION:

As part of the periodic self inspection, unit administrators and supervisors are to check the work or learning/research area for electrical hazards.

Criteria:

✓ Ensure that all electrical equipment is properly grounded. Use 3-prong plugs in 3-prong outlets. Do not bend or remove the grounding prong of a plug in order to use it in an ungrounded outlet.

✓ Use grounded or double-insulated portable power tools.

✓ Do not use adapter cubes. If additional outlets are required, use a breaker-protected multiple outlet strip.

✓ Replace frayed and worn electrical cords and cables.

✓ Do not use temporary wiring or extension cords as a substitute for permanent wiring.

✓ Flexible extension cords may be used only on a temporary basis.

✓ Extension cords must be heavy duty and at least 16 gauge, 3-wire/3-prong.

✓ Do not run extension cords under carpeting or through walls, ceilings, floors, doorways, windows, or other locations where they could sustain damage.

✓ Do not use electrical equipment for purposes other than the intended use.

✓ Label electrical panels and keep them free of obstructions. A clear space of 30" must be maintained in front of every electrical panel. No storage is permitted within 36" of an electrical panel.

✓ Use ground fault circuit interrupters when utilizing electric power in damp areas.
6. ELECTRICAL HAZARDS:

Supervisors/Supervising Faculty

Immediately remove a hazardous or malfunctioning electrical equipment item from service. Prevent use by installing barriers, removing the power source, removing the equipment, or locking the item out.

Warning Tags

Notify employees and/or students that the machine is not to be operated. Tag the equipment item as "Out of Service." Include the following on each tag: date of removal from service, description of the problem, and name of the reporting party.

Correction

Obtain the services of qualified electricians to correct electrical malfunctions.

Employees/Students

✓ Report hazards directly to the supervisor

✓ Immediately discontinue the use of hazardous electrical tools or appliances.

✓ Wait until the equipment item has been declared safe to use by a supervisor or qualified electrician.

✓ Do not use electrical equipment which has been determined to be unsafe.
III.  FIRE SAFETY:

1.  RESPONSIBILITY:

   Each person has an individual responsibility to maintain a fire safe environment throughout the UAF campus. Each faculty, staff, employee or student is responsible for keeping their classrooms, labs, offices, residence hall rooms or operating areas orderly and free of potential sources of ignition. Supervisors must ensure that employees understand and follow the guidance provided in this manual. They should also notify the University Fire Marshal of any operational changes that alter the fire risk in their area so that protection can be adjusted accordingly. All UAF employees must perform their work in a way that minimizes the possibility of starting a fire.

   For fire safety information or assistance in any subject not covered in this manual contact the University Fire Department (474-7721), University Fire Marshal (474-6303) or Codes & Safety (474-5413).
IV. FIRE SAFETY IN CAMPUS LABS:

1. FIRE PREVENTION:

- Be aware of ignition sources in lab area (open flames, heat, electrical equipment).

- Purchase and store flammable reagents in the smallest quantities available.

- Store flammable liquids that require refrigeration in rated explosion-proof refrigerators.

- Store flammable liquids in appropriate safety cabinets and/or safety cans.

- Do not store incompatible reagents together (e.g., acids with flammables). Lists of incompatible reagents can be found in several source books (for example, Handbook of Reactive Chemical Hazards).

- Do not store ethers or conjugated dienes for extended periods of time as explosive peroxides could form. Date ethers when received and opened.

- Make sure that all electrical cords are in good condition. All electrical outlets should be grounded and should accommodate a 3-pronged plug. Never remove the grounding prong or use an adapter to bypass the grounding on an electrical cord. Extension cords are for short term use only. Permanent installation of extension cords is not permitted.

- Remain out of the area of a fire or personal injury unless it is your responsibility to meet the emergency responders. Meet responders from a safe location.

- Be aware of the condition of fire extinguishers. Report any broken seals, damage, low gauge pressure or improper mounting to the Facilities Services at 474-7000. If the seal has been broken, assume that the fire extinguisher has been used and must be recharged. (NOTE: Do not use fire extinguishers unless you are trained and feel confident to do so.) Report ALL fires by phoning 911.

- Automatic fire sprinklers must remain clear and unblocked to function properly. Do not store materials within 18" below the sprinkler head.
2. HOUSEKEEPING:

✓ Eliminate safety hazards by maintaining laboratory work areas in a good state of order.

✓ Maintain at least two clear passages to laboratory exits.

✓ Always keep tables, fume hoods, floors, aisles and desks clear of unnecessary material. Fume hoods are not chemical storage cabinets.

✓ Wipe down bench tops and other laboratory surfaces after each use with an appropriate cleaning or disinfecting agent.

✓ All equipment should be inspected before use.

✓ Use borosilicate glassware for laboratory work. If dichromate/sulfuric acid glass cleaner is used in your laboratory, make sure that cleaning is confined to the fume hood as toxic chromyl chlorides are released from the dichromate/sulfuric acid solution.

✓ Better yet, switch to a non-chromate cleaning solution. (i.e., No Chromix?) which will also minimize hazardous waste generation.

✓ If experiments must be left unattended they must be able to fail safe. Place a note next to experimental apparatus indicating the chemicals involved, your name and a number where you can be reached in case of an emergency.

✓ Keep the laboratory floor dry at all times. Immediately attend to spills of chemicals or water, and notify other lab workers of potential slipping hazards.

✓ All machinery under repair or adjustment should be properly tagged prior to servicing. All service work should be done by authorized personnel.

✓ Sink traps and floor drains should be flushed and filled with water on a regular basis to prevent the escape of sewer gases or the release of chemical odors in the event of an emergency. Drains which will not be routinely used may be "topped" with 20 - 30 ml of mineral oil to prevent evaporation of water in the trap.

✓ All compressed gas cylinders should be securely chained or clamped to a rack or fixed stationary piece of lab furniture. Mark empty cylinders, but use all safety precautions as if the cylinder were full.
3. EMERGENCY PROCEDURES:

✓ In the event of an emergency, remember one number: 911. By calling this number, all necessary emergency response departments can then be alerted to your needs.

✓ Be familiar with the emergency evacuation plan.

✓ Be sure the names and phone numbers of lab personnel to be contacted in an emergency are posted outside of the door.

✓ Be familiar with the location, use and limitations of the following safety devices:

* safety shower  * spill cleanup materials
* eye wash station  * first aid kit
* protective respiratory gear  * fire alarm
* fume hood  * fire extinguisher

✓ Clean up all small spills immediately. If a large chemical spill occurs, call the campus emergency phone number, 911. If the spill poses a hazard to individuals outside of the laboratory, follow the laboratory's emergency standard operating procedure. Stop current reactions or equipment if possible, activate the building fire alarm, exit the building, call 911 to report the emergency and stand by at a safe distance to provide information to emergency response personnel.

✓ If volatile, flammable, or toxic materials spill, shut off flames and spark-producing equipment at once and evacuate.

✓ In the event of fire or explosion, activate the building fire alarm, exit the building, call 911 to report the emergency and standby in a safe location to meet emergency responders.

✓ Do not cover windows of laboratory doors, except for special experimental requirements. This allows passers-by to notice if anyone is in need of emergency assistance.

✓ Maintain a clear path to all safety equipment at all times.
V. FIRE SAFETY IN RESIDENCE HALL ROOMS

1. RESPONSIBILITY:

It is the responsibility of each student and their visitors to this campus to maintain a fire safe room. The greatest number of fire fatalities occur in sleeping areas. By following some simple fire safety guidelines, resident hall occupants can have a fire safe school year.

2. GUIDELINES:

Keep a clear and unobstructed exit path to your door. Clothing, books and boxes etc. can obstruct an exit way and prevent someone from getting out of their room in a safe manner.

Extension cords are for temporary use. Electric appliance should be plugged directly into an outlet or if additional outlets are needed, use a plug strip with a breaker. See Electrical Fire Safety Policy.

No flammable or combustible liquids are allowed in residence halls. This includes lighter fluid, gasoline, motor oil etc.

No propane or other flammable gases are permitted in residence halls. This includes propane tanks on barbeques. These must be stored outside.

Smoke detectors cannot be removed or tampered with for any reason. Removing or tampering with a detector or any other life safety equipment can result in criminal charges as well as numerous fines.

Seasonal decorations must be non-combustible or fire retardant treated. No decorations will be displayed in such a manner as to block or impede the ability of a fire safety device to operate i.e. pull boxes, exit lights, sprinkler heads etc.

No papers or combustibles are allowed inside the diffusers on the overhead lights.

Excessive storage is not permitted inside the rooms. The sprinkler systems in the residence halls are designed to handle fires in rooms with standard furnishings, not in rooms with excessive storage.

The use of candles or any open flame appliance is prohibited in residence halls.

Additional lighting is permitted as long as the lights are UL or FM listed. Lights must be plugged directly into a wall outlet. No “torch” style halogen lamps are allowed unless they are equipped with the protective device on the top of the lamp.
Hot plates and cooking is not permitted in the residence hall rooms. Some low wattage microwaves may be allowed for heating up food. These must be approved by Residence Life prior to use in the individual rooms.
VI.  FIRE WATCH

Fire watches maybe required for a number of reasons. Among them are:

* Hot work such as welding and cutting
* Fire alarm or other type of life safety system out of service
* Large assembly activities
* Special Events

Fire Watch for Hot Work:

A fire watch shall be provided during hot work activities and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire watch shall include the entire hot work area. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that the exposed areas are monitored. Individuals designated to fire watch duty shall have fire extinguishing equipment readily available and shall be trained in the use of such equipment. These individuals shall be responsible for extinguishing spot fires and communicating an alarm.

Fire Watch for non-functioning life safety equipment or special events:

In some cases a fire watch may be required due to a piece of life safety equipment being out of service or a special event is taking place. During these times, the fire chief may require a fire watch be put in place in order for the building to remain occupied or a special event to take place. The individual assigned to a fire watch shall ensure that the fire department is notified at the first sign of any life safety problems. Fire watches should be familiar with the fire protection systems in the building the fire watch is required in. The fire watch must have some method of directly contacting the University Dispatch Center. This can be through a portable radio or cell phone.
VII. Fire Places and Open (Outdoor) Burning

1. RESPONSIBILITY:

This plan applies to all University of Alaska Fairbanks buildings and properties and recognizes that there are a few activities in which open flame use can contribute to an enjoyable activity and or be productive. By strictly adhering the following requirements these activities, when approved, will not contribute to an unforeseen risk to life or property. All University officials and users are required to follow this policy for any open burning.

Fireplaces:

Only fireplaces that have met approval of the UAF engineers and UAF Fire Marshal may be used when the following conditions are met:

- Fireplace chimney shall have been cleaned and inspected at least annually. Facility director and or manager are to contact UAF Physical Plant (474-7000) for a work order.
- Fireplace shall have full spark arresting screens in place at all times.
- Fireplace is to have proper hearth tools available, including a dedicated ALL metal ash can.
- A fire extinguisher or a fire bucket of at least 2-gallon of water must be available.
- Use of only seasoned dry wood as a fuel.
- Appropriate natural kindling is available and paper. Use of any type of flammable liquid, fire starter, or charcoal lighter is strictly prohibited.

Campfires:

- Allowed only in UAF approved camp area and within established fire rings.
- A fire extinguisher or a fire bucket of at least 2-gallons of water must be available.
- Use of only seasoned dry wood as a fuel.
- Appropriate natural kindling is available and paper. Use of any type of flammable liquid, fire starter, or charcoal lighter is strictly prohibited.
- Campfires must be completely extinguished if left unattended by the user.

Barbecues:

Revised July 20, 2005
✓ Only in approved listed devices, located at least 10’ from any building.

✓ Charcoal or propane fuel only.

✓ Use only approved charcoal lighting methods.

✓ Do not dump ashes into trash, wooded areas or dumpsters - use metal ash can only.

Open Fires; Prescribed burns, and Bon fires:

Only by specific written permission from UAF Safety Services with sign off from the UAF Police Chief, UAF Fire Marshal, and UAF Risk Manager. Written request to include:

✓ Date, Time, brief description of the event

✓ Official university sponsor

✓ Person responsible for the event (must be a UA faculty or staff member), and contact information (phone numbers - home and work and address)

✓ Copy of State of Alaska Department of natural resources burn permit (obtainable at State Forestry building on University Ave & Airport way)

✓ Copy of Fairbanks North Star Borough air quality/burn permit (for burns larger than 10’, obtainable at the FNSB Building 809 Pioneer Rd.)

✓ Location and site plan

✓ Plan for control, extinguishment, and clean up after event.

✓ Only dry paper, wood, and organic natural fuels will be allowed to burn. No flammable liquids, chemicals, plastics, and rubber.

✓ Sponsor will have to provide fire watch until fire is out.
VIII. FLAMMABLE AND COMBUSTIBLE LIQUID STORAGE

1. RESPONSIBILITY:

All University personnel are responsible for using approved and safe methods for storing flammable/combustible liquids.

Address questions regarding flammable/combustible liquid storage to the University Fire Department (x7721) or University Risk Management (x5496)

Limit the storage of such liquids to the amount required for the operation of office equipment or for maintenance, demonstration, treatment, or laboratory work.

Refer to the glossary of terms, at the end of this section for definitions.

2. STORAGE:

Storage Containers

Use only approved containers and portable tanks to store flammable/combustible liquids.

Standards

Containers meeting the following standards are considered acceptable:
Metal containers and portable tanks--Chapter I, Title 49 of the CODE OF FEDERAL REGULATIONS (DOT Regulations), or NFPA 386, STANDARD FOR PORTABLE SHIPPING TANKS.

Polyethylene containers--DOT Specification 34, and polyethylene drums authorized by DOT Exemption Procedures.

Plastic containers (including jerry cans used for petroleum products)--ANSI/ASTM D3435-78.
### Maximum Allowable Size of Containers

<table>
<thead>
<tr>
<th>Container Type</th>
<th>Flammable Liquids</th>
<th>Combustible Liquids</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class IA</td>
<td>Class IB</td>
</tr>
<tr>
<td>Glass</td>
<td>1 pt*</td>
<td>1 qt*</td>
</tr>
<tr>
<td>Metal (other than DOT Drums or approved plastic)</td>
<td>1 gal</td>
<td>2 gal</td>
</tr>
<tr>
<td>Safety Cans</td>
<td>2 gal</td>
<td>2 gal</td>
</tr>
<tr>
<td>Metal Drum (DOT Spec.)*</td>
<td>N/A</td>
<td>5 gal</td>
</tr>
<tr>
<td>Polyethylene (DOT Spec. 34, or as authorized by DOT Exemption)</td>
<td>1 gal</td>
<td>2 gal</td>
</tr>
</tbody>
</table>

N/A = Not Allowed

*Exception: Class IA and Class IB flammable liquids may be stored in glass containers of not more than one-gallon capacity if the required liquid purity (e.g., ACS analytical reagent grade or higher) would be affected by storage in metal containers or if the liquid would cause excessive corrosion of the metal container.

**Drum capacities refer to total volume allowed per container but these containers must be stored inside a proper storage cabinet or storage room.

### Storage Cabinets

Capacity

Do not store more than 60 gallons of Class I, Class II, and Class III liquids in a single storage cabinet.
Location

Do not locate more than three such cabinets in a single room.

Exception: In industrial occupancies additional cabinets may be located in the same area if:

The additional cabinets are separated from other cabinets by at least 100 feet, and there are three or fewer additional cabinets.

NOTE: Contact UAF Fire Marshal or Facilities Hazmat Division for definitions regarding "industrial occupancy".

Design Limits

Storage cabinets are designed and constructed to limit the internal temperature to not more than 325 degrees Fahrenheit when subjected to a ten-minute fire test using the standard time temperature curve as set forth in Standard Methods of Fire Tests of Building Construction and Materials, NFPA No. 251. All joints and seams are to remain tight and the door must remain securely closed during the fire test. Cabinets shall be labeled in conspicuous lettering, "FLAMMABLE-- KEEP FIRE AWAY."

Construction

Metal Cabinets

The bottom, top, door, and sides of cabinets are to be at least No. 18 gauge sheet iron and double walled with 1 1/2-inch air space. Joints are to be riveted, welded, or made tight by some equally effective means. The door must be provided with a three-point lock and the door sill is to be raised at least two inches above the bottom of the cabinet. The cabinet is to be vented out of the building.

Wood Cabinets

The bottom, sides, and top are to be constructed of an approved grade of plywood at least one inch in thickness which will not break down or delaminate under fire conditions. All joints are to be rabbeted and fastened in two directions with flathead wood screws. When more than one door is used, there is to be a rabbeted overlap of not less than one inch. Hinges are to be mounted in such a manner as to not lose their holding capacity due to loosening or burning out of the screws when subjected to the fire test. The cabinet is to be vented out of the building.
Inside Storage Rooms

Rooms where more than 60 gallons of flammable/combustible liquids are stored must meet specific construction requirements regarding:

* Fire resistance rating
* Openings
* Shelving
* Electrical wiring and equipment
* Exhaust ventilation
* Mechanical ventilation

Contact the University Fire Marshal for specific requirements prior to construction.

Storage Limits

Storage limits outside of storage cabinets or storage rooms are:

✓ Not more than 10 gallons total of Class I and Class II liquids in one gallon containers may be stored outside of a storage cabinet or storage room except in two-gallon safety cans.

✓ Not more than 25 gallons of Class I and Class II liquids combined maybe stored in two-gallon safety cans outside of a storage room or storage cabinet.

GLOSSARY OF TERMS

Contact Fire Services for further explanation of the following terms:

**Combustible Liquid:** A liquid having a flash point at or above 100 degrees Fahrenheit (37.8 degrees centigrade).

Combustible liquids are subdivided as follows:

Class II Liquids

Those having flash points at or above 100 degrees Fahrenheit (37.8 degrees centigrade) and below 140 degrees Fahrenheit (60 degrees centigrade).
Class IIIA Liquids

Those having flash points at or above 140 degrees Fahrenheit (60 degrees centigrade) and below 200 degrees Fahrenheit (93.4 degrees centigrade).

Class IIIB Liquids

Those having flash points at or above 200 degrees Fahrenheit (93.4 degrees centigrade).

Flammable Liquid

Flammable liquids are Class I liquids.

**Class I Liquid:** A liquid having a flash point below 100 degrees Fahrenheit (37.8 degrees centigrade) and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit (37.8 degrees centigrade).

Class I liquids are subdivided as follows:

Class IA

Includes those having flash points below 73 degrees Fahrenheit (22.8 degrees centigrade) and having a boiling point below 100 degrees Fahrenheit (37.8 degrees centigrade).

Class IB

Includes those having flash points below 73 degrees Fahrenheit (22.8 degrees centigrade) and having a boiling point at or above 100 degrees Fahrenheit (37.8 degrees centigrade).

Class IC

Includes those having flash points at or above 73 degrees Fahrenheit (22.8 degrees centigrade) and below 100 degrees Fahrenheit (37.8 degrees centigrade).

Flash Point

The minimum temperature at which the liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid within the vessel as specified by appropriate test procedure and apparatus as follows:
The flash point of a liquid having a viscosity less than 45 SUS at 100 degrees Fahrenheit (37.8 degrees centigrade) and a flash point below 200 degrees Fahrenheit (93.4 degrees centigrade) is determined in accordance with the Standard Method of Test for Flash Point. (ASTM D-56-70)

The flash point of a liquid having a viscosity of 45 SUS or more at 100 degrees Fahrenheit (37.8 degrees centigrade) or a flash point of 200 degrees Fahrenheit (93.4 degrees centigrade) or higher is to be determined in accordance with the Standard Method of Test for Flash Point. (ASTM D-93-72)

Liquid

Any material which has a fluidity greater than that of 300 penetration asphalt when tested in accordance with ASTM Test for Penetration for Bituminous Materials, D-5-71. When not otherwise identified, the term liquid shall include both flammable and combustible liquids.

Safety Can

An approved container of not more than two gallons capacity having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure.
IX. HOLIDAY DECORATIONS

1. RESPONSIBILITY:

During holiday periods, University departments often decorate offices and other work areas. To prevent fire-related losses and injuries, University personnel are responsible for observing the following fire regulations. University fire department personnel monitor displays during holiday periods. Direct questions to the University Fire Marshal at 474-6303.

2. FLAMMABLE MATERIALS:

Flame retardant paper, cardboard, and wood are allowed for construction of small decorative displays.

Extensive or elaborate paper, cardboard, or wood displays are not permitted.

Untreated paper, cardboard, or wood displays are not permitted.

No paper of any type may be placed inside the diffusers on the fluorescent lights.

Purchase flame retardant construction materials from art stores, hardware stores or lumber yards. Fire retardants may be purchased to apply to flammable materials used for decorations.

The following materials are prohibited for decorative purposes: styrofoam, evergreen boughs, straw, hay, cotton, corn stalks, dry leaves, and other similar materials. These greatly increase the fuel load, ignition opportunities and many cause a flash fire that can overwhelm the building’s fire protection systems.

3. OPEN FLAMES AND CANDLES:

Open flames and candles may not be used as decorations at any time in University buildings.

4. PLACEMENT OF DECORATIONS:

Decorations are not to disguise, cover, or interfere with any safety device, e.g., fire extinguishers, standpipe hoses, exit signs, fire sprinklers, and alarm boxes.

Decorations (including trees) are not permitted in emergency exit routes, i.e., stairwells, corridors, and elevator foyers. Exception: Flame retardant or noncombustible decorations may be placed on bulletin boards on the walls of corridors providing they do not obstruct or impede the operation of any life safety device.
Decorations of any composition are not permitted in elevators, elevator foyers, or stairwells.

5. ELECTRICAL DECORATIONS:

Electrical decorations must be in good condition and approved by Underwriter Laboratories (U.L.). Light bulbs or lighted decorations are not to contact combustible materials. Lights may not be left on when building or room is not occupied.

Electrical decorations cannot be hung from any fire protection equipment such as sprinkler pipes or heads and cannot obstruct any life safety equipment. The electrical decorations must be hung in such a way that the wiring is not damaged with nails or staples.

Extension Cords: See Policy on use of electrical extension cords.

6. CHRISTMAS TREES:

Natural Christmas Trees are not permitted in campus buildings. Artificial trees may be used but are not permitted in any exit ways, to include stairwells, corridors, exit enclosures or lobbies.

7. DECORATION DISPOSAL:

Place disposed decorations in a standard dumpster. Stairways, exits, and electrical/mechanical rooms are not safe places to store decorations prior to disposal (even temporarily).
X. HOT WORK OPERATIONS:

1. DEFINITIONS:

   **Hot work operations** include cutting, welding, use of open torch, brazing, glass blowing and similar operations.

   **Hot work area** is that area which is expose to sparks, hot slag, or radiant or convection heat as a result of the hot work

   **Hot work equipment** is electric or gas welding or cutting equipment used for hot work.

2. OPERATIONS REQUIRING NOTIFICATION INCLUDE THE FOLLOWING:

   - Cutting and welding outside of an approved location
   - Soldering when using a torch outside of an approved location
   - Roofing or road work using tar pots or asphalt kettles
   - Altering, maintaining or modifying any system that contains or may contain explosives or flammable liquids or gases when using heat producing, spark producing or impact tools (e.g. electric power tools and cartridge-actuated tools)

   **Codes & Safety (x5413) during business hours and Dispatch (x7721) after business hours must be notified if any of the above activities take place. They must also be notified when the work is completed.**

3. APPROVED LOCATION:

   Approved locations are those areas that have either been designed specifically for that purpose or areas that have been modified to accommodate these operations safely. If there are any questions as to whether or not an area is approved or not, contact the University Fire Marshal at 474-6303.

   **Cutting and Welding Guidelines:**

   A hot work site inspection shall be conducted prior to any work taking place. The inspection of the hot site shall insure that:

   1. The hot work site is clear of combustible or those combustibles are protected.
   2. Exposed construction is of noncombustible materials or combustible materials are protected.
   3. Openings are protected.
4. Floors are kept clean
5. There are no exposed combustible on the opposite side of partitions, walls, ceilings and floors
6. Fire watches are assigned, equipped and trained
7. Fire extinguishers shall be verified as operable and available. A minimum 2-A, 20 BC rated fire extinguishers shall be located within 30’ of the location where the work is in progress and shall be accessible without climbing stairs or ladders.
XI. PORTABLE HEATERS:

1. POLICY:

The University of Alaska Fairbanks, discourages the use of portable space heaters in University interior locations for the following reasons:

- As sources of ignition, space heaters can create fire hazards.
- Space heaters are not as energy efficient as central heating.
- The electric cord creates a tripping hazard.
- The heaters overload the circuits.

2. EXCEPTION:

University personnel may use portable space heaters if the building heating system is inadequate, nonexistent, or temporarily out-of-order. The University Fire Department has approved the following types of space heaters for emergency use by University departments:

- Heaters tested and approved by FM, UL or any other nationally recognized testing lab.
- Heaters must automatically shut off if they are tipped over.
- Heaters that use 1500 watts or less of electricity.

3. PROHIBITED HEATERS:

Do not use the following types of heaters in University buildings:

- An electric heater with electric elements that glow bright orange or red. This heater distributes energy as high radiant heat and uses 1500 watts or more of electricity.
- A heater that burns fossil fuels or alcohol.

4. HEATER USE:

When it is necessary to utilize a portable heater in a University building always follows these precautions:

- Place noncombustible material under the appliance
- Maintain a clearance of at least 12 inches between the appliance and any combustible material.
- Ensure that the appliance is properly grounded or double-insulated.
• Keep area immediately around an appliance clean and free of combustibles.
• Do not use electric appliance near combustible or explosive vapors or dust.
• Heaters should be plugged directly into wall outlets not into extension cord.
• Do not leave heaters unattended, turn them off when you leave.

5. RESPONSIBILITY:

The use of portable heaters is the responsibility of the individual users. Damages caused by the misuse or improper use of any portable heater may result in the user being held liable for all damages.
XII. STORAGE ON CAMPUS:

1. INHERENT PROBLEMS:

   Storage on campus is an ongoing problem in offices, laboratories, corridors etc. Much of the storage consists of items that have not been used for years, or in some cases, equipment that does not even work. It is important that this type of storage be removed from the buildings and work areas. Excessive storage constitutes a fire hazards in any type of occupancy. The sprinkler systems in the campus buildings are not installed to protect high piled stock.

2. RUBBISH CONTAINERS:

   Combustible rubbish stored in containers outside of a noncombustible vault or room shall be removed from buildings at least once each working day.

   Dumpsters and containers with an individual capacity of 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines.

3. STORAGE INSIDE BUILDINGS:

   Storage in buildings shall be orderly.

   Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings. Storage shall be maintained 18 inches or more below sprinkler head deflectors in sprinklered areas of buildings.

   Combustible materials shall not be stored in exits or exit enclosures.

   Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.

   Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment, shall not be stored, operated or repaired within a building; unless the building or an area of the building is rated for such a use. This would include some parts of the Physical Plant, Elvey Building etc. Contact the University Fire Marshal if you have any questions.

   Storage inside a building cannot be more than 12 feet (to top of storage – not top shelf). Storage in excess of 12 feet has additional code requirements.

   A clear space of at least 30” shall be maintained in front of each electrical or breaker panel.
4. STORAGE OUTSIDE OF BUILDINGS:

Outside storage of combustible material shall not be located within 10’ for a property line.

Combustible storage shall not be stored beneath a building or structure.

Combustible materials stored or displayed outside of buildings that are protected by automatic sprinklers shall not be stored or displayed under unsprinklered eaves, canopies or other projections or overhangs.

Storage in the open shall not exceed 20 feet in height.
ENGINEERING

I. AUTOMATIC AND FIXED FIRE PROTECTION SYSTEMS:

1. SPRINKLER SYSTEMS:

Most building on campus are equipped with automatic fire sprinklers. These systems are designed to the hazard that they protect per the National Fire Protection Association Standard 13. The minimum classification authorized on campus is the “ordinary class”. Fire sprinklers are designed that the heat of an incipient fire will cause the closest head to open and discharge a fire suppressing water spray that has been pre calculated as part of the building and area use design. Fire sprinklers will initiated building evacuation and fire department response alarms automatically from alarms tied to the water flow through the system. It should be noted that sprinkler system heads open individually and most fires over 90% are extinguished with only one head discharging.

In order to insure proper fire sprinkler system operation and effectiveness on the UAF campus the following principles must be observed:

- Design and maintain for proper hazard and fuel loading.
- Light hazard systems such those in offices can not protect higher hazard used such as storage or laboratories.
- Maintain adequate water flow.
- Sprinkler valves are never to be shut off. Only fire department and sprinkler maintenance personnel have the authorization to operate these valves. Most valves on campus are electronically monitored and will transmit a tamper alarm.
- Storage and building use must not block sprinkler heads. All storage and/or obstruction must not come within 18” below the sprinkler head.
- Protect from freezing. Do not leave doors or windows open during winter months.
- Regular service and testing to be performed by trained and authorized Physical Plant personnel.

1. FIXED CHEMICAL SYSTEMS AND HOODS:

Some special hazard areas on campus are protected by fixed chemical systems. Most commonly found on cooking grilles exhaust hoods, chemical process areas, and special electronic areas. The systems use one the following agents: water, foam, dry chemical, CO2, or Halon type agent.
These systems are designed to automatically detect and suppress incipient fires in a defined area. Most also have a manual discharge feature. The campus fire marshal and building engineers have located these systems where they are of most useful benefit and are maintained by the Physical Plant.

In order to insure proper fixed chemical system operation and effectiveness on the UAF campus the following principles must be observed:

- Discharged heads must be kept clear of obstruction and cleaned periodically especially when contaminated by processes (i.e. grease on deep fry hoods).
- Systems need to be checked biannually by a qualified system technician. Work orders to be placed through the Physical Plant.

3. BUILDING STANDPIPES:

Standpipes are normally located in the fire rated stair wells of most building over 4 stories in total height or those with basements or other unusual access areas per the fire code. The systems are pre placed to assist the fire department in the delivery of fire suppression streams with an outlet located at every floor. This system is for fire department use only.

In order to insure proper building standpipe system operation and effectiveness on the UAF campus the following principles must be observed:

- Discharge valves and access shall not be blocked.
- No tampering or removal of discharge valves and caps.
- No parking, storage, or piling of snow, with 15’ of fire department connection usually located on the ground floor on the outside of the building, labeled “fire department standpipe connection”
- Annual checks and service are done through the UAF Physical Plant.

4. FIRE HYDRANTS:

Fire hydrants are located throughout campus for the primary purpose of fire protection and to be used by the fire department. These hydrants are supplied by the domestic and fire water pumps from the UAF power plant. Placement and flow rates are based on building design and the Uniform Fire Code requirements for fire flow and hydrant location.

In order to insure proper fire hydrant operation and effectiveness on the UAF campus the following principles must be observed:
• To maintain clear access, No parking, storage, or piling of snow, within 15’ of any fire hydrant.

• Use of fire hydrants is to be by only authorized-trained users and only after permission has been received from both UAF Utilities and Fire Departments. Improper operation will cause damage to the hydrant, cause water fluctuation, causing potential damage in other areas on campus, and or cause additional fire pumps to suddenly come on line.

• Hydrants will be flushed and flow tested twice a year by the UAF Fire Department.
II. CODE REVIEW & SPACE MODIFICATIONS:

1. RESPONSIBILITY:

   University personnel are responsible for obtaining all approvals prior to starting any type of construction or remodeling. This may also include contacting the Fire Marshal at 474-6303 prior to ordering large pieces of equipment that may not be able to be installed in a specific area or room. Coordination with the University Space and Planning Manager as well as the University Fire Marshal is very important PRIOR to purchasing equipment or planning the use of new areas for research grants.

2. REQUIREMENTS:

   Per the State of Alaska, 13 AAC 50.027. Non structural Plan Review and Approval.

   "Before beginning the construction, alteration, repair or changing the occupancy of a building, a substantial land structure, or structure regulated by the state fire marshal,….plans must be submitted for examination and approval."

   Anytime a plan review request is submitted a plan review fee must be paid. The minimum fee is $100.00. If plans are revised to the extent that a new plan review is required, the charge will be the same as for new plans. The plan review is good for 180 days. Anything in excess of that will require a new plan review.

   The University of Alaska Fairbanks has deferred authority from the State Fire Marshal's office. The above information applies except all plans and requests are submitted to the University Fire Marshal.

3. INFORMATION:

   There are some things that will not require a plan review. If you are unsure if your project requires a plan review, contact the University Fire Marshal at 474-6303.

   a. Installation of new equipment, including specialized research equipment as well as major upgrades would require a plan review.

   b. Anything that would change the use or occupancy of a room, area or a building requires a plan review.

   c. Anytime the fire and life safety systems are altered or changed a plan review is required. Repairing a fire wall is not something that needs to be reviewed provided that the repair returns the item to its original fire rating.

Revised July 20, 2005
d. Equipment or systems such as HVAC which were not originally installed but have been designed and are now being installed new, must be reviewed.

e. No plan review is required for routine maintenance, e.g. repair of something already there or replacement of parts with “like or equivalent”.
III. MAINTENANCE OF CONSTRUCTION AREAS:

1. RESPONSIBILITY:

   It is the responsibility of the contractor or university employees engaged in any construction or remodeling projects to maintain the area in a fire safe condition.

   a. Fire Department access shall be maintained to the construction site at all times.

   b. Accumulations of combustible waste materials, dust and debris shall be removed from structures and their immediate vicinity at the end of each work shift or more frequently if necessary for safe operations.

   c. Contractors, subcontractors and physical plant employees are responsible for notifying University Dispatch anytime fire protection equipment is taken out of service.

   d. For non-UAF employees working on campus project, University Dispatch must be given a list of emergency and non-emergency contact numbers. This includes all construction projects. This is usually done through the Project Manager from P&PS.

   e. When the contractor is working in occupied buildings, they must exercise extreme caution when using any equipment requiring flammable liquids or any type of cutting and welding. Fire Guards are required for 30 minutes after any cutting or welding work takes place. See Hot Work Operations.

   f. Dumpsters must be kept a minimum of 10’ from any building opening. Dumpsters must be emptied regularly.
IV. FIRE DOORS:

1. RESPONSIBILITY:

   All University staff, faculty, students and campus users are responsible for ensuring that all fire doors are kept closed at all times. Any problems with these doors are to be reported to the Physical Plant at telephone 474-7000.

2. REQUIREMENTS:

   Exit doors and the routes to reach them must be properly identified and illuminated. Emergency lighting may also be required.

   No locks or fastening devices that will prevent free escape from the building are permitted. The only exceptions are the magnetic locks which are installed in specific locations and which are tied directly into the fire alarm system. The doors will release at any time the fire alarm system is activated. A pull station is located adjacent to each door. In a non-fire emergency activation of the pull station will cause the fire alarm system to activate and the doors will release. The locks also fail in the open position should there be a power failure.

   Doors must be operable by a single operation. Locks requiring multiple operations or special knowledge or effort to open are not permitted except in single offices or authorized locations. These must be individually approved by the Fire Marshal.

   The minimum door width shall not be less than 36 inches. This cannot be reduced with file cabinets, bookcases etc.

   Exit doors, including the exit path floor area on both sides of the exit door, must be kept clear and accessible at all times. This includes the inside of the individual offices.

   Doors located on exit corridors or doors on stairwells cannot be wedged open. Doors which need to be held open for any reason, should be on magnetic hold opens and tied directly into the fire alarm system.

3. CONFLICTS:

   When conflicts arise regarding security requirements and safe exiting requirements, contact the University Fire Marshal at 474-6303.
V. SUPPORTING STANDARDS AND REFERENCES:

The University falls under State and Federal Regulations that govern fire and life safety requirements on campus. The primary references are:

- State of Alaska, Fire and Life Safety Regulations
- International Building Code (latest edition)
- International Fire Code (latest edition)
- International Mechanical Code (latest edition)
- National Electrical Code (latest edition)
- National Fire Codes and Standards
EXITING

I. Exit Routes:

1. DEFINITION:

   Exit routes are an essential part of any plan designed to evacuate people from a building or other structure in the event of a fire and other emergency. Each work station should have at least two routes from the work station to a location at least 75 yards from the structure. The work group should have a designated meeting place outside of the structure.

2. RESPONSIBILITY:

   The department’s director is responsible for ensuring that the exit routes are not obstructed.

   Any obstruction of the exit route is a serious violation of the Chapter 10 of the International Fire Code.

   No one may place items within the exit route which restrict or obstruct corridors, stairways, or other exit ways. The objective is to prevent accidents, to provide unobstructed exit routes, and to comply with fire and safety regulations.

   For example, movers may not block exits with vehicles or dollies.

   Any material which may cause combustion, explosion, or the generation of toxic smoke and gases may not be placed in exit routes.

   Items placed, installed, or maintained any place within space assigned to an administrative unit must be consistent with the fire-resistive standards of the building or other structure.

   Personnel are not to place a door chock, wedge, or furniture item in a doorway which could prevent the door from automatically closing in the event of a fire.

3. SELF INSPECTION:

   Annually, a fire and life safety shall be conducted fore each office, lab and assembly rooms utilizing the University Fire Department’s Self - Inspection form.

Revised July 20, 2005
4. REPORTING OBSTRUCTIONS:

Anyone who identifies a hazard should report the hazard to the appropriate Dean or Director of the area containing the hazard. If the hazard is not corrected, the University Fire Marshal or University Fire Department should be notified.
II. FIRE ALARMS:

1. RESPONSIBILITY:

   All University staff, faculty, students and campus users are responsible for ensuring that they are familiar with evacuation procedures in case of a fire alarm in any University building.

   Fire statistics indicate that deaths occur because people are apathetic towards early fire warning systems like fire alarms. This apathy usually consists of failing to react immediately upon activation of the fire alarm system.

2. POLICY:

   It is the University of Alaska-Fairbanks' policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system. In the case of individuals who have disabilities that would preclude them from exiting the building due to elevator’s not working, see the policy on “Safe Refuge”. There are also some buildings on campus that, although they appear to be connected to each other, are considered separate building under the code (i.e. Upper Dorms, Fine Arts complex, Patty Complex). When an incident occurs in these buildings, occupants can proceed into the adjacent building and will be considered to have evacuated the alarming building.

3. FIRE DRILLS:

   Each department should designate a method to ensure that all their employees are accounted for in case of a fire emergency. This should include designating a location away from the building or facility, as a meeting place for all the employees.

   Employees should review the procedures to survive if a fire should occur in their workplace.

   Residence Halls are required to have a fire drill within the first month of each semester. Fire drills will be scheduled by the Hall Director with the Fire Department at 474-6303.
III. SAFE REFUGE DURING AN EMERGENCY:

1. EXIT:

   It is the University of Alaska Fairbanks policy to have all building occupants evacuate any campus building upon activation of the building’s fire alarm system. Failure to do so can result in fines and criminal prosecution.

2. AREA OF SAFE REFUGE:

   There will be some cases when outside conditions are extreme, and/or in the case of individuals with limited mobility, (especially due to the fact that elevators will not be available), evacuation to an area of safe refuge may be necessary. These areas are central lobbies or fire rated stairwells that are at least one fire barrier from the potential hazard AND closer to the ultimate exit point. If at all possible, notify the 911 dispatcher of your location. In most cases Fire - Rescue personnel will NOT immediately initiate rescue; as the first attempt will be to remove the source of the threat i.e. put out the fire and remove the smoke. As secondary resources arrive they will make contact with the individual(s) in the area of safe refuge and advise them as to any further actions that may be required.

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Safe Refuge Area</th>
<th>Evacuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Sprinklered room/area near exit. Stairwell landing with doors and a phone and exit.</td>
<td>Use nearest smoke free area. Do not use elevator.</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Keep away from windows &amp; walls. Under desk or table if possible.</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
<tr>
<td>Power failure</td>
<td>Area with windows and/or emergency lighting (most hallways).</td>
<td>Use nearest lighted exit. Do not use elevator.</td>
</tr>
<tr>
<td>Chemical spill</td>
<td>Separate room from spill area with ventilation (Lab Accident).</td>
<td>Use nearest exit.</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>As directed by Security/Police.</td>
<td>Use nearest exit</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>Keep way from windows, or center of building (wind storm).</td>
<td>Use nearest exit. Do not use elevator.</td>
</tr>
</tbody>
</table>
3. RESPONSIBILITIES:

To insure emergency evacuation procedure works when needed the following responsibilities to this plan are identified:

**University of Alaska – Fairbanks**

A. Provide adequate signaling devices (fire alarm and strobe lights to code)

B. Provide adequate exit signage and lighting

C. Designate areas of safe refuge for those who may have difficulty evacuating immediately

D. Make available printed procedures of this plan and required actions.

**Individual Staff and Students**

A. Be familiar with UAF emergency evacuation plan brochure.

B. Know your building layout.

C. Be familiar with least two exit pathways.

D. Request assistance when necessary.

E. If located in a safe refuge area contact 911 to let them know your location
INTERVENTION

II. FIRE DEPARTMENT ACCESS:

1. FIRE LANES:

   Proper access to all UAF facilities is important to ensure a timely response to all emergencies. Fire lanes have been established throughout the campus to allow the Fire Department to gain access to buildings when responding to emergencies. These fire lanes are posed and must be kept clear at all times. No non-emergency vehicles are allowed to park on the fire lanes under any circumstances. The UAF Fire Marshal reviews all plans for building construction work areas, trailer locations and fencing changes to ensure proper access.

2. BUILDING ACCESS:

   University facilities are equipped with Knox Boxes to allow the Fire Department access to the buildings after hours. The Knox Boxes are supposed to contain all the master keys necessary to enter every room in the building. It is the responsibility of all University personnel to ensure that the fire department has access to all areas. This means no special locks or keys being installed. If you need a lock or key change, contact the Physical Plant (474-7000) for assistance. If the fire department does not have access to a room they will have to utilize forcible entry which can cause a considerable amount of damage to the door. The occupant will be responsible for all costs associated with the repair and/or replacement of the door.
II. FIRE EXTINGUISHERS:

1. ROLE OF MANUAL SUPPRESSION SYSTEMS:

The campus philosophy of prevention, automatic detection, exiting, automatic suppression, and a professional response, to fire emergencies, has diminished the role of manual fire suppression systems for general use such as fire extinguishers at the University of Alaska Fairbanks.

Automatic detection and suppression systems have an extremely effective record, and by allowing ALL occupants of a building to immediately exit, they do not place any life in danger to operate. Having fire extinguishers available brings an expectation and in some cases a requirement to adequately train those who may feel the need to use them. This with the documented limited effectiveness of fire extinguishers and the fact use of fire extinguishers place one or more lives in danger, diminishes any advantages fire extinguishers may have had, especially when compared to automatic fire suppression systems. Therefore, whenever campus buildings are fully protected by automatic fire systems, fire extinguishers will be limited to only high hazard areas where properly trained personnel are available to use them. All non-sprinkled building shall have fire extinguishers whenever prudent and required by code.

When manual fire protection devises are removed due to the above policy all remnants (case, holder, and sign) must be removed also. If not practical to do so, a sticker with the following will be placed:

This facility has automatic fire detection, warning, and suppression systems for your safety. Manual systems have been removed.

Extinguisher placement in non-protected buildings:

- One extinguisher (minimum rating of 2A10BC) within 75’ travel distance from any point in the building, with additional extinguishers in areas of higher hazard (i.e. kitchens, shops, flammable liquid storage) per UAF Fire Marshal's determination.

- Best locations are near exits or exit pathways.

- Residential apartments with kitchens.

2. USE OF FIRE EXTINGUISHERS:

Fire extinguishers are to be used by trained individuals ONLY. At no time should anyone jeopardize their safety or that of others in attempt to fight a fire. If in doubt, leave the area immediately, closed the door behind you, activate the fire alarm (pull
stations are located along exit pathways), and notify the fire department immediately by dialing 911.

Look on the front of a fire extinguisher to determine what sort of fire the extinguisher will put out. Usually, extinguishers are labeled with the letters A, B., C., or D. Each letter signifies a class of fires the extinguisher will suppress.

a. Ordinary Combustibles - Fires in paper, wood, drapes, and upholstery.

b. Flammable Liquids - Fires in fuel oil, gasoline, paint, grease, solvents.

c. Electrical Equipment - Fires in wiring, overheated fuse boxes, conductors, and other energized electrical equipment.

d. Metals - Fires in certain metals, such as magnesium and sodium.

An extinguisher marked "A, B, C" will put out fires involving ordinary combustibles (e.g., paper and wood), flammable liquids, and electrical equipment.

IMPORTANT: Do not use an inappropriate extinguisher on a given fire. Such a practice can make the fire worse and/or cause injury to the user. A common error is the use of a water extinguisher (a) on a grease or electrical fire (b or c).

To operate most fire extinguishers:

- Pull the pin. Some units require the releasing of a lock latch, pushing a puncture lever, inverting or other motion.
- Aim the extinguisher nozzle (horn, or hose) at the base of the fire.
- Squeeze or press the handle.
- Shoot the retardant at the base of the fire, sweeping from side to side. Watch for re-flash.

Although the above instructions apply to most extinguishers, there are exceptions, e.g., foam and water extinguishers require slightly different actions.

READ THE INSTRUCTIONS on all extinguishers in or near the work area. Before attempting to fight an electrical fire, turn off the power to the involved electrical device. Turn off the circuit breaker or switch, or unplug the device.
3. FIRE EXTINGUISHER TRAINING:

Fire extinguisher training is available for those employees and individuals that may be required to use in the course of duty. Department heads and or facility managers are to contact the UAF Fire Department at 474-7012 for scheduling a class and details.

4. REQUESTING A FIRE EXTINGUISHER:

Equipment changes or remodeling may result in a need for additional fire extinguishers.

Request approval from the UAF Fire Marshal; telephone 474-6303. The Fire Marshal will provide recommendations regarding extinguisher type and placement.

After approval, a work order is to be submitted by the department head and or facility manager to the UAF Physical Plant (474-7000) to install the new fire extinguisher and list it on the maintenance schedule.

<table>
<thead>
<tr>
<th><strong>EXTINGUISHER MAINTENANCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monthly Check</strong></td>
</tr>
<tr>
<td>To be performed by individuals in the work area to assure extinguisher is in its proper place and seal is secure.</td>
</tr>
<tr>
<td><strong>Annual Service</strong></td>
</tr>
<tr>
<td>To be performed by a qualified technician.</td>
</tr>
<tr>
<td><strong>Six year maintenance</strong></td>
</tr>
<tr>
<td>To be performed by a qualified technician.</td>
</tr>
<tr>
<td><strong>12 year hydro inspection</strong></td>
</tr>
<tr>
<td>To be performed by a qualified technician.</td>
</tr>
</tbody>
</table>

If an extinguisher has been discharged, is missing from its original location, or a annual service is required, a work order for replacement is to be submitted to the UAF the Physical Plant for replacement or maintenance; telephone 474-7000.
III. REPORTING AN EMERGENCY - 911:

1. RESPONSIBILITY:

   It is the responsibility of any campus user to properly report an emergency. The University of Alaska Fairbanks has one of the five Enhanced - 911 PSAPs (Public Safety Answering Points) in the Fairbanks North Star Borough. The University Dispatch Center handles emergency calls for EMS, Fire, Police as well as any other type of emergency. Even though most of the campus buildings have fire alarm systems that are tied directly into the Dispatch Center, it is still important to dial 911 and report the incident. This follow-up phone call allows the dispatchers to obtain additional information about the emergency and ensures that the proper resources are responding to the incident.

IN AN EMERGENCY

- Dial 911.
- Briefly state what happened and where it happened.
- Provide your exact location or address as well as a room number if necessary.
- Indicate if anyone was hurt and how badly.
- Give your name and the extension you are calling from; do not hang up unless the dispatcher tells you to.
- Wait in the area (if safe to do so) until the fire department, police department or ambulance arrives.
- In large facilities, have someone meet the Fire Department personnel at the entrance and guide them to the scene.

The emergency dispatcher may need the following additional information for specific types of emergencies:

FIRES

- What is burning?
- Is the fire small or large?

Revised July 20, 2005
EMERGENCY MEDICAL ASSISTANCE

✓ Is the person conscious or unconscious?
✓ How many people are injured?

HAZARDOUS SPILLS

✓ The name of the material spilled, including the correct spelling, if known.
✓ Is it a liquid, solid or gas?
✓ Has anyone been exposed to the material?
✓ Has the flow been stopped?

Also report any actions that may have or are being taken (e.g. attempts to extinguish the fire, whether the area has been evacuated, or whether CPR has been started). This information will help emergency response personnel anticipate actions that may be required upon arrival.