

2020



**Florida A&M
Fire / Emergency Evacuation Plan**

**Environmental Health & Safety
Fire Safety**

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This plan template is maintained by the Florida A&M University Department of Environmental Health & Safety. Any concerns or questions can and should be forwarded to: Fire Safety

Responsible Departments for this plan:

- Environmental Health & Safety
 - FAMU Fire Safety

INTRODUCTION

- 1.1. The Florida A&M University (FAMU) is committed to providing a fire-safe environment for its faculty, staff, students, and visitors, and to protecting its property through an effective fire prevention, protection, preparedness and response program. The purpose of this Fire Plan is to assist the Florida A&M University community in working together to maintain an environment that reduces the risk of fire hazards.
- 1.2. The University works in cooperation with the Florida Division of State Fire Marshal to ensure compliance with the Florida Fire Prevention Code through fire safety plans review for construction and renovations, and through ongoing facility inspections.
- 1.3. This Fire Emergency Evacuation Plan was developed to provide detailed information on how to create and implement Florida A&M University's Fire Safety Plan, as well as provide a template to create building and department-specific Fire and Emergency Evacuation Plans. This plan addresses five major areas: emergency planning, emergency response procedures, conducting fire drills, fire extinguisher usage, and fire safety.

FIRE EMERGENCY PREPAREDNESS

2.1. Fire Emergency Evacuation Plans

- 2.1.1. Each University-owned or leased facility is subject to the FAMU Evacuation Policy. Each Department Administrator and appropriate Building Coordinator is responsible for developing, implementing and updating building-specific Departmental Fire Emergency Evacuation Plan in conjunction with the FAMU Fire Safety.
- 2.1.2. Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant will proceed to the nearest exit or follow the direction of emergency responders. The fire alarm should be activated in route to the exit if not already. Total building evacuation is required when fire, smoke, or an alarm is detected.
- 2.1.3. Personal items within easy reach such as car keys and purses should be gathered on the way towards the exit. In addition to the standard evacuation protocols, some departments may have additional minor duties that are *preferred* to be executed in the course of evacuation where good judgment and safety allows. This may be locking file cabinets on the way out of an office, shutting down experimental equipment while exiting a lab, or turning off gas appliances. In no case should staff be advised to go to alternate floors or to reenter rooms when they are already near an exit.
- 2.1.4. After exiting the building work groups, classes, and occupants should make every effort to convene at a predetermined designated meeting place for accountability. Designated meeting places should be a safe distance away from the facility or any dangerous areas and avoid blocking traffic. Primary and alternate locations are to be chosen to allow for meeting upwind of the facility to avoid areas where hazardous vapors or smoke may travel.
- 2.1.5. Persons should be designated for each group or department to account for individuals in their area. This may be an instructor for a class, a supervisor for a department, or a lab manager for a research group. Evacuees should make every effort to contact these individuals identified in their departmental plan.
- 2.1.6. Staff and responders should be apprised of any experimental, automatic, or crucial processes which could be adversely affected if left unattended or subject to an abrupt loss of power. Special contingency plans will need to be developed by the department to address these concerns, including procedures for safely restarting equipment after the building is reoccupied. A note for general awareness should be indicated on the Departmental Evacuation Plan.
- 2.1.7. Employees are encouraged to familiarize themselves with their work environments including the locations of fire extinguishers, primary and alternate exit paths, and emergency notification devices such as fire alarms and pull stations.
- 2.1.8. FAMU Fire Safety will assist departments to create written Fire Emergency Evacuation Plans. Copies of these plans can be made available to employees for review and use. A template for creating an emergency evacuation plan can be found on page 6.
- 2.1.9. **FAMU ALERT** is Florida A&M University's emergency notification system. If there is a condition which threatens the health and safety of persons on campus, university officials will warn the campus community using a variety of methods including text message, emails, indoor and outdoor sirens, blue lights and more. More information can be found at the following website:
<https://www.famu.edu/administration/division-of-student-affairs/emergency-management/famu-alert/index.php>

DEPARTMENTAL FIRE EMERGENCY EVACUATION PLAN

FLORIDA A&M UNIVERSITY

In preparation for building evacuations it is recommended that groups designate a location at which to meet. The meeting place should be at a safe distance, at least 200 feet away from the facility. This will assist in determining if all the occupants exited the facility. Alternate locations should also be chosen to facilitate meeting upwind of the facility in the event of possible release of hazardous vapors and smoke.

General Information:

Facility Name and address:

--

Department or group:

--

Number of Group Members:

--

Note Here if Any Known IWD and See the Emergency Plan for IWD:

--

In the event of an evacuation occupants should meet at one of the locations designed below in order of succession. Alternates are used when environmental conditions preclude assembly at the previous point.

Primary Designated Meeting Place:

--

Secondary Alternate:

--

Tertiary Alternate:

--

In the event of an evacuation, the individuals below should be responsible for accounting of personnel. Evacuees should make every effort to check in with the designated individuals.

Primary Person:

--

Secondary Person:

--

Tertiary Person:

--

In the event of an evacuation, the special departmental tasks below are *preferred* to be completed only if good judgment and safety allow as you exit your workspace. Also note here any consideration that needs to be given to crucial processes:

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2.2 Emergency Procedures for Individuals with Disabilities

- 2.2.1. All building occupants should familiarize themselves with primary and alternate routes of evacuation. Individuals with Disabilities (IWD) and mobility impairments are more at risk during an emergency situation and should take extra measures to familiarize themselves with the alternate exit options available.
- 2.2.2. On building levels with accessible exits, IWD will evacuate with others persons, provided the accessible exits are not blocked.
- 2.2.3. On building levels above or below the accessible exits, or where exits are blocked, IWD should proceed to the nearest *safe area* for refuge and wait for emergency personnel to evacuate them.
 - 2.2.3.1. A safe area is usually a stairwell or other separately enclosed space near an exit.
 - 2.2.3.2. Most stairwell landings are adequately sized to allow for IWD to shelter in place without impeding the flow of pedestrian traffic.
 - 2.2.3.3. Where sufficient room is not available and an eminent risk is not present, it is suggested the IWD wait immediately adjacent to the stair door and enter the stairwell when others have moved out of the way, or when danger becomes apparent.
 - 2.2.3.4. **If you have questions regarding potential safe areas in your facility, please contact FAMU Fire Safety in the Department of Environmental Health & Safety @ 599-3442.**
- 2.2.4. In extreme emergencies persons who can safely use stairs with assistance should request such assistance from others.
 - 2.2.4.1. Persons should only be moved or relocated with their permission.
 - 2.2.4.2. Persons with visual impairments should request to have a sighted guide help them.
 - 2.2.4.3. Persons with hearing impairments should request to be informed of any emergency so that the auditory emergency instructions can be given in a method they can understand.
- 2.2.5. Persons with impairments who require assistance from non-emergency services personnel need to be prepared to advise the lay person of the best way to provide help.
- 2.2.6. A suggested “Buddy” Plan includes assessing the potential for IWDs in the facility, and establishing designated volunteers to act as buddies to the IWDs during emergencies.
 - 2.2.6.1. The building coordinator, department head, supervisor, or instructor should review and complete the IWD Buddy Plan found on page 10 for applicability and implementation with the Departmental Fire Emergency Evacuation Plan found on page 7.
 - 2.2.6.2. Volunteer buddies will be requested to work in teams for each IWD. Several team volunteers may be needed depending on the number of known IWD in your area and the size of the facility.
 - 2.2.6.3. Upon an alarm or evacuation order where a IWD is unable to evacuate, one buddy stays behind with the IWD at the safe area. The second buddy evacuates to the designated meeting place and informs responders of the IWD and their location.
 - 2.2.6.4. Persons who have already exited a building are not to reenter. If you were not able to reach an IWD inform emergency responders.
 - 2.2.6.5. Where the Individuals with Disabilities Buddy Plan is implemented, copies of each plan must

be provided to the Building Coordinator, the Emergency Management Coordinator, and FAMU Fire Safety.

- 2.2.6.6. Buddy plans will be incorporated into evacuation drills for training and evaluation where possible.

INDIVIDUALS WITH DISSABILITIES BUDDY PLAN

FLORIDA A&M UNIVERSITY

In preparation for building evacuations it is recommended Individuals with Disabilities (IWDs) familiarize themselves with the exit routes, alternate routes, and safe areas available. On building levels above or below the accessible exits, or where exits are blocked, IWD should proceed to the nearest safe area for refuge and wait for emergency personnel to evacuate them.

BASIC INFORMATION	
Building name, #:	Date:
Department:	Floor Level:
Department Head or Supervisor:	Email:

SAFE AREAS
<i>Describe the safe areas in the building:</i>

Volunteer buddies will be requested to work in teams for each IWD. Upon an alarm or evacuation order and a IWD is unable to evacuate, one buddy stays behind with the IWD at the safe area. The second buddy evacuates to the designated meeting place and informs responders of the IWD and their location.

VOLUNTEER DEPARTMENTAL BUDDIES			
	Name	Phone	Email
1			
2			
3			
4			
5			
6			

2.3. Fire Drills In accordance with Florida Statute (FS 633) and the Florida Fire Prevention Code, all FAMU buildings are required by to have at least one fire/emergency evacuation drill annually. The emergency evacuation drills will be conducted in residence hall buildings every semester. It is expected that the drills will be performed during the first couple of weeks of a beginning of semester (excluding the first week of classes) in order to assist in familiarizing new students with FAMU to ensure that those unfamiliar to campus are educated in emergency procedures.

- 2.3.1. Fire evacuation drills are conducted to provide an opportunity for faculty, staff, students, and emergency responders to become familiar with the building fire safety features, to practice emergency procedures, and to ensure the efficient and safe use of exits. To ensure that this practice is adequate, drills will be arranged so that they simulate probable emergency conditions specific to the building.
- 2.3.2. Drills will be held during normal operational hours to provide experience opportunity for the largest number of participants.
- 2.3.3. Fire drills should be arranged with notice to only essential personnel to simulate an accurate response by building occupants.
- 2.3.4. Due to the transitory nature of classroom buildings it may not be possible for the building coordinator to inform every instructor in advance. It is important that all faculty and staff are prepared to promptly react to an evacuation notice regardless of location and planned class activities.
- 2.3.5. It is the intent during a drill that all classes evacuate and all laboratory operations shut down to a secured condition. It should be noted that there is a difference in urgency for a drill evacuation versus a true perceived emergency condition. In predetermined drill evacuations only, flexibility will be considered for special circumstances such as live animal procedures which need not end abruptly in a non-emergency condition. Such special circumstances will be noted on the drill report and the department staff verified to have a suitable contingency plan in place should a real event occur.
- 2.3.6. Fire drills should be conducted at a minimum frequency as outlined in the table below. Follow up drills will be required where evacuation performance needs improvement.

Residence Halls	Once per semester
Facilities with laboratories or notable amounts of hazardous materials, and where required by the AHJ.	Annually
Newly occupied or majorly renovated facilities	Within 1 year of occupancy
Daycares	Monthly
All others	Annually

- 2.3.7. FAMU Fire Safety will coordinate specific drill activities, including scheduling, with Department heads, fire wardens, and Building Coordinators in buildings with planned fire drills. This will minimize disruptions to critical testing, lab experiments, and normal department activities. Prior to initiating the drill, the building should be surveyed for activities such as testing, meetings, seminars, etc.
- 2.3.8. All deficiencies identified during the drills must be promptly addressed. FAMU Fire Safety will follow-up on identified deficiencies, and will report all Facilities related items to the Facilities Service Center.

FIRE ALARM/DRILL EVACUATION REPORT

BASIC INFORMATION	
Building, #:	Date:
Alarm/Evacuation Time Start: Time Complete:	Responders/Attendees: <input type="checkbox"/> FAMU Facilities <input type="checkbox"/> FAMU PD <input type="checkbox"/> EH&S <input type="checkbox"/> TFD <input type="checkbox"/> Other: _____
Overall Evacuation Assessment: <input type="checkbox"/> Excellent <input type="checkbox"/> Average <input type="checkbox"/> Needs Improvement	Weather Conditions:

Items to Check During Alarms and Drills		
Item	OK	Needs Follow Up / Comment (Additional Comment Space Below)
Alarm devices functioned properly?	<input type="checkbox"/>	<input type="checkbox"/>
Voice announcement adequate where applicable?	<input type="checkbox"/>	<input type="checkbox"/>
Corridor, stairs, exits and pathways clear of obstructions	<input type="checkbox"/>	<input type="checkbox"/>
Exit signs and emergency lights working properly, especially in stairwells?	<input type="checkbox"/>	<input type="checkbox"/>
Occupants assembled at designated locations?	<input type="checkbox"/>	<input type="checkbox"/>
Occupants did not re-enter the building until told to?	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Was this a regularly scheduled drill? Yes If No, provide additional details in comment area.
 Were there any injuries reported from the drill or alarm event? No If Yes, detail in comment area.
 Was there any property damage reported? No If Yes, detail in comment area.

Approximate number of evacuation participants: _____

Comments and Follow Up:

Follow up Actions Addressed by Initials Date

STAFF INFORMATION	
Staff Member Reporting:	
Area Observed:	
Title:	Phone Number:

Copy of this report provided to Environmental Health and Safety

FIRE EMERGENCY RESPONSE

3.1. Fire Response Procedures

- 3.1.1. In case of a fire or a fire alarm, the following procedure is to be followed. Generally, the RACE procedure is a good basic action plan. Always consult and follow your Departmental Emergency Evacuation Plan.
- 3.1.2. IF YOU DISCOVER A FIRE OR SMOKE CONDITION: **RACE**
- 3.1.2.1. **Rescue** any person in immediate danger.
 - 3.1.2.2. **Alarm** pull the fire alarm to alert everyone.
 - 3.1.2.3. **Confine** the fire by closing all doors, where possible. Turn off electric and gas equipment in your area as you evacuate, if possible.
 - 3.1.2.4. **Evacuate** using the nearest stair exit. Follow the exit signs.
 - 3.1.2.5. **Extinguish** a small fire using a fire extinguisher, if comfortable.
 - 3.1.2.6. **Report** the incident by calling **911** or 599-3256 from a safe location.
 - 3.1.2.7. **Report** any discharged fire extinguishers and any first-hand information that you might have to the Fire Safety Coordinator (850-599-3442).
- 3.1.3. IF YOU HEAR or SEE A FIRE ALARM SIGNAL or ANNOUNCEMENT:
- 3.1.3.1. Follow the emergency procedure for your building and area, if any.
 - 3.1.3.2. Follow the announcements on the public address system or the instructions of emergency personnel.
 - 3.1.3.3. Evacuate or stand by and stay alert as instructed on the public address system.
 - 3.1.3.4. Follow the EXIT signs. Use Stairs. Do not use elevators. Walk at a normal pace.
 - 3.1.3.5. Wait outside in the designated assembly areas at least 200 feet or more away from the building as instructed.
 - 3.1.3.6. Re-enter the building only after authorized emergency personnel announce “All Clear.”
- ### **3.2. Procedure for Individuals with Disabilities**
- 3.2.1. Each Department should complete the “Individuals with Disabilities Buddy Plan” form in this Guide to develop their specific evacuation strategy.
- 3.2.2. *All occupants:* report the presence of any person with a disability in the building that are unable to evacuate on their own to the fire department.
- 3.2.3. *Designated buddies:*
- 3.2.3.1. With the IWD’s permission, escort (do not carry or lift) the person to a safe area, and stay with the IWD *unless* there is an immediate danger.
 - 3.2.3.1.1. *Buddy #1:* report the location of the person to the fire department or other emergency responders, and be available to provide any relevant information.
 - 3.2.3.1.2. *Buddy #2:* accompany the person while waiting for help in or by the stairwell.

3.2.3.2. Do not use the elevators unless assisted by the fire department.

3.3. Initiating Evacuation Using the Fire Alarm (Pull Station)

- 3.3.1. Fire alarm pull stations are typically red boxes that say “FIRE” at building exits and stairwell doors. In case of fire or smoke, pull it down as indicated to activate the building fire alarm system where provided.
- 3.3.2. Upon detecting a potentially hazardous situation, use the fire alarm pull station promptly to minimize the loss of life and property due to fire. Once the alarm has activated contact emergency responders by calling 911 from a safe location. While FAMU building fire alarms are remotely monitored by the FAMU Police, calling 911 ensures responders have received the signal and allows them to obtain additional pertinent information.
- 3.3.3. Some pull stations have Plexiglas covers which when lifted, produces a local warning sound. Note that this is not a fire alarm sound. To activate the fire alarm throughout the building, you must pull the smaller inner pull station lever. (Again take care to not activate any pull station labeled as “Clean Agent” unless it is intended to do so.)
- 3.3.4. Employees should familiarize themselves with the locations of at least two pull station locations in their area. Maintain pull station free of obstructions and clearly visible at all times. Report any fire alarm related concerns to FAMU Fire Safety.

3.5. Fire Incident Response

1.1.1. In addition to the fire evacuation procedure, the following responses may be necessary:

1.1.1.1. Fire extinguishment

- 1.1.1.1.1. An extinguisher should only be used for small fires, such as ones that might occur in a wastepaper basket. A large, developed or spreading fire will be handled by the fire department.

3.5.1.2. Burn Injury Response

3.5.1.2.1 Burns can be caused by heat (like fire), wet heat (such as steam or hot liquids), radiation, friction, heated objects, the sun, electricity, or chemicals.

3.5.1.2.2 The most important response action is to Stop the burning process. Remove the source of heat if possible.

- If clothing catches on fire, **STOP, DROP, AND ROLL** to smother the flames.
- Douse the person with water or guide them to a safety shower where available.
- Call 911.
- Keep them calm until help arrives.

- 3.5.1.2.3 Report all fires and injuries requiring medical response to the FAMUPD. The responding Emergency Medical Services, who will be notified either by the University Police Dispatch or the responding Fire Department, will handle all incidents requiring emergency rescue or medical treatment. Anyone discovering such a need must report immediately to **911**.
- 3.5.1.2.4 All work related injuries including minor injuries not requiring medical treatment must be reported. Keep in mind what may seem like a minor injury could develop into a serious problem requiring follow up attention later. Please refer to the FAMU Environmental Health & Safety website for the procedures to report workplace injuries located in at the following link:

1.1.2. Fire & Smoke Incident Reporting

- 1.1.2.1. Faculty, staff, students, and visitors on the Florida A&M University premises will immediately report all fire or smoke incidents regardless of its size or type, to the FAMU Police Dispatch. This notification must be made regardless whether or not the fire has been already been extinguished.
- 1.1.2.2. The fire scene cannot be disturbed. This is to ensure that evidence critical to the incident investigation is not disturbed. The affected department will promptly notify EH&S, Facilities Operations or the University Police Department if there is a potential for further damage to property or injury to the occupants, if left on the fire scene. Where the department must act swiftly to protect valuable research or records from further damage, it should be made known to the University Police or EH&S.
- 1.1.2.3. The area of fire cannot be re-occupied until authorized emergency personnel announce ‘**All Clear.**’

FIRE EXTINGUISHERS

4.1. General Fire Extinguisher Information

- 4.1.1. Fire extinguishers are provided throughout all FAMU buildings for use as required by the Florida Fire Prevention Code. EH&S will ensure compliance with this requirement.
- 4.1.2. Research shows that fires can quickly grow out of control in 3-5 minutes. A fire extinguisher is your first-aid to fire fighting. An average extinguisher discharges completely in less than 1 minute. Therefore, it is important that you know at least two locations for extinguishers nearest to your work area, and know how to use it effectively.
- 4.1.3. Be aware that the agent from most extinguishers is expelled under a slight pressure and with some noise. In some instances it may be enough to disturb loose debris and can even spread the fire if you are not successful in extinguishing it.
- 4.1.4. Dry chemical extinguishers emit a fine powder that can appear like smoke and similarly obscure visibility, especially in small spaces. See the picture section for an example.

4.2. Safety Precautions Before Using A Fire Extinguisher

- 4.2.1. If you see fire or smoke ALWAYS pull the building fire alarm first to ensure people are exiting the building, and someone has called 911.
- 4.2.2. Evaluate the area and make sure the fire is small and contained. Do not attempt to use a fire extinguisher if the fire is large or spreading, or if you do not know what is burning.
- 4.2.3. Make sure you have an unobstructed escape route. Stay low and try not to breath in heated smoke and fumes.
- 4.2.4. Check the extinguisher for good condition. Do not try to use a fire extinguisher if the handle pin has been tampered with, the cylinder is damaged, or if the pressure gauge pointer is in the red 'RECHARGE' zone.
- 4.2.5. Make sure you have the proper size and type of extinguisher for the fire at hand and that you are familiar with how to use it. If you do not know what is burning leave fire fighting for emergency responders.
- 4.2.6. Proceed with the 'PASS' method only if you are confident with your abilities (see page 19). Start from a safe distance of about 8' away and move towards the fire only if it appears the extinguisher agent is working to control the flames. If the fire cannot be controlled evacuate immediately to safety.

4.3. How to Use a Fire Extinguisher

4.3.1. The proper use of a fire extinguisher is listed below:

4.3.2. Position yourself at a safe distance from the fire (e.g., 8-10 feet when using an ABC-type unit, 5-7 feet when using a CO2 unit).

4.3.3. Use the ‘PASS’ Method:

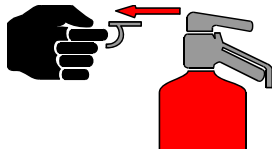
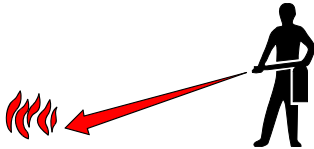
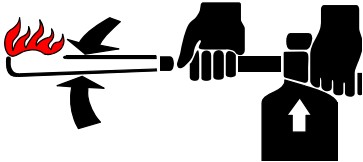
P ull	P ull the pin: This unlocks the operating lever and allows you to discharge the extinguisher.
A im	A im low: Point the extinguisher nozzle/horn/hose at the base of the fire.
S queeze	S queeze and hold the handle to discharge the extinguishing agent without any interruption.
S weep	S weep slowly from side to side as you hold the handle squeezed.

4.3.4. Move closer carefully only if you see that the extinguisher agent is effective on the fire and it appears to be decreasing in size and intensity.

4.3.5. Watch the fire area until it has completely cooled down.

4.3.6. Repeat the ‘PASS’ procedure if the fire re-ignites.

4.3.7. Report the fire to the FAMU PD and the discharged extinguisher to EH&S. Once used, the extinguisher must be recharged.

PULL PIN	AIM AT BASE OF FIRE	SQUEEZE AND SWEEP SLOWLY FROM SIDE TO SIDE
		

4.4. Types of Fire Extinguishers on FAMU Campuses

4.4.1. Most of the extinguishers on FAMU campus are 5lb. ABC dry chemical type. These are typically red cylinders with a small hose or nozzle and contain a dry chemical powder. The A covers ordinary combustibles such as trash, wood, and paper. The B covers flammable liquid fires. The C covers energized electrical equipment. A unit with all three A-B-C on it means that it can extinguish all 3 types of fires. It is important to remember for electrical fires the equipment must be de-energized or the fire can reignite.



4.4.2. The second most popular type of extinguisher on campus is the BC CO2 unit. These are also red cylinders but have a larger horn on the side versus a hose. It covers only B and C type fires but uses carbon dioxide gas instead of dry chemical powder. These are located in areas with sensitive equipment and at some fueling operations.



4.4.3. Kitchen areas are provided with K type extinguishers. These are usually a larger silver canister and are filled with a foam agent. They are intended to be used only *after* the kitchen hood suppression system has been activated.



4.4.4. Some laboratory work areas have a separate D class units in addition to the ABC above. The D unit is for heavy metal fires like magnesium or sodium. This unit is a very large yellow canister set on the floor on a cart for easier movement. It has a long wand to spray the agent from a distance.



4.5. Fire Extinguisher Installation and Maintenance

- 4.5.1. Fire extinguishers in campus facilities are located as outlined by the applicable National Fire Protection Association (NFPA) codes and as approved by the State Fire Marshal.
- 4.5.2. Requests for additional units should be directed to the fire safety coordinator for review. Additional units will only be provided where existing area coverage does not meet code. New units required for special equipment like K's, CO2's, and D's are funded by the Department adding the new equipment.
- 4.5.3. Fire extinguishers are serviced annually by EH&S Fire Safety. Expenses for the services are billed as required by finance and accounting guidelines.
- 4.5.4. Vehicles units are only provided to DOT required equipment. The equipment operator must check the unit monthly and return it annually for service or exchange.
- 4.5.5. Additional information is available at the EH&S web site: <https://www.famu.edu/administration/division-of-finance-and-administration/facilities-planning-construction-safety/environmental-health-and-safety.php>

FIRE SAFETY TRAINING & EDUCATION

5.1. Fire Safety Guidelines

- 5.1.1. The Department of Environmental Health and Safety has established guidelines and procedures for a variety of areas with fire safety elements such as the use of extension cords, Pyrotechnic Displays, Outdoor Burning, and Cooking.
- 5.1.2. Campus events are reviewed for general concerns including fire and life safety. Event set ups and requests are not approved until they meet the minimum criteria outlined by the Campus Event Review Committee.
- 5.1.3. The installation and use of curtains, furnishings, and tents are reviewed for fire safety compliance though the EH&S Building Code and Fire Safety Department. If you plan to purchase or use these items be sure to verify they are acceptable in advance to avoid delays in your purchasing.
- 5.1.4. Open flames, candles and incense are not approved for use in state buildings such as office, classroom, and Residential Housing facilities. Any electrical items used must be UL Listed and approved by EH&S.
- 5.1.5. If you have any questions on any of the topics above please contact FAMU Fire Safety at 850-599-3442.

5.2. Fire Extinguisher Monthly Quick Checks

- 5.2.1. Fire extinguishers in your work area should be checked monthly to ensure proper location and operating condition.
- 5.2.2. Portable Fire extinguishers should be in a fire extinguisher cabinet or wall mounted by a hanger bracket. Missing extinguishers should be reported to FAMU Fire Safety at 599-3442 for replacement.
- 5.2.3. The fire extinguisher cylinder body should be checked for physical damage or excessive pitting from rust.
- 5.2.4. The fire extinguisher pressure gauge should show the arrow pointing to the green area and not the red “recharge” area of the gauge. This ensures that the extinguisher is pressurized.
- 5.2.5. The tamper seal that secures the extinguisher pin should be intact. This ensures that the extinguisher still contains the extinguishing agent.
- 5.2.6. The hose condition should be examined for damage and the nozzle should be checked for obstructions.
- 5.2.7. The inspection tag should be checked for the date of the previous inspection, maintenance, or recharging. The extinguisher is acceptable for use for one year from the date of the last annual inspection.
- 5.2.8. Report any fire safety problems or concerns to FAMU Fire Safety at 850 599-3442.

5.3. Fire Extinguisher Training

- 5.3.1. Fire extinguisher training classes are offered periodically, schedule permitting. Departmental groups of at least 8 verified participants may request a session locally.
- 5.3.2. Request fire extinguisher training from FAMU Fire Safety at 850 599-3442.

References:

Florida Fire Prevention Code:
-NFPA 1, Uniform Fire Code Chapter 10.6.1
-NFPA 101 Life Safety Code Chapter 4.7.1
Florida Administrative Code 69A
Florida Statute 633.085(2)(1)