A. POLICY


B. PURPOSE

Alvernia University 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 Prevention Plan is to assist the University community in working together to maintain an environment that reduces the risk of fire hazards.

The requirements in this Plan apply to all University faculty, staff, students, volunteers and outside contractors working on University premises. The plan is applicable to all occupied or unoccupied facilities owned or leased by the University, activities including storage, handling and use of materials and equipment within the facilities, and new construction and renovation from the planning stage to project completion.

C. DEFINITIONS

Area of Refuge - Any area, room or section of a building, which, by virtue of its construction, will provide a safe area for persons to enter during a fire situation until rescue is performed.

Authority Having Jurisdiction (AHJ) - The Authority Having Jurisdiction (or his/her authorized representative) determines the interpretation and application of fire protection requirements as stated in the current version of the International Fire Code. For Alvernia University, the Authority Having Jurisdiction is the City of Reading Department of Fire and Rescue Services.

Automatic - Refers to equipment that will function without human intervention. Examples of automatic equipment include automatic detection or suppression systems, automatic alarms, and emergency shutdown devices.

Combustible Material - This term applies to solid materials that are capable of igniting and burning.

Combustible Liquid - Liquids with a flash point of 100° Fahrenheit or above, which are capable of ignition and require a higher degree of heat to produce a fire.

Exit - The portion of a means of egress that is separated from all other spaces of the building to provide a protected way of travel to the exit discharge.

Exit Access – the portion of an exit route that leads to an exit

Exit Discharge – part of the exit route that leads directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.

Exit Route - a continuous and unobstructed path of exit travel from any point within a workplace to a place of safety. An exit route consists of three parts: exit access, exit, and exit discharge.

Emergency Device - A general type of emergency safety device or equipment. This may include items such as fire alarm pull stations, fire extinguishers, fire alarms, smoke detectors, fire hydrants, and fire department connections.
Fire Compartment - A space within a building that is enclosed by fire barriers on all sides (including the ceiling and floor), which will withstand the passage of fire and/or smoke for a limited time.

Fireworks – Any device containing chemical elements and chemical compounds capable of burning independently of the oxygen of the atmosphere, and producing audible, visual, mechanical, or thermal effects which are useful as pyrotechnic devices or for entertainment.

Flammable Liquid – A liquid that has a flash point of less than 100° Fahrenheit and will ignite at a low temperature and continue to burn.

Hazardous Products/Area - A flammable, combustible, toxic, corrosive, noxious, heat-producing product or appliance which could cause ill effects to humans if released in an uncontrolled amount or manner. A hazardous area is any room or structure in which these products are processed, stored or used.

Luminaries – Objects or bodies that emit or reflect light while creating a bright and lighted area.

Means of Egress – The direction or way a person would evacuate a building in an emergency.

National Fire Protection Association (NFPA) - A nationally recognized fire protection association that develops fire protection codes and standards.

Occupant Load - The maximum number of people which can occupy any given space with sufficient room to move about, complete a function, and/or safely evacuate the building.

Pyrotechnics – Any combination of materials, including pyrotechnic composition, which, by the agency of fire, produce an audible, visual, mechanical or thermal effect designed and intended to be useful for industrial, agricultural, personal safety, or educational purposes. The term “pyrotechnic device” includes, but is not limited to, agricultural and wildlife fireworks, model rockets, exempt fireworks, emergency signaling devices, and special effects.

Self-closing - A device which will ensure that a door or required enclosure will, when opened, return to the closed and latched position without human intervention.

Surge Protector - A listed multi-plug extension cord device which incorporates an on/off switch, built-in fuse, and is Underwriter's Laboratory (UL) or Factory Mutual (FM) tested.

D. RESPONSIBILITIES

Faculty, staff, students, visitors and contractors are responsible for complying with the procedures outlined in this Plan, and any additional procedures specific to their department or building. Each employee and every department is expected to perform work in a safe and healthy manner and in compliance with all regulatory requirements.

All fire or smoke related incidents, regardless of size, will be promptly reported to Alvernia University Public Safety (610-796-8350). Any unsafe condition and injury will be promptly reported to Alvernia University Public Safety or to the Alvernia University Environmental Health & Safety Manager (610-796-8231).
E. FIRE EMERGENCY ACTION PLANNING

1. Responding to a Fire Emergency

If a fire emergency occurs, all persons at Alvernia University have a responsibility to take immediate and appropriate action. However, employees should never jeopardize their own safety.

There is no expectation for employees to attempt to extinguish a fire or otherwise stay in their workplace for any reason upon being notified of a fire emergency. However, specific employees may be required to maintain critical equipment or services or to arrange for the orderly shutdown of hazardous processes.

All fires are to be reported as described in the Emergency Reporting Procedures outlined in this Plan, as quickly as possible - call 911 and notify Public Safety at extension 8350 [610-796-8350]. Training and information will be provided periodically and will include the location of fire extinguishers, fire exits, pull stations, and alarm systems.

Small Fires

After pulling a fire alarm pull station, attempt to extinguish the fire using an available fire extinguisher only if you are trained in how to use one and can do so safely.

Large Fires

a. Pull the nearest fire alarm pull station for the building which will activate the audible alarm system as well as notify both Simplex monitoring (who will then notify the City of Reading Fire Department) and Alvernia University Public Safety.

b. When the fire alarm is sounded, walk quickly to the nearest marked exit and alert others to do the same. For those buildings that do not have a fire alarm (Business-Comm, Art Studio), employees may notify other occupants by knocking on doors and shouting “Fire” as they exit the building. Evacuation procedures are discussed in the Emergency Evacuation Procedures section below.

c. The elevator is NOT to be used for an evacuation.

Fire Survival Tips

a. Feel the door handle and the door itself. If it is hot, don’t open the door. Go to a window and call for help. If the handle is not hot, open the door cautiously. Check for smoke or fire before going further.

b. If smoke is coming beneath the door, stuff towels or sheets under the door so less smoke can enter.

c. Get out of the building before phoning for help. Don’t take time to phone before leaving. Get out and find a phone a safe distance away.

d. Pull the fire alarm pull station, but only if it’s on the way out.

e. Don’t look for other people or gather up belongings. Take your room key with you – conditions may make it necessary for you to return to your room. Knock on doors as you leave, yelling “Fire!”.

f. Crawl low to the floor. Thick smoke can make it impossible to see, and the best air is near the floor (hot air rises). Toxic vapors from burning materials can be deadly within minutes.

g. Close the door behind you. It may help keep the fire from spreading, protecting both people and property.

h. If you cannot get out, get someone’s attention. Make noise – yell and scream. Hang
something from the window to draw attention to it.

i. Plan escape routes. Know where all exits are located in the building, and practice an escape plan. Once outside, stay outside.

j. Take fire alarms seriously. Do not ignore fire alarms or wait until you see fire or smoke. Do not worry about grabbing belongings.

k. Do not tamper with fire alarms. Besides endangering others, it is also a criminal offense.

l. Take responsibility for prevention. Don't overload electrical outlets. Extinguish all smoking materials thoroughly and dispose of discarded smoking materials in provided containers (not in landscaping mulch, trash cans, etc.). Smoking is prohibited inside and within 25 feet of all Alvernia University buildings. Do not leave food unattended when cooking.

2. Emergency Reporting Procedures

All emergencies are to be reported as follows:

Call 911 or use one of the yellow Emergency Call Boxes to report emergencies. If possible, also dial extension 8350 [610-796-8350] to report the emergency to Alvernia University Public Safety.

For non-emergency situations or for reporting mechanical or utility problems such as gas or water leaks, power failures, elevator or ventilation problems, please call the Alvernia main switchboard at extension “0” (or Public Safety at 8350 if after hours) to report the problem.

a. Whenever reporting an emergency, be sure to give the exact location (which building, room, floor, campus location, etc.).

b. Provide the nature of the emergency (such as a fire, medical problem, chemical spill, flooding, etc.).

c. Be prepared to provide as much information about the situation as possible.

d. Do not hang up the telephone until directed to do so by the person receiving the call. They may need to ask for more details about or be able to assist you with the emergency.

e. During any emergency, campus telephones must be restricted to official university business so as not to tie up the lines.

3. Reporting of Fire Occurrences

All fire incidences must be reported regardless of the size of the fire or whether or not the fire alarm or sprinkler systems were activated. This information is used in the annual Fire Safety Report (the “Campus Fire Safety Right-to-Know Act”) that Alvernia University is required to file with the U.S. Department of Education under the Higher Education Opportunity Act.

a. Students living in on-campus housing (Anthony Hall, Assisi Townhouses, Clare Hall, Francis Hall, Judge Hall, Siena Townhouses, Veronica Hall, Village Apartments) must report all fire occurrences to their Resident’s Assistant (RA) or to the office of Residence Life located in Veronica Hall.

b. Resident’s Assistants (RA’s) and Graduate Assistants (GA’s) must report all fire occurrences to the Assistant Director or the Director of Residence Life.

c. The Assistant Director and/or the Director of Residence Life must report all fire occurrences to the office of Public Safety located in Room 206 of the Student Center.
d. Commuter students must report all fire occurrences directly to the office of Public Safety located in Room 206 of the Student Center.

e. Visitors and guests must report all fire occurrences to the faculty, staff, or student that they are visiting.

f. All contractors on campus, including employees of Aladdin Food Service and Follett, must report all fire occurrences either to the Alvernia University faculty or staff member for which they are performing service or directly to the office of Public Safety located in Room 206 of the Student Center.

g. Alvernia University faculty and staff must report all fire occurrences to the office of Public Safety located in Room 206 of the Student Center.

The office of Public Safety will collect information regarding the following:
- the date and time of the fire incident
- the location of the fire incident
- the cause of the fire
- any injuries or fatalities
- any property damage that occurred and cost of any damages

4. Intentional False Alarms
A false alarm is an intentional activation of a fire alarm when no emergency exists. This does not include malfunctions of the alarm system. False alarms have the potential for causing panic and harm to building occupants unnecessarily. Anyone caught making a false alarm at Alvernia University will be subject to any criminal charges filed and referred for disciplinary action by the appropriate university department.

5. Emergency Response Procedures
Alvernia University Public Safety will respond to all fire alarm and sprinkler system activations on campus. Depending on the time of the incident, Alvernia University Maintenance personnel, Vice President of Finance and Administration, Director of Facilities, Director of Science and Laboratory Safety, and Environmental Health & Safety Manager may also respond. The Alvernia University Director of Science and Laboratory Safety will respond to all incidents concerning the O’Pake Science Center.

Emergency response will follow the procedures specified in the Alvernia University Crisis Management Plan.

6. Emergency Evacuation Procedures
Emergencies such as fires, bomb threats, chemical spills, civil disturbances, etc., may necessitate the evacuation of anything from parts of a building to the whole campus, or may require that individuals take shelter within buildings on campus. In an emergency situation, individuals registered with e2Campus will receive a notification via text message and/or email message. For information on registering with e2Campus, see page 16 of the Alvernia University Emergency Guidelines and Procedures booklet. An electronic version of this booklet can be found on the Alvernia University website on the Safety Management webpage.

a. All campus visitors should be notified of the emergency situation by the person that they are visiting.

b. The incident shall be immediately reported to Alvernia University Public Safety at extension
c. If a building evacuation is required, all individuals will exit the building by the nearest approved emergency exit route per the posted Evacuation Plan drawings of approved fire exits. **DO NOT USE THE ELEVATORS!**

d. Take along any necessary personal property if safe to do so, including car keys, medications, etc. Doors to rooms should be closed (but not locked). Do not open drawers or cabinets. Turn lights off.

e. Once outside of the building, move immediately to the evacuation area listed for that building (unless directed otherwise by Public Safety, emergency services, and/or University officials). If another alternate assembly area is to be used, you will be notified. See the following table for the evacuation locations on campus.

f. Ensure that roadways, fire lanes, fire hydrant areas, and walkways are kept clear for emergency vehicles and personnel. **Do not stand in these areas.**

g. Any individuals not accounted for will be immediately reported to Public Safety, who will notify the emergency responders.

h. **DO NOT** return into an evacuated building to look for missing people or property as you may become another victim needing to be rescued.

i. Persons with disabilities, such as those who cannot walk or be assisted down stairs, may elect to remain in the building. Persons remaining in the building, either due to disability or because of a hazardous exit path, should seek refuge in the nearest stair tower. Persons evacuating the building should tell emergency responders the status and location of any people remaining in the building.

### BUILDING EVACUATION AREAS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>EVACUATION AREA</th>
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<tbody>
<tr>
<td>Administrative Services Building</td>
<td>Rear Parking Lot Upper Level</td>
</tr>
<tr>
<td>Anthony Hall</td>
<td>Student Center Patio</td>
</tr>
<tr>
<td>Art Studio</td>
<td>Library Patio Area</td>
</tr>
<tr>
<td>Assisi Hall</td>
<td>Student Center Patio</td>
</tr>
<tr>
<td>Bernardine Hall / O’Pake Science Center</td>
<td>Business-Comm Building Lot “C”</td>
</tr>
<tr>
<td>Business – Communication Building</td>
<td>Student Center Lot “B”</td>
</tr>
<tr>
<td>Clare Hall</td>
<td>Student Center Patio</td>
</tr>
<tr>
<td>Facilities &amp; Campus Operations office</td>
<td>Library Patio Area</td>
</tr>
<tr>
<td>Francis Hall</td>
<td>Front entrance area (facing St. Bernardine Street) or Parking Lot F (in front of Zygmunta Hall)</td>
</tr>
<tr>
<td>Campus Commons Building</td>
<td>PEC Patio Area (front)</td>
</tr>
<tr>
<td>Judge Hall</td>
<td>Library Patio Area</td>
</tr>
<tr>
<td>Library</td>
<td>Student Center Patio</td>
</tr>
<tr>
<td>Nursing Resources Center</td>
<td>Business-Comm Building Lot “C”</td>
</tr>
<tr>
<td>Physical Education Center</td>
<td>Veronica Hall Patio Area</td>
</tr>
<tr>
<td>Siena Hall</td>
<td>Student Center Patio</td>
</tr>
<tr>
<td>Student Center</td>
<td>Student Center Lot “B”</td>
</tr>
<tr>
<td>Upland Center</td>
<td>Employee Parking Lot (closest to railroad tracks)</td>
</tr>
</tbody>
</table>
7. Shelter-in-Place Procedures

a. Some emergencies may necessitate that students and employees take shelter and remain within the building they’re in during the course of the emergency. This “sheltering in place” could be a residence, classroom, office or other type of building.

b. You will be notified of the correct gathering place within your building. See the table below for general guidance.

c. Shelter-in-place would be necessary only when conditions outside of the buildings are unsafe and could be caused by such things as a fire or spill releasing toxic vapors, civil disturbances, etc.

d. Locations may vary based on the hazard. The shelter area should be away from the risk, such as downwind from any hazardous vapors or smoke, so the actual shelter location may vary from the table.

e. Signaling devices will be used to communicate with people both within and outside of the buildings. E2Campus notifications will also be utilized for communication.

f. You will be notified by campus Public Safety, University officials or emergency responders when it is safe to leave your building.

<table>
<thead>
<tr>
<th>SHELTER-IN-PLACE LOCATIONS</th>
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</thead>
<tbody>
<tr>
<td><strong>BUILDING</strong></td>
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<tr>
<td>Administrative Services Bldg. (Morgantown Rd)</td>
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<tr>
<td>Anthony Hall</td>
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<tr>
<td>Art Studio</td>
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<tr>
<td>Assisi Townhouses</td>
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<tr>
<td>Bernardine Hall / O’Pake Science Center</td>
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<tr>
<td>Business-Communication Building</td>
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<td>Library</td>
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<tr>
<td>Nursing Resource Center</td>
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<tr>
<td>O’Pake Science Center</td>
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<tr>
<td>Philadelphia Campus</td>
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<tr>
<td>Physical Education Center</td>
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<tr>
<td>Schuylkill Campus</td>
</tr>
<tr>
<td>Siena Townhouses</td>
</tr>
</tbody>
</table>
F. FIRE DRILLS

Fire drills are a vital part of a comprehensive campus fire safety program. Drills are held to familiarize building occupants with drill procedures and to make the drill a matter of established routine.

Fire drills for the residence halls and the administrative buildings are held at least once per semester. All fire drills are planned. Fire drills may be announced or unannounced.

Unless specifically told otherwise, when the fire alarm sounds, building occupants are to evacuate the building and go to the evacuation area for that building. Always assume that the alarm is real.

During each fire drill, specific employees sweep the building to ensure that all students, visitors, and employees have evacuated. The fire drill coordinator notes the total time that it took for the occupants to evacuate, the orderliness of the evacuation, and any other information pertaining to the drill. Records of each drill are maintained by the Alvernia University Director of Public Safety and the Environmental Health & Safety Manager.

G. PUBLIC ASSEMBLY OCCUPANCIES

Assembly occupancies include, but are not limited to, all buildings, portions of buildings or temporary structures such as a tent, used for gathering together 50 or more persons for such purposes as education, deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation or similar uses, or that are used as a special amusement building regardless of occupant load.

Examples of assembly occupancies found both on and off campus include large lecture halls, auditoriums, sports arenas, fraternity function rooms, theaters and food service dining areas.

Public assembly events involve various risk factors associated with having large numbers of people in one location. The primary risk factors are high occupant density, occupants that are not familiar with the building, occupants who may be impaired due to consumption of alcohol or drugs, and events held where there is limited lighting. These risks can be managed through proper event planning and management.

H. MEANS OF EGRESS (EXITS)

1. Occupant Load

The design occupant load is the number of occupants that are intended to occupy a building or portion of a building at any one time and the number for which the means of egress is designed. There is a limit to the density of occupants permitted in an area to enable a reasonable amount of freedom of movement. Occupant load set for any space (especially classrooms, laboratories, auditoriums and all of the other places of assemblies) should not be exceeded at any time.
2. Egress Requirements
   a. General
   The means of egress from each part of the structure, including exits, stairways, egress doors, and any panic hardware must be maintained in a safe condition and available for immediate use and free of all obstructions. These same obstructions cannot be located in a manner that interferes with fire-fighting access. Combustible materials such as paper signs and posters may not exceed more than 10% of the total wall area.

   Items located in stairwells or that block exit doors, restrict corridors, or block access to fire emergency equipment constitute serious fire and life safety hazards and are violations of the fire prevention regulations.

   b. Stairwells and Corridors
   Stairwells and corridors are intended to provide a safe and adequate means for building occupants to exit the building and for emergency personnel to access the building during an emergency.

   Tables, showcases, holiday decorations (Christmas trees), vending machines or other obstructions may not obstruct aisles, passageways or stairways.

   Display boards, signs, coat racks and any other movable equipment that obstructs the path of egress are prohibited. Draperies and similar hangings may not obscure an exit.

   Any storage in stairwells is prohibited at all times. This is to ensure safe egress for occupants in the event of an emergency.

   c. Exit Doors
   Exit doors must be easily opened from the egress side without the use of a key or special knowledge. Exit doors can be locked from the outside as long as the door can still be opened from the inside. Thumb bolts, slide latches and any other type of manual locking device is prohibited on exit doors.

   Stairwell doors cannot be locked at any time. These doors must also remain closed at all times to inhibit the spread of smoke into the stairwell.

   Magnetic door holders are permitted if tied electronically into the central fire alarm system for the building. Buildings where magnetic door holders are found are Francis Hall (the double doors across from Registrar’s office), Bernardine Hall (the double doors between the student lounge area and the wing containing rooms 1107-1134), and Upland Center (the double doors at the stairwell to the right of the elevator and the double doors to the left of the receptionist’s desk).

   d. Aisles
   In each room where chairs and/or tables are utilized, the arrangement needs to provide for ready egress by aisle paths and aisles to each egress door.

   The minimum required width is 44 inches where serving an occupant load greater than 50, and 36 inches where serving an occupant load of 50 or less for the entire room. Chairs, table or other objects may not obstruct the clear width of aisles.
e. Posting Egress Routes
Egress / evacuation routes are posted in offices, classrooms, restrooms, and hallways. Each posting shows primary and secondary egress routes and the evacuation area for that building. For missing or damaged evacuation route postings, please contact the Alvernia University Environmental Health & Safety Manager at 610-796-8231.

f. Egress Awareness
Building occupants should take the time to become more familiar with their building. Occupants should think of an emergency scenario that would require them to evacuate, and then determine a primary and an alternative means of egress for themselves. They should also become more familiar with what is going on above and below the level where they normally work. Employees should walk the halls and notice the placement of portable fire extinguishers. If the building is so equipped, notice the location of other fire protection systems, such as fire alarm system pull stations and sprinkler heads.

g. Fire Lanes
Designated fire lanes must be maintained free of obstructions and vehicles to allow efficient and effective operation of fire apparatus. Fire lanes are required to have a minimum width of 18 feet. Signs and markings designating the fire lanes must be maintained in a clean and legible condition at all times. Signs must be replaced when necessary to ensure adequate visibility.

h. Elevator Recall
All modern campus elevators with a travel distance of 25 feet or more above or below the primary level of elevator access for emergency fire fighting or rescue personnel may have elevator recall installed. This means, when a smoke detector is activated, the elevator will automatically be recalled to the primary floor.

I. FIRE PREVENTION
1. Identifying Common Fire Hazards
Fire prevention starts with identifying fire hazards. All members of the Alvernia University community – faculty, staff, students and visitors – have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on campus.

Common fire hazards include:

- Overloaded circuits
- Frayed, damaged electrical cords
- Improperly used electrical cords
- Improperly used appliances
- Unattended cooking
- Candles
- Careless smoking
- Poor housekeeping
2. Basic Fire Prevention Requirements
   a. Sprinkler heads
      i. 18" clearance
      ii. Nothing hanging
   b. Fire doors
      i. Keep closed
   c. Fire Extinguishers
      i. Keep 24" clearance
   d. Smoke detectors, Fire alarm strobes, Fire alarm pull stations
      i. Nothing hanging
      ii. Keep clear

3. Interior Finishes and Decorations
   Exit signs, fire extinguishers, smoke detectors, fire alarm pull stations, emergency lights, sprinkler heads and audible fire signals/strobe lights cannot be decorated or covered or obstructed in any way.

   When decorating walls, the International Fire Code states that not more than 10 percent of the total area of walls and ceiling may be covered by flammable and/or combustible materials. Please call the Alvernia University Environmental Health & Safety Manager at 610-796-8231 to schedule a safety inspection in the event of special occasions (ie. Trick or Treat Night in the Residence Halls).

4. Fire-Rated Doors and Fire-Resistant Barriers
   Two of the most important functions of doors in terms of life safety are to act as a barrier to fire and smoke and to serve as components in a means of egress.
   a. Fire and smoke rated doors shall not be blocked open.
   b. The self-closing devices shall not be disconnected or rendered inoperable.
   c. For special situations that the door must be held open for movement of furniture, equipment or other large size items, the person responsible for the move will ensure that the door is not left open, if the building is evacuated.
   d. Door chocks or foot stops may not be installed on any fire rated door. Also, furniture, appliances, etc., may not be used to hold the door open.
   e. Fire doors that need to be left open for high traffic areas or for visual security are permitted only if the door has an automatic magnetic release device installed which will release the door when any emergency alarm device is activated.
   f. Obstructions that will prohibit fire and smoke rated doors from closing and latching without human intervention are not permitted.

5. Electrical Hazards
   a. Extension cords and Power strips
      i. Extension cords may only be used on a temporary basis. Appliances (refrigerators, microwaves, space heaters, etc) may not be plugged into extension cords. Appliances must be plugged directly into a wall outlet.
      ii. Electrical cords must be in good condition and free from damage in the outer insulation.
      iii. If electrical cords must be run across a floor in order to reach a wall outlet, the cord must be taped down with heavy-duty tape (ie.duct tape) to prevent tripping hazards. Scotch tape should not be used. Cords may not be run under a mat or carpet.
iv. Electrical cords and power strips may not be “daisy-chained” (the connection of power strips or electrical plugs in a series).

v. All power strips must be UL listed or FM approved. Contact the Alvernia University Maintenance Department if unsure.

vi. Power strips should have fuse or breaker protection to protect building electrical service from overload. Contact the Alvernia University Maintenance Department if unsure.

b. Electrical Panels
   i. Clear access to electrical panels must be maintained at all times.
   ii. NFPA 70 National Electric Code Section 110.26 specifies that nothing may block or be stored within 3 feet (36 inches) of an electrical panel.

6. Hazardous Chemicals
   All chemicals shall be stored, transported, and used according to all applicable OSHA, EPA, and DOT regulations. Refer to the Alvernia University Hazard Communication and the Alvernia University Chemical Hygiene Plans for more information.

7. Appliances (Coffeemakers, Toasters, Toaster Ovens)
   a. Electrical appliances with heating elements must include an automatic shut-off.
   b. All appliances must be pre-approved by the Alvernia University Maintenance Department.

8. Space Heaters
   a. Electric space heaters must have tip-over detection, protected heating elements, automatic shut-off, and UL Listing and/or FM Approval.
   b. All space heaters must be pre-approved by Alvernia University Maintenance Department prior to use.
   c. Space heaters must be plugged directly into a wall outlet. They may not be plugged into a power strip or an extension cord.
   d. Space heaters must be kept at least 36 inches (3 feet) from combustible materials (file cabinets, trash cans, paper boxes, etc.)
   e. Do not place space heaters under desks or other enclosed spaces while operating.
   f. Space heaters may not be operated while the room is unoccupied. If you have to leave the room for any reason regardless of the time period that you will be gone, the space heater must be shut off.

9. Candles and Other Open Flame Items
   a. Per the City of Reading Department of Fire and Rescue Services, candles (with or without a wick) and other open flame items are prohibited in all Alvernia University buildings with the following exceptions:
      i. When, in the opinion of the fire code official, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted. Open flames shall not be located on or near decorative material or similar combustible materials. Candles shall be prohibited in areas where occupants stand, or in an aisle or exit. Approval from the City of Reading Department of Fire and Rescue Services must be obtained prior to the event. Contact the Alvernia University Environmental Health & Safety Manager at 610-796-8231 to set up the approval process.
ii. “Hot Work” activities (any operation producing flame, sparks or heat including cutting, welding, brazing, grinding, sawing, torch soldering, thawing frozen pipes, applying roof covering etc.). All “Hot Work” shall be performed per the requirements of the Alvernia University Hot Work Program.

iii. Equipment used in the Science Department which requires an open flame in order to function. Examples are Bunsen burners used for heating chemical reactions and the Atomic Absorption Spectrometer used for the analysis of heavy metals in the laboratories.

iv. Sterno burners used by Aladdin Food Service during events where food is served

v. Chimineas are permitted with the requirement that only wood is burned in them. Burning other materials such as paper or plastic is not permitted. Prior approval and a fire safety permit are not required.

10. Fog Machines
Because of the sensitivity of some of the smoke detectors in buildings, fog or mist machines must be tested and approved by the Alvernia University Maintenance Department prior to the event. Please call 610-796-8200 x0 to set up an evaluation.

11. Smoking
Smoking is prohibited inside and within 25 feet of all Alvernia University buildings. Smoking is also prohibited in University-owned or leased vehicles. Smokers should extinguish all smoking materials thoroughly and dispose of discarded smoking materials in provided smoking receptacles (not in landscaping mulch, trash cans, etc.).

Refer to the Alvernia University Employee and the Alvernia University Student handbooks.

J. FIRE PROTECTION SYSTEMS
1. Building Fire Alarm Systems
All campus buildings except the Business-Communication building, the Grounds/Theater garage, and the Facilities office are equipped with building fire alarm systems. If the fire alarm sounds, immediately evacuate the building. Turn off the lights, close but do not lock your door, and proceed to your building’s evacuation area. Always assume that the alarm is real.

2. Automatic Sprinklers
All campus buildings except the Business-Communication building, the Grounds/Theater garage, the Facilities office, and sections of Bernardine Hall are equipped with an automatic sprinkler system. The sprinkler systems are continuously monitored by SimplexGrinnell and Alvernia University Public Safety.

3. Ansul Suppression Systems
All grills in the food preparation areas on campus are equipped with an Ansul suppression system. In case of a fire, a liquid agent is released onto the affected area putting out the fire. All Ansul systems on campus are inspected twice a year by a licensed contractor.

4. Clean Agent Suppression System
Because of the electronic equipment in Upland Center Room 109, a water-based fire suppression system is not feasible. This room is equipped with a clean agent suppression system. This system is inspected twice a year by a licensed contractor.
K. PERMITS
1. “Hot Work” (Welding, Cutting, Brazing, Soldering)
   All “Hot Work” activities (any operation producing flame, sparks or heat including cutting, welding, brazing, grinding, sawing, torch soldering, thawing frozen pipes, applying roof covering etc.) shall be performed per the requirements of the Alvernia University Hot Work Program.

2. Sprinkler Impairment
   Per the requirements of the City of Reading Department of Fire and Rescue Services and Alvernia University’s property insurance carrier, specific procedures have been established when a fire protection system (sprinkler system standpipe, fire alarm systems, special extinguishing system, fire pump, fire protection water supply) is taken out of service for construction, alteration, or due to an emergency condition.
   Refer to the Alvernia University Sprinkler Impairment Plan for specific requirements.

3. Temporary Facilities (Tents)
   Per the requirements of the City of Reading Department of Fire and Rescue Services, temporary structures less than 200 square feet do not need prior approval or a fire safety inspection beforehand. Structures greater than 200 square feet require a permit and a fire safety inspection from the City of Reading Fire Marshal’s office prior to the event. Contact the Alvernia University Environmental Health & Safety Manager at 610-796-8231 to begin the process.
   All tents and other temporary structures shall comply with all the requirements of the City of Reading Department of Fire and Rescue Services.

4. Pyrotechnics (Fireworks)
   Approval for all pyrotechnics and fireworks displays must be obtained from the City of Reading Department of Fire and Rescue Services prior to the event. Contact the Alvernia University Environmental Health & Safety Manager to set up the approval process.

L. FIRE EXTINGUISHERS
1. Classes and Uses of Portable Fire Extinguishers

   Class A
   A fire extinguisher labeled with letter "A" is for use on Class A fires. Class A fires are fires that involve ordinary combustible materials such as cloth, wood, paper, rubber, and many plastics.

   Class B
   A fire extinguisher labeled with letter "B" is for use on Class B fires. Class B fires are fires that involve flammable and combustible liquids such as gasoline, alcohol, diesel oil, oil-based paints, lacquers, etc., and flammable gases.

   Class C
   A fire extinguisher labeled with letter "C" is for use on Class C fires. Class C fires are fires that involve energized electrical equipment.
Class D
A fire extinguisher labeled with letter "D" is for use on Class D fires. Class D fires are fires that involve combustible metals such as magnesium, titanium and sodium.

Class K
A fire extinguisher labeled with letter "K" is for use on Class K fires. Class K fires are fires that involve vegetable oils, animal oils, or fats in cooking appliances. This is for commercial kitchens, including those found in restaurants, cafeterias, and caterers.

2. Periodic Testing and Inspections
All fire extinguishers are inspected monthly by the Alvernia University Maintenance Department. This inspection consists of visually inspecting the fire extinguisher for condition (is the extinguisher damaged or appear to have been tampered with), location (is the extinguisher missing), accessibility (is the extinguisher readily accessible), corrosion (does the extinguisher have any corrosion which could interfere with operation), and other impairments.

All fire extinguishers are also inspected annually by an outside contractor. The contractor inspects the extinguishers for location and accessibility, indications of tampering, physical condition, and physical damage. The contractor also performs the maintenance and hydrostatic testing as required by the National Fire Protection Agency (NFPA) 10 Standard.

Copies of the inspection reports are maintained in the Facilities office files.

M. STORAGE
Storage in itself does not constitute a fire hazard. A fire hazard is created when items are stored improperly or in a hazardous location, or block egress and exits.

1. General Storage
This section pertains to any room or building used for temporary or long-term storage of combustibles.

a. Combustible materials must be separated from other hazardous materials such as flammables, corrosives, explosives, oxidizers etc. Contact the Alvernia University Environmental Health & Safety Manager or the Director of Science and Laboratory Safety for segregation information.

b. Storage areas must be separated from other areas by a one-hour fire barrier with a fire rated, self-closing door, and be protected by fire detection and/or suppression systems.

c. Stored materials must be kept at least thirty-six inches from any heat source.

d. Aisles in storage rooms must have a minimum width of twenty-eight inches to allow for evacuation, and permit firefighters to gain access to the most remote area of the room.

e. Storage cannot block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes or the exit door, emergency equipment or prevent entry of emergency personnel.

f. Storage under stairs is not permitted unless the area is enclosed and protected with a one-hour fire rated enclosure and a detection and/or suppression system.

g. Doors to storage rooms may not be propped open at any time.

h. Smoking is not permitted in any storage area under any conditions.
2. Flammable Storage
   It is critical that flammables are used properly and stored safely.
   a. Rooms used for flammable storage must be constructed to meet the requirements for one-hour fire rating, ventilation, heating, electrical systems, fire detection and/or suppression systems.
   b. Flammables, required to be stored away from combustibles, will be stored in an approved flammable storage cabinet. This cabinet will be labeled as Flammable Materials.
   c. Flammable storage will be kept at least 50 feet from open flames or other heat sources.
   d. Oily or grease-laden rags must be placed in a self-closing oily rag can for proper cleaning or disposal.
   e. Art waste containing solvent-laden rags will be placed in the self-closing cans located within the art rooms (Francis Hall Room 101 and the Art Studio (Greenhouse). Alvernia University housekeeping personnel will empty the cans in the art rooms nightly when classes are held and place the waste in the 55 gallon self-closing art waste drums located in Room 3003 of the O’Pake Science Building.
   f. Ordinary combustibles may not be stored in flammable storage.
   g. Flammable materials may not obstruct evacuation routes or be stored under stairs.

N. FIRE SAFETY AND LIFE SAFETY EQUIPMENT INSPECTIONS
1. City of Reading Department of Fire and Rescue Services
   All University buildings are inspected at least annually by an inspector from the City of Reading Department of Fire and Rescue Services (the City of Reading Fire Marshal’s office) for the purpose of ensuring that such buildings comply with all applicable Fire Codes. All fire code deficiencies identified are subsequently noted in a detailed report and forwarded to the Alvernia University Environmental Health & Safety Manager and the Director of Facilities to coordinate corrective actions.

2. Property and Risk Management Insurance Carriers
   All University buildings are inspected periodically by agents from Alvernia University’s property and risk management insurance carriers. All fire and safety deficiencies identified are noted and forwarded to the Alvernia University Environmental Health & Safety Manager and the Director of Facilities to coordinate corrective actions.

3. Alvernia University Safety Committee
   Members of the Alvernia University Safety Committee perform periodic safety inspections of campus facilities to check for fire and safety issues. Any fire or safety issues observed are noted and corrective actions are coordinated between the Alvernia University Environmental Health & Safety Manager, Alvernia University Maintenance Department, Alvernia University Director of Facilities, and/or the department/individual where the deficiency was observed.

4. Fire Extinguishers
   All fire extinguishers are inspected monthly by the Alvernia University Maintenance Department. This inspection consists of visually inspecting the fire extinguisher for condition (is the extinguisher damaged or appear to have been tampered with), location (is the extinguisher missing), accessibility (is the extinguisher readily accessible), corrosion (does the extinguisher have any corrosion which could interfere with operation), and other impairments.
All fire extinguishers are also inspected annually by an outside contractor. The contractor inspects the extinguishers for location and accessibility, indications of tampering, physical condition, and physical damage. The contractor also performs the maintenance and hydrostatic testing as required by the National Fire Protection Agency (NFPA) 10 Standard. Copies of the inspection reports are maintained in the Facilities office files.

5. Ansul Fire Extinguishing System
   The Ansul fire extinguishing systems in each of the commercial cooking areas on campus (Kestrel Café, Courtside Café, and Crusader Café) are inspected semi-annually by an outside contractor. The contractor inspects the agent storage cylinders, control components, system piping and conduits, nozzles, detection devices, manual actuation devices, fuel shutoffs, and microswitch functions.
   Copies of the inspection reports are maintained in the Facilities office files.

6. Sprinkler Systems (Wet)
   The automatic sprinkler systems in buildings equipped with wet sprinkler systems are inspected annually by an outside contractor. The contractor inspects each system for sprinkler head damage, corrosion, obstruction, valves, flow switches, electric bell operation, fire department connection, and control valve operation.
   Copies of the inspection reports are maintained in the Facilities office files.

7. Sprinkler System (Dry)
   The automatic dry chemical extinguishing system in the Upland Center Computer Room (Room 109) is inspected semi-annually by an outside contractor. Copies of the inspection reports are maintained in the Facilities office files.

8. Smoke Detectors
   The smoke detectors in all equipped buildings are inspected and tested semi-annually by an outside contractor. Copies of the inspection reports are maintained in the Facilities office files.

9. Fire Alarm Systems
   The fire alarm systems in all equipped buildings are inspected and tested semi-annually by an outside contractor. Copies of the inspection reports are maintained in the Facilities office files.

10. Emergency Lighting and Exit Signs
    The emergency lighting and exit sign systems are inspected monthly by the Alvernia University Maintenance Department. Copies of the inspection reports are maintained in the Facilities office files.

O. TRAINING
1. Fire Extinguisher training
   Fire extinguisher training is held annually. Training is mandatory for Facilities (housekeeping, grounds, maintenance) personnel. Faculty and staff in other departments across campus are encouraged to attend.

2. Basic Fire Safety Awareness
   General fire safety awareness is presented to all new faculty and staff as part of the New Employee Orientation – Safety in the Workplace presentation. Topics covered include an invitation.
to participate in fire extinguisher training; exit, aisle, and stairway requirements; fire extinguisher, smoke detector, and sprinkler head clearance requirements; fire door requirements; emergency procedures overview; and general electrical safety.

3. Residence Life RA training
   The office of Residence Life instructs all Resident Assistants (RA) in basic fire safety before each school year. RA’s are responsible for instructing students living in on-campus housing.

4. Other
   The Alvernia University Director of Science and Laboratory Safety and the Environmental Health & Safety Manager jointly distribute a monthly safety newsletter via email to faculty and staff.

P. OUTSIDE CONTRACTORS
Contractors working at Alvernia University are expected to observe and abide by local, state and federal codes and regulations as well as policies and procedures established by Alvernia University. Contractors should refer to the Alvernia University Contractor Safety Manual.

Q. CONTACT
For information about this Plan, please contact the Alvernia University Environmental Health & Safety Manager at 610-796-8231 or kera.wierzbicki@alvernia.edu.

S. REFERENCES
2. NFPA 1 – Uniform Fire Code
3. NFPA 10 – Portable Fire Extinguishers
4. NFPA 13 – Installation of Fire Sprinkler Systems
5. NFPA 25 – Water-Based Fire Protection Systems
6. NFPA 30 – Flammable and Combustible Liquids
7. NFPA 45 – Fire Protection in Laboratories
8. NFPA 70E – Electrical Safety in the Workplace (National Electric Code)
9. NFPA 72 – Fire Alarm Systems
11. City of Reading Department of Fire and Rescue Services, Office of the Fire Marshal
14. 2006 International Fire Code Sections 2601 through 2605 Welding and Other Hot Work
15. Alvernia University Hot Work Program
16. Alvernia University Employee Handbook
17. Alvernia University Student Handbook
18. Alvernia University Sprinkler Impairment Plan
21. Alvernia University Crisis Management Plan
22. City of Reading Department of Fire and Rescue Services