



LP 4.14

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Policy Owner:
Board of Trustees

Policy Administrator:
VP for Finance and
Administration

Affected Parties:
Employees

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Fire Prevention and Safety

REFERENCES: OSHA 29 CFR 1910.39; 29 CFR 1910.37; NFPA 101

1 Purpose

- 1.1 The purpose of the Fire Prevention and Safety Policy is to create a plan designed to protect lives and property on the Lander University campus.
- 1.2 The plan delineated in this policy is designed to prevent fires by:
 - 1.2.1 Controlling accumulations of flammable and combustible waste materials.
 - 1.2.2 Describing procedures for regular maintenance of safeguards installed on heat producing equipment to prevent the accidental ignition of combustible materials.
 - 1.2.3 Describing employee responsibilities in fire prevention.

2 Scope

- 2.1 This policy applies to all Lander University employees and staff.
- 2.2 This policy shall be available to employees and staff upon request.

3 Responsibilities

- 3.1 Safety and Regulatory Compliance Officer

The Safety and Regulatory Compliance Officer is overall responsible for policy implementation to ensure that:

 - 3.1.1 The plan and all supporting documents are completed, current, and accurate.

3.1.2 The plan is implemented as intended.

3.1.3 Employees are properly trained as described in Section 7 of the plan.

3.2 Facilities Operations Manager

The Facilities Operations Manager is responsible for:

3.2.1 Working with all departments across the campus to ensure the implementation and completion of the Fire Hazards Inventory – Storage and Handling Procedures (Appendix A).

3.2.2 Ensuring completion of regular maintenance of the safeguards installed on heat-producing equipment.

3.2.3 Maintaining the equipment that prevents or controls sources of ignition or fires.

3.2.4 Ensuring the control of fuel source hazards.

3.2.5 Working with all departments across campus to ensure compliance with the plan.

3.3 Supervisors

All supervisors are responsible for:

3.3.1 Ensuring implementation of all aspects of this plan in their areas of responsibility.

3.3.2 Completing a walk-through of their respective areas of responsibility at least weekly to ensure that housekeeping is maintained as described in Section 4 of this plan.

3.4 Employees

All employees are required to:

3.4.1 Follow the procedures outlined in this plan.

3.4.2 Attend training, as required.

3.4.3 Report all identified hazards to their supervisors.

4 General Procedures

4.1 General fire prevention practices and procedures that should be followed include, but are not limited to:

4.1.1 Review of the Hot Work Policy and utilization of Hot Work Permits, where required.

4.1.2 Control of all ignition sources (e.g., open flames, cutting torches, spark-producing equipment, electric motors, heating equipment) and avoidance of contact with combustible and flammable materials.

4.1.2.1 Combustible materials and flammable liquids must be kept at least 30 feet away from hot work sources.

4.1.2.2 All posted and placard signage must be followed.

4.1.3 Avoidance of the extensive use of electrical extension cords.

4.1.3.1 Immediate removal of any damaged or frayed electrical wiring, equipment cords, extension cords, etc., from service, with prompt replacement and repair.

4.1.4 Completion of the use of flammable liquids in a manner that prevents spills and prevents the flammable liquid or its vapor or spray from coming into contact with any ignition source.

4.1.5 Storage of all flammable liquids in proper flammable liquid storage containers and maintained in proper storage cabinets.

4.1.5.1 Limitation of in-house use of all flammable liquids to a one-day supply.

4.1.6 Storage of bulk flammable liquids storage in accordance with NFPA 30 standards.

4.1.6.1.1 Bonding and grounding of all drums.

4.1.7 Storage of all combustible materials in neat stacks, with provision of adequate aisle space to prevent easy spread of fire and to permit sufficient access for extinguishing any fire that may start.

4.1.8 Immediate clean-up of trash, scrap, and other unnecessary combustibles and placement in proper disposal containers.

- 4.1.9 Placement of petroleum-soaked rags and debris in a closed metal container pending disposal.
- 4.1.10 Limitation of smoking to designated smoking areas.
 - 4.1.10.1 Provision and use of proper receptacles in designated smoking areas.
- 4.1.11 Conduct of housekeeping inspections at least weekly in each area.
- 4.1.12 Periodic inspection of heating and air conditioning systems and regular maintenance by qualified employees or contractors.
- 4.1.13 Maintenance of heating and air conditioning units and their surrounding areas free of combustibles (e.g., paper, rags, cardboard).
- 4.1.14 Ensuring that electrical wiring meets current code requirements for capacity, proper grounding, and insulation, including the evaluation of temporary wiring and/or the use of extension cords.
- 4.1.15 Ensuring that all regulatory signage is clearly visible and in good condition.

5 Emergency Exits

- 5.1 Each area and building shall have at least two means of escape to be used in a fire emergency that are remote from each other.
- 5.2 Maps showing the locations of exits and the paths of egress shall be posted throughout the building.
- 5.3 Fire exit doors must not be blocked or locked to prevent emergency use when employees or students are within the building.
- 5.4 Exit routes from Lander University buildings shall be clear and free of obstructions.
- 5.5 All exits shall be marked with signs that designate exits and the exit paths from the building.
- 5.6 All exit routes shall have sufficient adequate lighting to ensure that an individual with normal vision can see along the exit route.
- 5.7 Each exit shall be clearly visible and marked by a sign reading "Exit."

- 5.8 Each doorway or passage along an exit access that could be mistaken for an exit shall be marked with “Not an Exit” or similar designation.
- 5.9 Exit signage and emergency lighting shall be inspected at least annually by a designated third party.
- 5.10 Exit signage and emergency lighting shall be visually inspected at least monthly, with each inspection documented by a designated employee.
- 5.11 Lander University buildings shall periodically (at least annually) test the alarm systems and conduct evacuation drills to ensure that all employees and students are knowledgeable about alarm types and procedures to be followed.

6 Fire Extinguishers

- 6.1 Fire extinguishers shall be placed in Lander University buildings on the university campus and in external locations and shall be typed for the applicable fire hazard in the areas in which they are placed.
- 6.2 Fire extinguishers shall be properly inspected in the following manner:
 - 6.2.1 Fire extinguishers shall be inspected on an annual basis by a third-party fire protection company.
 - 6.2.2 Fire extinguishers shall be visually inspected at least monthly, with each inspection documented on the extinguisher inspection tag by a designated employee.
- 6.3 Any fire extinguisher that is used or found to be out-of-service shall be removed and immediately replaced by an in-service extinguisher.
- 6.4 Fire extinguisher training and use shall include the following topics:
 - 6.4.1 The hazards of fighting fires.
 - 6.4.2 The proper operation of the available fire extinguishers.
 - 6.4.3 The procedures to be followed in alerting others to a fire emergency.
 - 6.4.4 That attempts should be made only to extinguish small, incipient fires.
 - 6.4.5 That, in the event that a fire cannot be quickly extinguished with a fire extinguisher, employees shall evacuate the building rather than attempt to extinguish the fire.

- 6.5 That additional information can be found in the *Fire Extinguisher Use and Maintenance Policy*.

7 Training

- 7.1 Lander University shall inform employees of all fire hazards to which they are exposed to at the following frequencies:
- 7.1.1 Upon hire.
 - 7.1.2 Upon initial assignment to a job at which they would be exposed to fire hazards.
- 7.2 Lander University shall provide training to employees at least annually on emergency evacuation methods.

8 Policy Revision History

- First draft of policy submitted by Finance and Administration on 1/6/2025.
- Review by Policy Coordinator on 1/28/2025.
- Reviewed by Board of Trustees Policy Committee on 2/12/2025.
- Revised and updated by Finance and Administration on 2/19/2025.
- Submitted for full board review by Policy Coordinator on 3/13/2025.
- Approved by Lander University Board of Trustees on 3/4/2025.

APPENDIX A: FIRE HAZARDS INVENTORY – STORAGE AND HANDLING PROCEDURES

Fire Hazard	Location	Storage Procedures	Handling Procedures	Possible Ignition Sources/Control	Fire Protection Equipment