

University  
of Portland



**FIRE PREVENTION PROGRAM**



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**UNIVERSITY OF PORTLAND**

*PORTLAND, OREGON*



**MAY 2022**

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## PURPOSE AND SCOPE

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Fire is one of the deadliest forces that threatens student and employee safety, Residence Life facilities, and Academic buildings. Given such a high concentration of students within the small vicinity of the University of Portland, there is a greater potential for fire hazards to arise, as well as fire safety risks. Such risks are accentuated primarily in residence halls with students using items such as candles, the practice of overloading electrical outlets, and unattended cooking devices. There are two types of fire hazards in Residence facilities- physical and behavioral. Physical hazards deal with student residence facilities and its contents. Behavioral hazards deal specifically with occupants and their potential to create fire.

The four primary elements of fire safety in student residence facilities: prevention, occupant awareness and training, detection and alarm, and suppression. The University of Portland Campus Safety Department, Environmental Health & Safety, and Residence Life are responsible for sharing the responsibility of providing a protected living environment that incorporates these four elements. These campus professionals work together to ensure a fire-safe environment for all students to live and study.

It is the policy of University of Portland to provide to employees the safest practical workplace free from areas where potential fire hazards exist. The primary goal of this Fire Prevention Program is to reduce or eliminate fire on campus by heightening the fire safety awareness of all employees and students. Another goal of this program is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This program details the basic steps necessary to minimize the potential for fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by University of Portland, but must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the company to identify those hazards that might cause fires and establish a means for controlling them.

The Fire Prevention Program includes compiling a list of all major workplace fire hazards (See Appendix C), the names or job titles of personnel responsible for fire control equipment maintenance, names or job titles of personnel responsible for control of fuel source hazards, and also the locations of all fire extinguishers in the workplace. Everyone is to become familiar with the periods of a day, month and year in which the workplace could be more vulnerable to fire.

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The University of Portland Fire Prevention Plan is a document that sets fire safety standards for policies and procedures to facilitate the University community's ability to conduct safe operations and to ensure regulatory compliance. The purpose of the plan is to provide standards to safeguard life, health, property, and public welfare. This Fire Prevention plan covers all employees, students, and visitors at University of Portland. The objective of the plan is to provide one comprehensive fire prevention and safety document for the campus community to reference. In some instances, more specific building and department plans are implemented.

## **2.0 RESPONSIBILITIES**

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### **Environmental Health and Safety**

Environmental Health and Safety (EHS) is responsible for promoting regulatory compliance with Oregon Fire Code and OSHA Standards at the University of Portland. EHS serves as the contact with Portland Fire Bureau for all fire marshal inspections, and provides fire/accident investigations, hazard mitigation, general safety, and consultation and technical support for the University of Portland community. Environmental Health and Safety provides fire safety awareness and education programming to the campus community. In addition, EHS coordinates and conducts planned emergency evacuation exercises each semester, coordinated employee and student fire extinguisher training as required, and maintains and inspects campus fire extinguishers.

Environmental Health and Safety is responsible for the annual State Fire Marshal's Hazardous Substances Information Survey, which is due annually in March. The Environmental Health and Safety Officer is responsible for reporting fully and accurately all reportable quantities to the State Fire Marshal, as reported by other members of the campus community.

### **Campus Safety**

Campus Safety monitors the fire protection testing and maintenance program, works with the vendors who maintain and monitor fire life safety systems, and assists in fire/accident investigations. Campus Safety is responsible for monitoring the fire systems for all buildings on campus, responding to all alarms, assisting in removing any injured persons to safety, and contracting with maintenance companies to ensure proper working order and compliance with code of all fire life safety equipment.

Campus Safety serves as first responders to fire alarms, with Campus Safety officers and sergeants responding to all alarms. Campus Safety officers also complete Fire Incident Reports for fire-related incidents which includes actual fire incidents or unwanted or false alarms.

### **Residence Life**

Residence Life coordinates and assists with fire prevention programming for students in residence halls and assists with planned emergency evacuation exercises for student residence halls. Residence Life employees also assist with evacuation of students in alarm situations, including students that need mobility assistance (and advises Campus Safety and EHS of these students). Residence Life employees also assist with code compliance inspections of residence halls and conduct fire safety inspections of campus residence rooms to ensure compliance with fire safety codes.

### **Physical Plant**

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Physical Plant is responsible for maintaining emergency lighting in all campus facilities, and maintaining and repairing facility fire doors, smoke doors, and other door hardware. In addition, Physical Plant works with Environmental Health and Safety to ensure that all violations cited by the fire marshal are corrected via maintenance and repairs.

**Deans, Directors, and Vice Presidents**

Deans, Directors, and Vice Presidents are responsible for ensuring that fire and safety policy and planning is established for University of Portland. The Fire Prevention Plan should be specific to their operation to ensure compliance with this plan and all applicable codes, as well as ensuring all employees receive adequate fire and safety training.

**Managers and Supervisors**

Managers and supervisors are responsible for ensuring all University of Portland Fire Prevention Plan documents are implemented, and all employees are aware and trained on the policies and evacuation procedures of the Plan.

**Employees**

Employees are responsible for understanding the fire hazards involved in their role. They must be familiar with all safety precautions, location and use of fire protection and safety precautions, and evacuation plans.

**3.0 CLASSIFICATION OF FIRES**

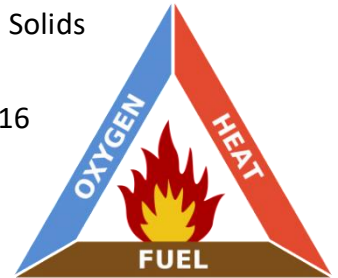
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Fire is a chemical reaction involving rapid oxidation or burning of a fuel. It needs four elements to occur.

The first component is **FUEL**. Fuel can be any combustible material: solid (such as wood, paper, or cloth), liquid (such as gasoline) or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component is **OXYGEN**. Fire only needs an atmosphere with at least 16 percent oxygen.

**HEAT** is also a component. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.



The final component is the **chemical chain reaction**. When these components are brought together under the proper conditions, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished. Fire Safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

**Fires are classified into five groups according to sources of fuel: Classes A, B, C, D, and K.**

**Table 1** describes the classifications of fire which can be used in making hazard assessment.

<b>Class A</b>	Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.
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<b>Class B</b>	Flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.
<b>Class C</b>	Energized electrical equipment and power supply circuits and related materials.
<b>Class D</b>	Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.
<b>Class K</b>	Kitchen hood suppression systems, combustible cooking materials (ex: vegetable oil)

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## **DETERMINING FIRE HAZARDS**

This section consists of two steps: first, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist (See Appendix A) provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are to be noted in Appendix C.

Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards will be identified, as evident on the specific material safety data sheets, and labeled on containers as soon as they arrive in the workplace. The identification system shall also be incorporated into the company's hazard communication program.

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## **STORAGE AND HANDLING PROCEDURES**

The storage of material will be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers and areas will have prominently displayed signs to identify the material stored within. Chemicals will be stored separately from other materials, away from handling operations and away from incompatible materials. All individual containers will be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U.S. Department of Transportation specifications and regulations will be used for storage of compressed or liquefied gases. Compressed gas storage rooms are areas reserved exclusively for that purpose, with good ventilation and at least 1 hour fire resistance rating. The gas cylinders will be secured in place and stored away from any heat or ignition source, or accelerator. Pressurized gas cylinders will never be used without pressure regulators.

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### **Ordinary Combustibles**

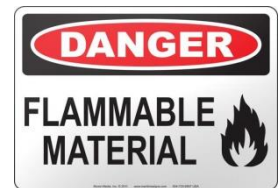
- Wooden pallets will not be stacked over 6 feet tall. If feasible, extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazards.
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- Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow fire-fighting efforts to control an existing fire.
  - Offices should not be overburdened with combustibles. As directed by the fire marshal, office storage must be maintained under the combustible limit. Excessive paper collection, journal collection, and cardboard box storage is not permitted.
  - Excessive dust should not be allowed to collect in shops or laboratory areas.
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## Flammable Materials

### Flammable Materials

- Bulk quantities of flammable liquids will be stored outdoors and away from buildings.
- Small quantities (limited to amount necessary to perform an operation for one working shift) of flammable liquids are stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
- Flammable liquids are stored away from sources that can produce sparks.
- Flammable liquids are only to be used in areas having adequate ventilation.
- Flammable liquids will never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- When dangerous liquids are being handled, a warning sign will be posted near the operation. This will notify other employees and give warning that open flames are hazardous and are to be kept away. Post conspicuous and legible signs prohibiting smoking in service and refueling areas. Post these warning signs wherever flammable or combustible liquids are kept.
- Only approved containers and portable tanks will be used for storage and handling of flammable and combustible liquids.
- All flammable and combustible liquid containers must be clearly and properly marked.
- No more than 25 gallons of flammable or combustible liquids may be stored in a room outside of an approved storage cabinet.
- No more than 60 gallons of flammable or 120 gallons of combustible liquids may be stored in any one-storage cabinet.
- No more than 3 storage cabinets may be located in a single storage area. The inside of storage rooms for flammable and combustible liquids must be of fire resistive construction, with self-closing fire doors, 4 inch sills or depressed floors, a ventilation system of at least 6 air changes per hour, and electrical wiring and equipment approved for class 1 division 1 locations.
- Storage in containers outside buildings may not exceed 1,100 gallons in any one pile or area. Grade storage areas to divert spills away from building or other exposures, or surround storage area with a curb or dike. Storage areas must be located at least 20 feet from any building and be kept free from any weeds, debris, and other combustible materials. Keep flammable liquids in closed containers when not in use.








- The storage and usage areas will include fire-resistant separations, automatic sprinklers, special ventilation, explosion-relief valves, separation of incompatible materials, and the separation of flammable materials from other materials.

**POTENTIAL IGNITION SOURCES**

Table 2 lists common sources of ignition that cause fires in the workplace, gives examples in each case, and suggests preventive measures.

**Table 2. Sources of Ignition Examples**

Sources of Ignition	Examples	Preventive Measures
<b>Electrical equipment</b> 	Electrical defects, generally due to poor maintenance, mostly in wiring, motors switches, lamps and hot elements. Also includes arc welding.	Use only approved equipment. Follow National Electrical Code. Establish regular maintenance.  Always follow all Hot Work safety measures.
<b>Friction</b> 	Hot bearings, misaligned or broken machine parts, and poor adjustment.	Follow a regular schedule of inspection, maintenance, and lubrication.
<b>Open flames</b> 	Cutting and welding torches, gas and oil burners, misuse of gasoline torches.	Follow established welding precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles.
<b>Smoking</b> 	Dangerous near flammable liquids and in areas where combustibles are stored or used.	Smoke only in permitted areas. Make sure matches are out. Use appropriate receptacles.
<b>Hot surfaces</b> 	Exposure of combustibles to furnaces, electric lamps or irons.	Provide ample clearances, insulation, and air circulation. Check heating apparatus prior to leaving it unattended.

**Welding and Cutting**

Welding and cutting will be permitted only in authorized areas.

Welding and cutting operations will be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, Store Manager will ensure that the work areas have been surveyed for fire hazards; the necessary precautions have been taken to prevent fires; and work permits are issued. A work permit will only encompass the area, item and times which are specified on it.



If welding is to be performed over wooden or other combustible type floors, the floors will be swept clean, wetted down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.

## **FIRE PREVENTION PROGRAM**

Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). Welding will not be permitted in or near closed tanks that contain or have contained flammable liquids unless they have been thoroughly drained, purged and tested free of flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least 35 feet from the affected areas or, if unable to relocate, covered with a fire retardant covering. This also applies to walls, partitions, ceilings, or roofs of combustible materials. Openings in walls, floors, or ducts shall be covered if located within 35 feet of the intended work area. Welding will not be permitted on any closed containers.

Fire extinguishers will be provided at each welding or cutting operation. A trained watcher will be stationed at all times during the operation and for at least 30 minutes following the completion of the operation. This person will assure that no stray sparks cause a fire and will immediately extinguish fires that do start.

## **ELECTICAL FIRE PREVENTION**

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- All extension cords must be 3-wire types, protected from damage, and not fastened with staples, hung from nails, or suspended from wires. No cord with damaged ground plug may be used. Splices must have soldered wire connections with insulation equal to the cable. Worn or frayed cable may not be used.
- Except where bulbs are deeply recessed in a reflector, bulbs on temporary light will be equipped with guards.
- Cables passing through work areas will be covered or elevated to protect them from damage. Boxes with covers for the purpose of disconnection must be securely fastened to the mounting service.
- No employee may work near electrical power circuit that may be contacted during the course of work, unless protected against electrical shock by de-energizing circuit, grounding or by guarding with insulation. In a work area where the exact location of underground electric power lines is unknown, workers using jackhammers, bars or other hand tools that may contact lines must wear insulated gloves.
- No work is ever permitted in work areas where any utilities are unknown, we must call 811 and have locates done.



## **HOUSEKEEPING ACTIVITIES FOR FIRE PREVENTION**

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The following are housekeeping techniques and procedures to prevent occurrences of fire.

- Keep all exit doors unlocked from the inside of the building.
  - Keep all stairwells, exits, and passageways free of obstructions at all times. Fire doors should never be obstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
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- Don't allow materials to block automatic sprinkler systems, or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, 24 inches of clearance between piled material and the ceiling must be maintained to permit use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.
- Keep access to fire protection equipment such as pull stations, fire alarm boxes, fire hoses, fire standpipes, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment unobstructed.
- Don't overload electrical outlets.
- Maintain 3 feet of clearance around all electrical boxes.
- Discontinue use of extension cords and multi-plug adapters. Power strips with circuit breakers are acceptable.
- Ensure all equipment is turned off at the end of the work day.
- Report any hazardous condition, such as old wiring, worn insulation and broken electrical equipment, to your supervisor or to Physical Plant via the [iService desk](#).
- Remove accumulation of combustible dust in shop and work areas.
- Keep storage and working areas free of trash. Regularly empty wastebaskets and recycling container to avoid an accumulation of combustible materials.
- Follow proper handling and storage procedures for hazardous materials.

### **Chemical Housekeeping**

- Place oily rags in covered containers and dispose of daily.
  - Do not use flammable solvents to clean floors.
  - Use noncombustible oil-absorptive materials for sweeping spills.
  - Dispose of materials in noncombustible containers that are emptied daily.
  - Don't refuel gasoline-powered equipment in a confined space, especially in the presence of an ignition source.
  - Ensure combustible materials are present only in areas in quantities required for the work operation.
  - Clean-up any spill of flammable liquids immediately.
  - Ensure that if a worker's clothing becomes contaminated with flammable liquids, the individual changes his/her clothing before continuing to work.
  - Keep motors clean and in good working order.
  - Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
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## FIRE PREVENTION PROGRAM

- Periodically remove overspray residue from walls, floors, and ceilings of spray booths and ventilation ducts.
- Remove contaminated spray booth filters from the building as soon as replaced or keep immersed in water until disposed.
- Use weed killers that are non-toxic and do not pose a fire hazard.

## TRAINING

All employees of University of Portland will be instructed on how to operate the building's fire alarm system and notification protocol. They will be made familiar with evacuation routes and assembly areas. The training of all employees will include the locations and types of materials and/or processes which pose potential fire hazards.

Employees that perform electrical work or work in high risk settings for fires will also be trained on the following:

1. Use and disposal of smoking materials.
2. The importance of electrical safety.
3. Proper use of electrical appliances and equipment.
4. Unplugging heat-producing equipment and appliances at the end of each work day.
5. Correct storage of combustible and flammable materials
6. Safe handling of compressed gases and flammable liquids (where appropriate).

Ongoing training will include regularly scheduled fire drills in all academic and residential buildings. Fire drills occur at the beginning of the fall and spring semesters.

### **Rules for Fighting Fires**

Fires can be very dangerous and you should always be certain that you will not endanger yourself or others when attempting to put out a fire.

For this reason, when a fire is discovered...

1. Assist any person in immediate danger to safety, if it can be accomplished without risk to you.
2. Call 911 or activate the building fire alarm. The fire alarm will notify the fire department and other building occupants and shut off the air handling system to prevent the spread of smoke.

If the fire is small (and ONLY after having done these 2 things), you may attempt to use an extinguisher to put it out. However . . . .

***. . . before deciding to fight the fire, keep these things in mind:***



## FIRE PREVENTION PROGRAM

1. Know what is burning. If you don't know what's burning, you won't know what kind of extinguisher to use.
2. Even if you have an ABC fire extinguisher, there may be something in the fire that is going to explode or produce toxic fumes.

Chances are you *will* know what's burning, or at least have a pretty good idea, but if you don't, *let the fire department handle it.*

3. Is the fire spreading rapidly beyond the point where it started? The time to use an extinguisher is at the beginning stages of the fire.
4. If the fire is already spreading quickly, it is best to simply evacuate the building.

As you evacuate a building, close doors and windows behind you as you leave. This will help to slow the spread of smoke and fire.

The final rule is to always position yourself with an exit or means of escape at your back before you attempt to use an extinguisher to put out a fire.

In case the extinguisher malfunctions, or something unexpected happens, you need to be able to get out quickly. You don't want to become trapped.



## FIRE SAFETY STANDARDS FOR ALL BUILDINGS

### **Fire Alarm and Suppression**

Recommendations on addressing warning and fire extinguishment:

- An approved single station smoke alarm should be installed in every sleeping room and hallway, as well as living areas and apartments. Where possible smoke detectors should be 'hard wired,' receiving their primary power from a 120 volt electric circuit in the building. Smoke detectors located outside the sleeping areas should be tied to the fire alarm system in order to alert everyone in the building.
  - All residence hall facilities have electronic fire alarm systems monitored 24 hours a day by a UL-approved central monitoring system. The central monitoring station is located at the Campus Safety Office.
  - All fire alarm detection, annunciation, and suppression systems are regularly inspected, tested, and maintained in accordance with state and local fire life safety codes.
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- All sleeping rooms should have an audible fire alarm present in the room. If this is not present an evacuation notification plan must be established.
- Stairwell and mechanical fire doors should be regularly inspected for proper operation by the Physical Plant Lockshop. If necessary, a third party vendor may be utilized to conduct fire door inspections. Fire doors must close automatically within 8 seconds, fit snugly into the fire door frame, and latch securely. Corridor smoke doors should be regularly inspected for proper operation. Smoke barriers must close automatically and fit snugly into their frames.

### **Fire Protection**

Recommendations on addressing fire protection for all structures:

- Walls and floor/ceiling construction separating sleeping rooms, corridors, stairwells, storage, and mechanical spaces should meet the requirements of NFPA 101 and local Portland Fire Bureau codes for fire ratings.
- All penetrations (such as pipes, conduit, and cable) through fire rated walls should be sealed with an approved fire safe material. All penetrations through non-fire walls should be sealed to prevent the spread of smoke.
- Stairwell and mechanical room doors should be approved fire doors. Fire doors must close automatically, fit snugly into the door frame, and latch securely.
- Long corridors should be divided by smoke barriers (smoke doors) that allow horizontal relocation of mobility impaired individuals. Smoke barriers must be close automatically and fit snugly into their frames.
- Occupancy loads or standards (maximum number of people allowed to occupy a given space) for meeting and assembly areas in student residence facilities and academic buildings should be defined in accordance with state fire safety codes and clearly posted.

### **Fire Extinguishers**

An accessible travel distance to an appropriate fire extinguisher is required for all areas of operation. Maximum travel distance depends on the occupancy of the building. Hazardous occupancies must have an accessible fire extinguisher within 30 or 50 feet (based on the occupancy/hazard). Non-hazardous areas must have an accessible fire within 75 feet. Travel distance cannot include locked doors or changes in elevation.

The following are five classes of fires that any person should be aware of in order to select the proper fire extinguisher for capability of extinguishment. Fire extinguishers should be properly selected based on the classification of fires an area is likely to have, as seen in Table 1. Most campus fire extinguishers are rated ABC, which means they will work on all A, B, or C classified fires. Special hazard areas may require a Class D fire extinguisher, while commercial kitchens on campus require a Class K fire extinguisher. A fire extinguisher training class is available to all employees on via Moodle, contact [ehs@up.edu](mailto:ehs@up.edu) to be enrolled.

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## **FIRE SAFETY STANDARDS FOR STUDENT RESIDENCE HALLS**

The type of construction, age of facility, and size of the facility will influence the implementation of recommended fire safety standards. University of Portland has buildings on campus dating back to 1901, with the oldest Residence Hall dating back to 1911. At any time the University can have over 1,500 students living in residence halls on campus.

- Christie Hall was built in 1911 and remodeled in 1995, and is a three story hall housing 101 men living in an assortment of 63 single, double, double-single, and triple rooms.
- Corrado Hall, built in 1998, is a three story hall with 82 rooms that houses 150 men and women
- Haggerty Hall, built in 2000, is a coed townhouse style student residence building with each unit housing between four and 17 students, with each unit containing kitchenette facilities, private bathrooms, and private laundry facilities. The building houses 107 students total.
- Kenna Hall was built in 1959 and is women's dormitory with 101 rooms.
- Mehling Hall, built in 1964, is the tallest building in north Portland and houses 330 women on 8 different floors, with a kitchen on each floor.
- Shipstad Hall, built in 1967, houses 362 students on four different floors. The hall is also home to the University archives and the University's Heritage Museum, located in the basement.
- Tyson Hall, built in 2000, is a townhouse style residence building that houses four to 17 students in each unit and has kitchenette facilities, private bathrooms, and private laundry facilities. The building houses 143 students total.
- Villa Maria Hall opened in 1957 and houses 142 residents in 72 different rooms.

Each Residence Hall should have a documented emergency evacuation plan. In addition, a policy and procedure related to emergency evacuation of persons with physical disabilities from student residence facilities should be developed by Residence Life hall staff. Planned emergency evacuation drills in the event of a fire should be conducted semi-annually for each Residence Hall at the beginning of each semester.

All sleeping rooms should have an audible fire alarm present in the room. If this is not present an evacuation notification plan must be established. All student residence facilities must be equipped with an automatic sprinkler fire suppression system.

Easily accessible fire extinguisher should be located on each floor of student residence facilities. Fire extinguishers should be located in the kitchen or any cooking area.

In Kenna Hall, which does not have alarms in the bedrooms of the Hall Director, Assistant Hall Director, and Pastoral Residence apartments do not have alarms in the bedrooms. Due to this, the residents are required to check in on each other to ensure they are evacuating during fire alarms.

### **Combustible Materials in Residence Halls:**

The use of combustible materials in Residence Halls is regulated by the Portland Fire Department. Combustible materials includes (but is not limited to) paper, foam, plastic, cotton, cloth, vegetation, moss, straw, hay, vines, split bamboo, leaves and similar materials. These following must be followed when using combustible materials as decorations:

- Combustible materials in residence hall rooms shall not exceed more than 50% of the wall surface.
- Combustible materials in hallways shall not exceed more than 10% of the wall surface.
- No combustibles shall be placed on doors, doorways or stairwells.
- Combustible materials for holiday displays such as hay bales, corn stalks, or similar decorative combustible materials are not allowed in University facilities unless rendered flame resistant by treating with a fire retardant.
- Nothing may be attached to or resting on smoke detectors, heat detectors, or sprinkler heads.
- Hose cabinets, fire extinguishers, cabinets, and fire alarm stations may not be covered or obscured with any decorative materials.
- Exit and emergency lighting systems may not be covered or obscured.
- No open flames, candles, or incense may be used.
- Colored lights may not be installed in corridor lighting fixtures.

### **Exit Path Obstructions:**

Displays and decorations, of any type, shall not be placed where they can obstruct any exit paths or obstruct the exit path in any exit corridor.

### **Holiday Decorations:**

- Lights: Twinkly lights are permitted for a 30-day period during the holiday season. Lights must be removed by the end of winter break. No more than 3 strands of seasonal lights may be combined in a string for any indoor decoration.
- Christmas Trees: Christmas trees are allowed from the beginning of December to the start of Christmas break. Christmas trees must be removed from residence halls during Christmas break.
- Smoking of tobacco products in campus residence facilities should be strictly prohibited. Designated smoking areas are available outside all University of Portland buildings, at a distance of 50 feet, in accordance with University policy.

### **Standards:**

- Upholstered furniture supplied by the university in student residence facilities should be made of fire retardant materials and assemblies.
  - Mattresses, draperies, curtains, and other free-hanging decorations in student residence facilities should be fire retardant. Floor coverings in student residence facilities should be fire retardant.
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## **FIRE PREVENTION PROGRAM**

- Bicycles are prohibited from being stored in individual sleeping rooms, hallways, corridors or stairwells of student facilities. Bike storage is available in each building and is the only approved storage for bicycles.

## **FIRE SAFETY STANDARDS FOR ACADEMIC BUILDINGS**

The type of construction, age of facility, and size of the facility will influence the implementation of recommended fire safety standards. University of Portland has academic buildings dating back to 1901. Most buildings on the University of Portland campus have automatic sprinkler systems. Buildings without automatic sprinkler systems include:

- Chapel of Christ the Teacher
- St. Mary's Lounge
- Alumni Relations Office
- Events Office
- Batting Cage Building
- LP Tennis Center
- Bell Tower
- Pump House

Every on campus building has fire extinguishers and emergency lights when required. Environmental Health and Safety and Physical Plant provide proper maintenance of this equipment.

## **RESPONDING TO A FIRE**

In any event of fire Campus Safety should be immediately called on their emergency phone line- 503-943-4444. If you do not know the Campus Safety phone number you should immediately call 911.

When making telephone calls to report an emergency, do so from a safe location. Emergency Responders will want to collect the following information:

- Your name
- Company name (University of Portland)
- Type of emergency (chemical release, fire, medical, etc.)
- Address of the building, and location on campus
- The exact location of the emergency (location inside the building, room number, etc.)
- Number of individuals injured, if any
- Severity of the emergency
- Phone number for emergency personnel to return the call

Do not hang up with emergency personnel until you are sure no further information is required, unless there is an immediate threat to your safety.

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## **ESCAPE PROCEDURES AND ESCAPE ROUTE ASSIGNMENTS**

Each building on campus has evacuation maps/assembly point instructions posted in conspicuous locations on every floor, usually near entrances or near elevators or stairwells. Each employee receives information on this in the New Employee Safety Training which is required for all new employees. All building evacuation maps are available on the [Environmental Health and Safety Pilots UP Page](#).

All employees should:

- Review the building evacuation map for their work area and know the evacuation procedure
- Know routes to and location of the two nearest exits from their work area
- Know the designated evacuation meeting site for each building they frequent
- When a fire alarm sounds, employees must evacuate immediately and go directly to the designated evacuation meeting site

University of Portland Emergency Procedures provide the following instruction for evacuees:

- Be aware of the evacuation plan posted in your building. When an alarm sounds or you are otherwise directed to evacuate, leave by the nearest exit.
- If you are the last one out of a room shut the door. This can limit the spread of fire and smoke.
- Do not use elevators in the case of an earthquake or fire
- During an emergency evacuation, it is preferable for someone to remain with and assist a non-ambulatory person if they can do so without endangering their own life. If means to evacuate, such as a Stryker evacuation chair, is not available, shelter in place and notify emergency responders.
- Once outside, move at least 300 feet from the building. If possible, assemble at your department's pre-determined meeting suite. This will help your departmental emergency coordinator determine if everyone is out of the building.
- Avoid blocking sidewalks, fire hydrants, streets, and fire lanes. Emergency vehicles must have clear access to hydrants and building entrances.
- Do not reenter the building unless you have been told it is safe to do so by Campus Safety.

### **Arrangements with Emergency Responders**

The Portland Fire Bureau is familiar with the layout of University of Portland including where the University stores hazardous waste. The office of Environmental Health and Safety provides a survey to the State Fire Marshal's Office with maps and information indicating the location of hazardous materials on campus, which is available to local first responders through the State Fire Marshal's Office.

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## **POST INCIDENT ACTIONS**

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### **Government Notifications**

OR-OSHA: (800)922-2689

- Any employee death must be reported within 8 hours (including a death by heart attack). In addition, a catastrophe where more than 3 employees were admitted to the hospital must be reported within 8 hours.
- Report overnight hospitalizations of any employee within 24 hours after the occurrence or employer knowledge of the occurrence. Hospitalization for observation is not required to be reported, nor is emergency room treatment.

Oregon Emergency Response System: (800)452-0311

- Report within 24 hours following a release, fire, or explosion which has (or could) threaten the environment.

DEQ and the Regional Administrator of the EPA

- May require written reports depending on the type of incident. The report will need to include the name, address, telephone number of the facility, date and time of the incident, type of incident, name and quantity of materials involved, extent of injury, if any, and assessment of actual or potential to human health and/or the environment.

### **Protective Equipment**

Clean, repair, or replace all emergency and personal protective equipment as soon as possible after the incident.

### **Additional Actions**

After a fire life safety event a debriefing should occur between Campus Safety, Physical Plant, and Environmental Health & Safety to determine the cause, analyze any plan failures and deficiencies, and develop any action items. Evacuation routes, response protocol, and the Fire Prevention Plan should be modified accordingly.

## **PROCEDURES FOR CRITICAL OPERATIONS**

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Only designated individuals thoroughly trained in the emergency shut down procedures of critical equipment can remain behind during an evacuation of the facility, if necessary. Individuals who shut down critical equipment or processes will only do so if they can do the shutdown safely. If the critical equipment or process is involved in the emergency or is in the hazard area everyone must evacuate

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**FIRE PREVENTION PROGRAM**



immediately, including those designated to remain. Individuals designated to shut down critical equipment or processes will receive additional training from their immediate supervisor.

**APPENDIX A      Emergency Telephone Numbers**

Campus Safety Emergency Phone Line	503-943-4444
Physical Plant Main Office	503-943-7306
Environmental Health & Safety	
Oregon State Emergency Response System	1-800-452-0311
Oregon OSHA	1-800-922-2689
Poison Control	1-800-222-1222
National Response Center	1-800-424-8802
Portland Fire Bureau	1-503-823-3700
Portland Police Bureau Non-Emergency Line	1-503-823-3333

**APPENDIX C FIRE INCIDENT REPORT**

Date of Incident: \_\_\_\_\_ Location or Equipment: \_\_\_\_\_

Time Alarm Was Sounded: \_\_\_\_\_

Fire reported by: \_\_\_\_\_ Time: \_\_\_\_\_

Fire Department called by: \_\_\_\_\_

Initial Employees on Scene: \_\_\_\_\_

Fire extinguished by: \_\_\_\_\_

Status of sprinkler protection before the fire: Okay \_\_\_\_\_ Impaired \_\_\_\_\_

Status of fire pumps before the fire: Okay \_\_\_\_\_ Impaired \_\_\_\_\_

Extinguished by: Hose \_\_\_\_\_ Sprinkler \_\_\_\_\_ Other \_\_\_\_\_



Number of extinguishers used: \_\_\_\_\_

Fire extinguisher turned into Storeroom and replaced? Yes \_\_\_\_\_ No \_\_\_\_\_

Fire sprinkler system used? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," Property Insurance Carrier notified? \_\_\_\_\_

Property Insurance Carrier Number: \_\_\_\_\_

Our Index Number is: \_\_\_\_\_

Person responsible for returning sprinkler system to normal: \_\_\_\_\_

Time back in service: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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