

Facilities Protocol for Fire Safety and Education

Mission Statement

It is the objective of the O'More College of Design to provide an environment in which Students and Staff can feel safe from the threat of a fire. . In relation to College property the College seeks to prevent disruption to teaching and research activities arising from fire or malicious damage to facilities, equipment, information or data, and reduce the risk of injury or death resulting from deliberate or accidental misuse of equipment or materials.

Location of Buildings

The physical address of O' More College of Design is 423 South Margin Street Franklin, Tennessee.

Fire Safety Evacuation and Education Plan for Students and Staff

In an emergency, phone 615-479-5789

Smoke Alarms Sounding or Evidence of Fire Occurring

Evacuate to assembly area, closing doors and windows, if possible

Contact the Fire Service on 911

FIRE

Assist people to evacuate to assembly area without endangering yourself

Fight fire if safe & you are trained

Remain in assembly area until everyone is accounted for and the manager has arrived

Await arrival of fire service

Do not re-enter building until advised by the fire service

NO FIRE

If the fire service has already been called, notify them of the situation

Help to reassure residents of situation

Allow fire service to enter building on their arrival to investigate the situation

Manager will attend to deal with the situation and rectify any problems or system faults

In the event of fire, or upon the smoke alarms activating, students and staff should leave the building with due haste and gather at a predetermined assembly area. The In the event of the smoke alarms activating Facilities and Security will:

- Investigate the fire situation

- If there is a fire, ensure the Fire Service has been called. If there is any doubt regarding whether there is a fire situation, the Fire Service should still be called.
- Ensure the safe evacuation of all residents from the building
- Ensure the Fire Service has been notified and provided with information regarding the incident
- Account for all occupants at the assembly area
- If required and safe to do, conduct a search for any missing residents

Meet the Fire Service and advise them of any information relevant to the emergency

In the event of a fire being located, Facilities and Security will:

- Ensure the evacuation of the building – alert all occupants without further compromising life
- Attempt to extinguish the fire if safe to do so –

If the fire is small enough, use a nearby fire extinguisher to control and extinguish the fire.

Do not fight the fire if the following conditions exist:

- *You have not been trained or instructed in using a fire extinguisher*
- *You don't know what's burning*
- *The fire is spreading rapidly*
- *You don't have the proper equipment*
- *You can't do so with your back to an exit*
- *The fire might block your means of escape*
- *You might inhale toxic smoke*
- *Your instincts tell you not to do so*

If the first attempts to put out the fire do not succeed, evacuate the building immediately

Meet the Fire Service on arrival & inform them of the situation. If the fire has been extinguished the Fire Service will still attend

If no fire is found, Facilities and Security will:

- Inform residents of the situation
- If the Fire Service has been called, ring the Fire Service to advise them of the situation
- Meet the Fire Service on arrival and inform them of the situation

Facilities Director is responsible to ensure:

- all personnel and procedures until the arrival of the Fire Service
- the maintaining of an up-to-date list of the residents in the building
- nomination of a person to assume the emergency duties of the Manager in his absence (Maintenance Officer)
- arrangement and coordination of practice evacuation exercises
- the accurate logging of the performance, any problems encountered, the conduct of a debriefing with everyone involved, and the continual improvement of the effectiveness of the evacuation plan

EMERGENCY EVACUATION PLAN

In case of FIRE

Leave through the nearest



- If you see SMOKE, FLAMES or hear the FIRE ALARM, alert other students or staff immediately
- If safe, close any windows and doors to confine the fire.
- Follow the EXIT signs to locate and leave through the nearest emergency exit and proceed to the assembly point.
- TELEPHONE 615-479-5789 and notify the fire service.

- If unable to safely evacuate, stay in your class room or office, close the door, and signal your presence at a window.
- Calmly follow instructions given by staff or the attending Fire Officers. Facilities or Security will account for all occupants and report persons missing to Administration. Do not re-enter the building until you are told it is safe to do so by Fire Officers.

The Director of Facilities or his/her designee will conduct training to both staff and students on:

- The procedure to follow in an emergency
- The location of emergency exits
- The paths of travel to exits
- The location of firefighting equipment
- The method of raising the alarm if the smoke alarms do not activate
- The location of the assembly area

Employees

1. Permanent Employees (workers) must receive instruction within 1 month of commencing work, and repeated at intervals of no more than 12 months.
2. The instructions given are the procedure to be followed in the event of fire, means of escape from the building in the event of fire and the location and method of operation of firefighting equipment and fire alarms or equipment for warning of fire. In addition workers who have persons in their care or custody are to be instructed on conducting those persons to a safe place outside the building in the event of fire, where they are marshaled, each person is accounted for, and the manager and fire service officers are informed of any missing persons.
3. A record of worker instruction will be retained with the original Fire Safety Management Plan.

Fire and Evacuation Plan – Signage

Copies of the Emergency Evacuation Procedure shall be conspicuously displayed in common areas of the building to allow residents to become familiar with the fire and evacuation procedures.

Call Tree in Event of a Fire

During Normal Business Hours the following people should be called in the event of a fire or the alarm sounding in any building:

- Director of Facilities
- Director of Security
- President of the College
- Director of Development and Marketing
- Director of Finance and Administration

After regular business hours all calls should be made to the Security Emergency phone (615) 479-5789. At that point Security will put in effect its own call tree

Monitoring of Fire Alarm System

All Fire Alarms are monitored offsite 24/7/365 by SCT Alarms Systems. 1-800-447-5509 or (931)381-3322. SCT is located in Columbia, Tennessee.

Use of Portable Electrical Devices

The leads and plugs of electrical equipment, or sometimes the equipment itself, can be damaged with use which may result in an electric shock. Electric shocks can cause severe and permanent injuries and can kill. Damaged equipment can cause fires that can lead to death or injury to others.

Most of these accidents can be avoided by adopting a policy with straightforward precautions.

The College recognizes that with the ever increasing pace of technology and for reasons of personal safety, staff and students may wish to bring certain personal electrical devices to work. Students and Staff are permitted to bring in and use the following personal equipment:

- Mobile/smart phones and chargers
- Digital organizers and chargers
- iPhones, iPods, and MP3 players.

Smoking and Open Flames

Open flames or objects capable of producing a flame are prohibited on the campus.. This includes burning/burnt candles, incense, oil lamps, matches, and cigarette lighters. In the event of a power failure, use a flashlight, not candles.

Smoking is permitted as long as it is done at least 30 feet away from any entrance. Butts shall be disposed of in approved containers.

Fire Drills

An evacuation practice will be carried out at intervals of not more than 12 months in order to practice the fire and evacuation plan for the building. A record of each evacuation will be retained with the Fire Safety Management Plan.