

Augusta University

Policy Library

Fire Code Red Policy

Policy Owner: Environmental Health and Safety Division

POLICY STATEMENT

Protection of life and property from fire requires the involvement of the entire Augusta University community, dedicated to effective fire prevention, response and reporting system.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Intentionally left blank.

PROCESS & PROCEDURES

General

- Many, but not all university buildings are equipped with automatic fire alarms. When activated, many alarm systems automatically notify the Central Energy Plant and the Public Safety Dispatcher. When the fire alarm system activates in buildings, an alarm will be heard throughout the building. Horns sound to announce the fire and continue sounding until silenced by Public Safety. Many systems have strobe lights for the hearing impaired. Some systems have a Code Red voice message that sounds intermittently with the alarm tone.
- Other university buildings are not equipped with an automatic fire alarm system, and require manual activation of fire alarm pull stations. Fire alarm pull stations are located at exit and stairwell doors.
- In all cases personnel should notify Public Safety of the fire emergency by telephone at (706)721-2911. This number is staffed 24 hours a day, seven days a week. For buildings without fire alarms the telephone call to Public Safety is the only notification of the emergency.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 601

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 12/19/2017

Last Review: 01/03/2018

Responsibilities of All Personnel. All personnel should maintain familiarity with the Code Red policy, the evacuation plan for their building, the location of fire extinguishers, and fire alarm pull-boxes.

Responsibilities of any Person Discovering a Fire. Any person who discovers a fire of any type or size at the university shall follow these Code Red procedures:

- Calmly notify other personnel in the area. Remain calm and never yell “FIRE”. Use the term “Code Red” to avoid panic. Inform visitors to remain calm while instructing them if evacuation is required.
- Follow established fire safety and evacuation procedures for your area. In all university buildings the plan requires evacuation to a safe area outside the building. If time permits, clear corridors of carts or other obstructions.
- Remove persons in immediate danger of the fire. Close doors to the affected area.
- If the building is not equipped with an automatic fire alarm system, or the system is not operating, activate the nearest fire alarm pull station.
- Call the Public Safety Division. Identify yourself and provide the campus location and type of fire. Remain on the phone as long as is safely possible or until released.
- Personnel may attempt to extinguish the fire with the proper fire extinguisher located in the area. Do not attempt to fight a fire if it is large, spreading, or could block your exit. If the room door was closed, do not open it.
- Wait in a safe place for Public Safety and the Fire Department. Be prepared to follow instructions from Public Safety or the Fire Department.

Responsibilities of Supervisors

- Maintain the building evacuation plan.
- Instruct employees on fire emergency procedures.
- Direct the response of the department during a Code Red; clear corridors of obstructions; and prepare to advise first responders.

Responsibilities of the Public Safety Division

- The Public Safety Division responds to all fires and fire alarm activations on Augusta University properties to determine causative factors, file a police report, and call for assistance, if needed. Intentionally set fires (arson) or deliberate false alarms are pursued for criminal prosecution.

- When on the scene, Augusta University Public Safety personnel will acknowledge the alarm, but not reset the alarm. The system component that activated will be identified and corrective action taken. Once the activation has been cleared, the alarm system is reset.

Responsibilities of the Environmental Health and Safety Division Fire Safety Office

The Fire Safety Office investigates all fires and fire alarm activations occurring on Augusta University properties with the intent to learn lessons, prevent recurrence, and update staff training. The Fire Safety Office generates reports of fire investigations and makes notifications to the state.

REFERENCES & SUPPORTING DOCUMENTS

Intentionally left blank.

RELATED POLICIES

Intentionally left blank.

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 01/03/2018