

Augusta University

Policy Library

Fire Code Red Policy

Policy Manager: 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

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PROCESS & PROCEDURES

General

- Many, but not all university owned buildings are equipped with automatic fire alarms. When activated, many alarm systems automatically notify the Central Energy Plant and the Augusta University Police Department Dispatch. 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 the appropriate authority. 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.
- Personnel located on the Health Sciences, Summerville, Riverfront, and Forest Hills campuses should notify Augusta University Police Department of a 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, this telephone call is the only notification of the fire emergency.

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Executive Policy Sponsor: AVP, Environmental Health and Safety Division

Next Review: 2/2025

- Personnel located in other university locations or off-campus should contact 911 or the appropriate fire services at that particular location.

Responsibilities of All Personnel

- All personnel should maintain familiarity with the Fire 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 owned/leased 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 Augusta University Police Department, 911, or the appropriate local fire services. Identify yourself and provide the campus location/address 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 first responders and be prepared to follow all instructions.

Responsibilities of Supervisors

- Instruct employees on fire emergency procedures to include the location of the departmental rally point as well as the location of the closest fire exit.
- Be prepared to provide departmental employee verification to first responders.

Responsibilities of the Augusta University Police Department

- Augusta University Police Department responds to all fires and fire alarm activations on Augusta University campuses 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 Police Department personnel will acknowledge the alarm, but not reset the alarm. The system component that has been 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 campuses 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

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RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 3/1/2022

President, Augusta University

Date: 3/1/2022