



FIRE SAFETY PLAN AND EMERGENCY PROCEDURES

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REVISED 2018

Program Approval

Emergency Facility Coordinator

Date

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Date

FIRE SAFETY PLAN

EMERGENCY PROCEDURES

Executive Summary

1 OVERVIEW

Flagler College is committed to the welfare of its students, faculty, staff and visitors. Preparing a variety of policies, guidelines and allocating resources to respond to possible emergencies is one way the College meets this commitment. The combined “Emergency Action Plan” and “Fire Safety Plan” will and can be referred to as “The Plan” throughout the remainder of this document. The Plan is fashioned in accordance with the laws, regulations, and policies that govern emergency preparedness and reflects the most current thinking in this area.

The Emergency Action and Fire Safety Plan is designed to maximize human survival, preservation of property, minimize danger, and restore normal working conditions once emergency has conceded. Also it is designed assure responsive communications with the College community, surrounding neighborhoods, the City of St. Augustine, St. Augustine Police Department, the Local Emergency Planning Committee (LEPC), and the Florida Emergency Response Committee (SERC).

The Plan for Flagler College is publicly available on the Environmental Health and Safety web site. The College also relies on LiveSafe for immediate emergency communications directly to cell phones and emails. These programs and websites have information online, trainings, text and message alert systems, and a database of information for occupants of any Flagler College building.

It shall be the responsibility of the Director of Flagler College Campus Safety and Security (FCCSS) and the Environmental Health and Safety (EHS) Manager to update the Flagler College Emergency Preparedness Plan. The plan shall be reviewed annually and updated as needed. Office of Environmental Health and Safety may be referred to as **EHS** and the office of Flagler College Campus Safety and Security may be referred as **FCCSS**

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2 FACILITY DESCRIPTION

Flagler College is a four year liberal arts college that is located in St. Augustine Florida. The main campus is located at 74 King Street, with a large portion of residential housing at 1 Malaga Street (“FEC Building” and “Abare Hall”). The College has approximately 29 buildings that make up the campus within an estimated 1/2 mile radius. An approximate total acreage is 49 acres of Flagler College owned land and facilities. This includes academic facilities, athletic facilities, dormitories and private residences owned by the college. The buildings on campus are maintained by the Facilities department, which is located at the Maintenance Compound in Kenan Hall.

The core of the campus has several academic buildings such as the Art Building, Kenan Hall, Hanke Hall, Business Services Office. Core residential halls, such as Ponce Hall, Lewis House, Cedar Hall, FEC and Abare Hall are spread out through the campus and core of the city. The college houses additional students and some of the faculty and staff in houses and apartments located throughout the St. Augustine area. The city campus also has an auditorium and gymnasium across King Street from Ponce Hall, which hold sports competitions, graduation and a variety of events. There is a sports complex located approximately 2 miles from the center of campus, off of Old Moultrie Road. Appendix 1 shows the overview of the Campus Site Plan.

Flagler College has a yearly attendance of approximately 2,600 students with a faculty and staff around 700. Academic departments at the College include programs such as Art, Astronomy, Biology, Business, Environmental Sciences, Economics, English, Geology, Law, Math, Physics, Psychology, Religion and Theater and Dance. A Board of Trustees, a College President, a CFO / Vice President of Business Services, VP of Student Services, Dean of Students, and Dean of Academic Affairs provide primary oversight to the College.

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3 FIRE SAFETY PLAN

In accordance with the requirements of (OSHA) 29 CFR 1910.38, §1910.39, and the Flagler College Environmental Health & Safety program, the following guidelines have been established to inform and train our employees around the Fire Safety Plan (Emergency Action Plan). These plans outline emergency escape procedures, fire detection, fire prevention, protection and suppression activities, personnel accountability, medical and rescue responsibilities, and response to other hazardous situations.

Employees of Flagler College are expected to know how to initially respond to an emergency situation. Appropriate responses may be as simple as evacuating the area, summoning additional assistance, mitigating the hazard, or assisting another member of the Flagler College community in cases of accident, fire, illness, or injury.

The Fire Safety Plan and Fire Prevention Plan must be made available to all employees upon request. A copy of this particular plan will be posted in the Office of Student Services, maintenance shop (Kenan Compound), Office of Campus Safety and Security (170 Malaga), Director of Facilities Office, Kitchen Staff Office, and the employee breakroom. Additional copies can be obtained from the Environmental Health and Safety Manager or department director.

Fire Safety Guidelines

IMPORTANT PHONE NUMBERS

a. Campus Safety and Security 170 Malaga and Ponce Rotunda	819-6200
b. Environmental Health and Safety Business Services Building	819-6422
c. Facilities Service Desk Maintenance Complex	819-6469

GENERAL FIRE SAFETY INFORMATION

Flagler College is committed to providing a healthy and safe educational and working environment for our students, faculty, and staff. In order to meet this goal the College has developed a number of policies and procedures to protect the campus community. The success of the program depends on each one of us.

The following are the Fire Safety Policies and the Standard Operating Procedure for Flagler College. This Plan complies with those of local, state, and federal regulatory agencies, including the Florida State Building Code, the Florida Fire Prevention Regulations, and the recognized fire safety standards such as the National Fire Protection Association.

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3.1 Emergency Evacuation Training Requirements

All Flagler College employees must be trained in safe evacuation and notification procedures in cases of actual or drill emergencies. Emergencies which may occur include, but are not limited to, a bomb threat, earthquake, explosion, fire, flood, gas leak, hazardous material incident, other natural disasters or personal injury accident.

Flagler College and the respective faculty and staff shall review the Fire Safety Plan with all college employees. The plan and appropriate training will be initially provided to each supervisor and manager.

After, the plan will be provided in accordance to applicability:

1. For each employee and also each new employee of the College, as soon as possible
2. Whenever an employee's responsibilities or designated activities under the plan change
3. Whenever the plan is altered
4. When it is apparent that refresher training should be provided

The training must address escape routes, notification of appropriate response agencies, instructions on activating a building fire alarm system, how and when to use a fire extinguisher, and what should be done after evacuating a building. At the appropriate times, under the direction of the Flagler College Campus Safety and Security, fire drills will be carried out in the academic buildings and the residential facilities. The drills shall be conducted to familiarize the staff and occupants with the sound of the fire alarm and to initiate the appropriate, desired response.

Since each building at Flagler College is different in construction, design, occupancy, and purpose, the plan may need to be slightly modified to expedite evacuation and aid in the mitigation of the hazard.

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3.2 Emergency Exit Requirements

In addition to OSHA; SAFD and the State of Florida reference the NFPA Life Safety Code which dictates how “exits” are to be constructed and maintained throughout the campus. These regulations apply to not only exit doors but also to the exit access (corridors and stairwells that lead to the exit) and the exit discharge (the area past the exit doors which may include exterior ramps, steps, fire escapes and sidewalks.)

Exits are permanent, unobstructed means of egress that must lead to a street, walkway, or other open space outside the building. They can, under certain circumstances; lead directly into another building or area of refuge provided that they then lead directly to the outside. Exits must be adequate in number and shall be clearly visible to all occupants in the building - academic or residential. Exit signs are usually red in color but are permitted to be green (i.e. Ponce Dining Hall). The signs are required to be self-illuminated or may be lit by battery pack or generator in case of power outage.

Exits’ accesses and discharges must be maintained and unobstructed. Exits provide a safe and easily identifiable route out of a building in cases of emergency and allow swift and unhampered ingress for firefighters or other emergency personnel in the event of a fire or rescue.

Therefore, designated exits must meet the following criteria:

1. All illuminated “EXIT” signs must be maintained. Custodial or electric shop staff must change bulbs as soon as they are found to be out.
2. All emergency lights powered by battery or emergency generator must be maintained. Custodial, electrical, and EH&S staff should test accessible emergency lights weekly. The electrical shop staff must check those lights that are not accessible at least annually.
3. All corridor smoke and fire doors must be kept closed to prevent smoke migration to other parts of the building during a fire. Door chocks and stops on corridor doors shall not be used except when actively cleaning a floor in the immediate area.
 1. Exception - Corridor and stairwell fire/smoke doors that are held open by a magnet do not have to be kept in the closed position. If a smoke detector is activated or the fire alarm sounds within the building, the doors will automatically close.
4. Corridors and stairwells cannot be obstructed or used for storage. The only items that can be placed in corridors or stairwells are non-combustible items like soda machines and metal cabinets as long as they do not block the exit traffic. Prohibited items include, but are not limited to:
 1. recycling and trash containers
 2. cardboard boxes and paper
 3. combustible or flammable decorations, including Christmas trees and wreaths
 4. gases, oils, fuels, or other combustible and flammable liquids, including alcoholic beverages and cleaning supplies

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5. stuffed chairs, couches, and other furnishings that are capable of burning or smoldering
5. Exit doors cannot be chained or locked from the inside except in those cases where the facility is being renovated or otherwise labeled to prevent initial entry.
6. Doors that are located within the means of egress that may be mistaken as part of the means of egress must be labeled "Not an Exit" or otherwise identified.
7. Doors, partitions, or other effective means to prevent occupants from going past the exit and exit discharge must interrupt stairways that continue beyond the level of exit discharge (such as those stairwells in the Proctor Library).
8. Elevators cannot be used as an emergency means of egress from a building, except:
 1. For the evacuation of the disabled, ONLY by fire or police personnel,
 2. As otherwise permitted by the St. Augustine Fire Department and Flagler College Campus Safety and Security.
9. All exits and signage must be maintained during alteration, construction, demolition, and repair of a building. If an exit is to be blocked temporarily or the exit is part of the construction project, an alternate means of egress must be approved by the Environmental Health & Safety Manager.

In order to ensure that all occupants of the building have evacuated safely, the College will implement the following

1. If the Flagler College Security Department receives a report of an active fire or other serious hazard within a building they shall notify the Saint Augustine Fire Department.
 1. Buildings are equipped with fire detection, alarms and "trouble" alerts to notify by direct wire communication. A monitoring company directly contacts SAFD, and then contact the Security Department
 2. Facility Emergency Coordinator to be notified immediately.
 3. Security on duty will confirm with SAFD there is an active issue that warrants assistance from Fire, Medical or Police authority.
2. The Department of Safety and Security will notify employees by radio/ telephone/ or mass notification about the fire or other hazardous situation and the building involved. LivSafe is the current mode of mass communication, along with the warning bullhorns attached to the roof of F.E.C. dormitories, if necessary.
 1. Security shall notify the Facility Emergency Coordinator, Director of Facilities, Dean of Students and EH&S Manager. Depending on the situation and the outcome, other directors and board members may be notified for further implementation of resources.
3. After notification by Security or mass communication, regardless of which building is involved, the following shall take place:
 1. **Housekeeping Staff** assigned to the building involved in the emergency shall evacuate the building through the closest available exit. Once outside of the building, they should proceed to the front of the building so that their supervisor can locate them. When notified of the emergency, the **Housekeeping Supervisor**

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or designee shall immediately report to the front of the affected building to ensure that staff has evacuated safely. The supervisor should report his/her findings to the FCCSS Office as soon as possible for accountability reasons.

2. **Maintenance Staff, Delivery, and Special Services Staff** shall report to their main office or shop to be accounted for by the department or shop supervisor. If a maintenance employee has been asked to go to the scene of the emergency, he/she must let their supervisor know his/her location before they initiate work activity at the building. Once the trade's person arrives at the scene of the emergency, they should report to the front of the building to the person in charge (i.e., Fire or Police Department representative) for instructions.
3. **Outside Contractors** assigned permanently or temporarily to the building involved in the emergency shall evacuate the building through the closest available exit. Once outside of the building, they should report to the front of the building to Security, to notify them of their safety. All outside contractors should have Contractor Badges, which Security keeps daily logs of those who obtain them.
4. **The Director of Facilities or designee**, after hearing the report from the Campus Security Office or designee, shall immediately report to the front of the affected building to ensure that all employees have evacuated safely. He/she should report his/her findings to the FCCSS as soon as possible for accountability reasons.
4. After everyone has evacuated the building and gone to their assigned location in front of the building, they should remain there until they speak with their supervisors. They should not reenter the building until the fire alarm or other audible warning has been silenced and the St. Augustine Fire Department or Campus Security has granted permission.

There are a number of emergency call boxes located throughout the campus that dial the Campus Security directly. These are clearly marked by a visible blue light.

Certain emergencies are reported immediately to local authorities by the Campus Security Communications Center. A direct line from Campus Security allows immediate contact with the local public safety dispatch center.

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3.3 FIRE - SPECIAL REPORTING PROCEDURES

The following procedures shall be followed when someone discovers a fire in a building, regardless of how large the fire is:

- 3.3.1 **Close the door** to the room where the fire is located. This will confine the fire to a smaller area.
- 3.3.2 **Activate** the closest fire alarm system. Pull stations are usually located next to an exit or stairwell door
- 3.3.3 **Telephone Security Office** to report the location of the fire. You or someone you designate must make the telephone call from a safe location as quickly as possible.
 - 3.3.3.1 Once you have given the dispatcher the information, stay on the line and wait until the dispatcher instructs you to cease the call because the dispatcher may need more information.
 - 3.3.3.2 The St. Augustine Fire Department via the Campus Security will know from your call that this is an active fire and not a non-issue from over reaction by a detection system, electrical fault or system failure (non-life threatening).
- 3.3.4 **Extinguish or Evacuate**
 - 3.3.4.1 If the fire is small and you have been trained to use the fire extinguisher, you may attempt to put the fire out. (Refer to the Fire Extinguisher Section of this plan.)
 - 3.3.4.2 If you have not been trained to use the fire extinguisher or the fire is too large to extinguish by portable extinguisher, EVACUATE the building and:
 - 3.3.4.2.1 **(1)** Go to the closest exit and proceed directly to your assigned area away from the building. You should have a pre-designated area to meet for accountability reasons.
 - 3.3.4.2.2 **(2)** Notify others on your way out that this is a real fire but do not stop to force their evacuation.
 - 3.3.4.2.3 **(3)** When you get to your assigned area, wait to be accounted for and stay with your class, department or office so that the fire department or campus Security officer can ask questions about the building or fire.

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- 3.3.4.2.4 (4) If you have knowledge of the fire, such as location, size, cause, or you are aware of a person trapped, immediately notify the Campus Security Officer who will provide the fire department with this information

3.3.5 Defend in Place

3.3.5.1 If you are unable to evacuate the building because of fire or smoke in the corridor:

1. Remain calm.
2. Close the door to the room you are in and call the FCCSS (904-819-6200) to report your position so that you can be rescued.
3. If smoke begins to come in under the door, stuff blankets or towels (preferably wet) under the door to prevent the smoke from coming in. Wave a brightly colored article of clothing or similar material in the window to attract attention;
4. **Do not** break the window unless absolutely necessary. Breaking the window may result in falling glass injuring people below or smoke entering the window making it more difficult to breath.

3.3.6 Do not re-enter the building, until:

1. The fire alarm has been silenced, *and*
2. The fire department/ or Department of Safety and Security has indicated that it is acceptable to re-enter.

3.3.7 Department Heads and Directors; after accountability has been addressed, department heads and directors are strongly encouraged to meet the Fire Department Incident Commander, FCCSS and the EHS Officer at the front of the building.

- 3.3.7.1 Department Heads, Directors and Building Custodians are most familiar with the building involved.
- 3.3.7.2 Department Heads and Directors will be able to learn cause of alarm.
- 3.3.7.3 Department Heads and Directors will be told what, if any action will be required.

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- 3.3.7.4 After the alarm has been silenced, the Department Heads, Directors, and Campus Security will be told when it is safe to re-enter the building. Re-entry of the building is not always possible, even after the alarm has been silenced.
- 3.3.7.5 Department Heads and Directors will have a follow up meeting, discuss the incident and record meeting minutes
- 3.3.7.6 Dean of Students and/or designee will notify the parents of the students, and directors of each department will report back to their employees about the cause/outcome of the emergency
- 3.3.7.7 Training and changes to policy and procedure may be necessary if following the current Plan did not result in a smooth evacuation.

3.4

Individual building evacuation plans

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Ponce Hall

Lobby Level

1. When alarm sounds, promptly leave room and exit building via the primary exits, following lit exit signs or direction of Security Guards. There are exits on the North and South end of the lobby,
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

First / Second / Third Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. Follow illuminated exit signs to the North, to midway stairwells on corridors running Northwest to Southeast, or to the Emergency Stairwells on the Southeast corner of Ponce Hall East, and Southwest corner of Ponce Hall West.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions. If exiting the West side, head to the West Lawn. If exiting the Eastern side, travel North / Northeast and muster in the Northeast corner of Kenan Parking Lot.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

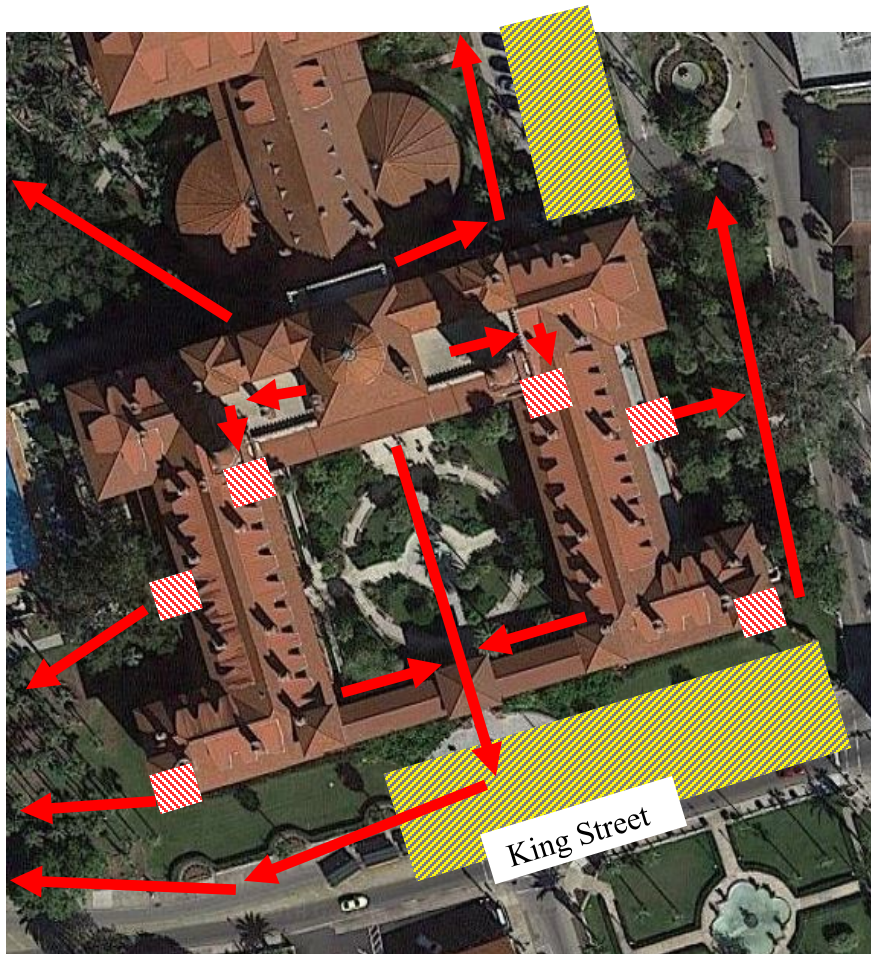
Fourth Floor (Solarium)


1. When alarm sounds, promptly leave area and exit building via the primary exit shown on the posted evacuation maps. Follow illuminated exit signs. Do not attempt to use elevators or muster on the patios. Proceed directly to East or West Stairwell and descend immediately.
2. Use an alternate exit ONLY if the primary exit is blocked.
 - A. Do not use any window to exit the building. If other exit options are blocked, remain in an available fire stairwell until help arrives.
3. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
4. Do not attempt to re-enter the building for any reason.
5. Always remember to remain calm during the entire evacuation process.


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Gathering Areas/Assembly Points:

- West Lawn, past the gazebo. Muster along Sevilla St.
- If exiting through the courtyard, go west of main entrance on King St. sidewalk. Proceed down Sevilla Street in a Northerly direction toward the West Lawn



 = Fire Exit / stairwell

 = Vehicle Emergency Access

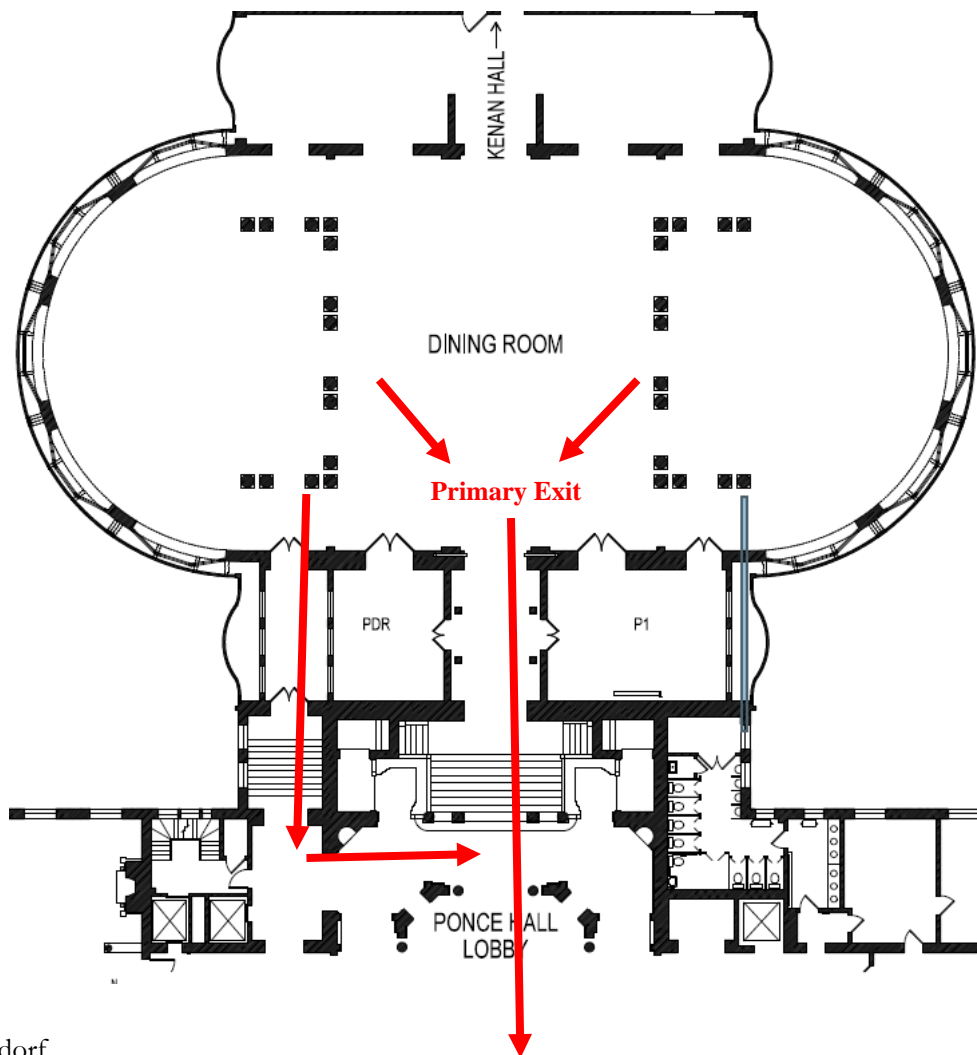
REMEMBER: Stay clear of the Kenan Parking area and vehicle paths, Emergency Vehicles need clear access to the buildings from all sides. DO NOT assemble in the courtyard, proceed directly out toward King Street, but not onto the street and go West toward Palm Garden / West Lawn.

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Ponce Dining Hall

Dining Area

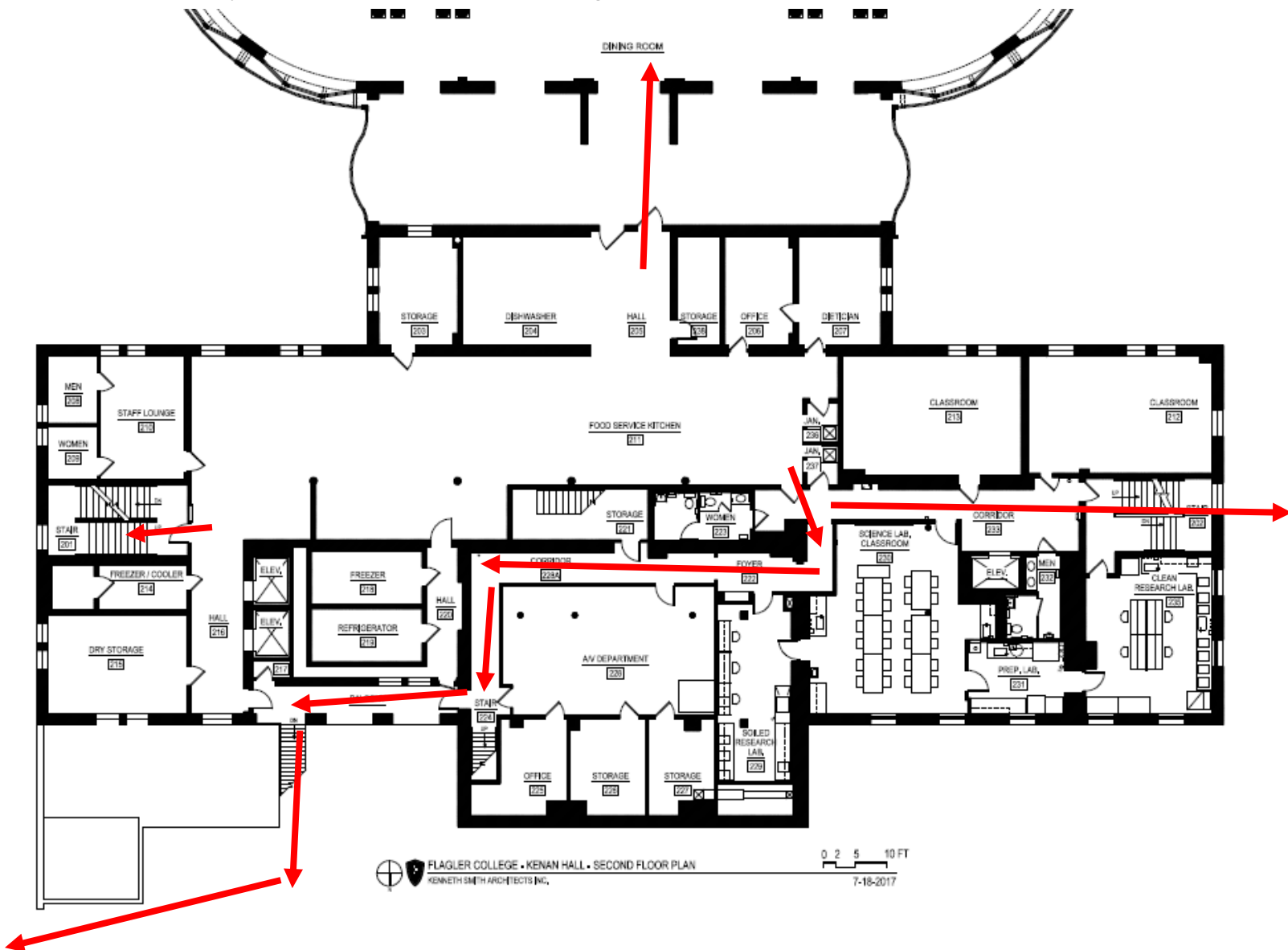
1. When alarm sounds, promptly leave dining area and exit building via the primary exits, following lit exit signs or direction of Security Guards. There are exits on the North and South end of the main lobby,
 - a. The pad locked exit where the handicap stair lift is will be manned by Campus security, unlocked and will assist and disabled persons down the lift or stairs
 - b. This will be unlocked right away in the event there is an emergency
2. Use an alternate exit ONLY if the primary exit is blocked.
 - a. Do not exit through the kitchen. The floor may be wet and/or oily and students may not have slip resistant footwear, leading to accidents or injuries
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort, in this case they DO NOT OPEN)
4. After exiting the building, proceed to the gathering area and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.



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Ponce Dining Hall Kitchen

1. When alarm sounds, promptly turn off all burners, heaters, fryers, ovens or running water.
2. Leave kitchen area and exit building via the primary exits, following lit exit signs or direction of Security Guards.
3. Use an alternate exit ONLY if the primary exit is blocked.
 - a. The floor may be wet and/or oily, do not run
 - b. Do NOT let students exit through the kitchen, they do not have proper footwear
4. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
5. After exiting the building, proceed to the gathering area and await further instructions.
6. Do not attempt to re-enter the building for any reason.
7. Always remember to remain calm during the entire evacuation process.



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Ponce Dining Hall Kitchen cont'd

Gathering Areas/Assembly Points:

- Northeast side of the Kenan Parking lot
- West Lawn
- Always proceed past the Ponce Courtyard, near the roadway outside of the courtyard (see below)

REMEMBER: Stay out of the roadway. The street and the parking area need to remain clear of any traffic so that the rescue vehicles have unimpeded access. Students will be evacuating Ponce dormitories as well, so proceed to West Lawn as quick as possible if applicable. Evacuate the immediate vicinity of the building but do not leave the area.

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Cedar Hall

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. This is either the Emergency Exit in the North Stairwell or Main Lobby Entrance/Exit on the East side of the main lobby.
2. Use an alternate exit only if the primary exit is blocked.
3. Use a window to exit the building only if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

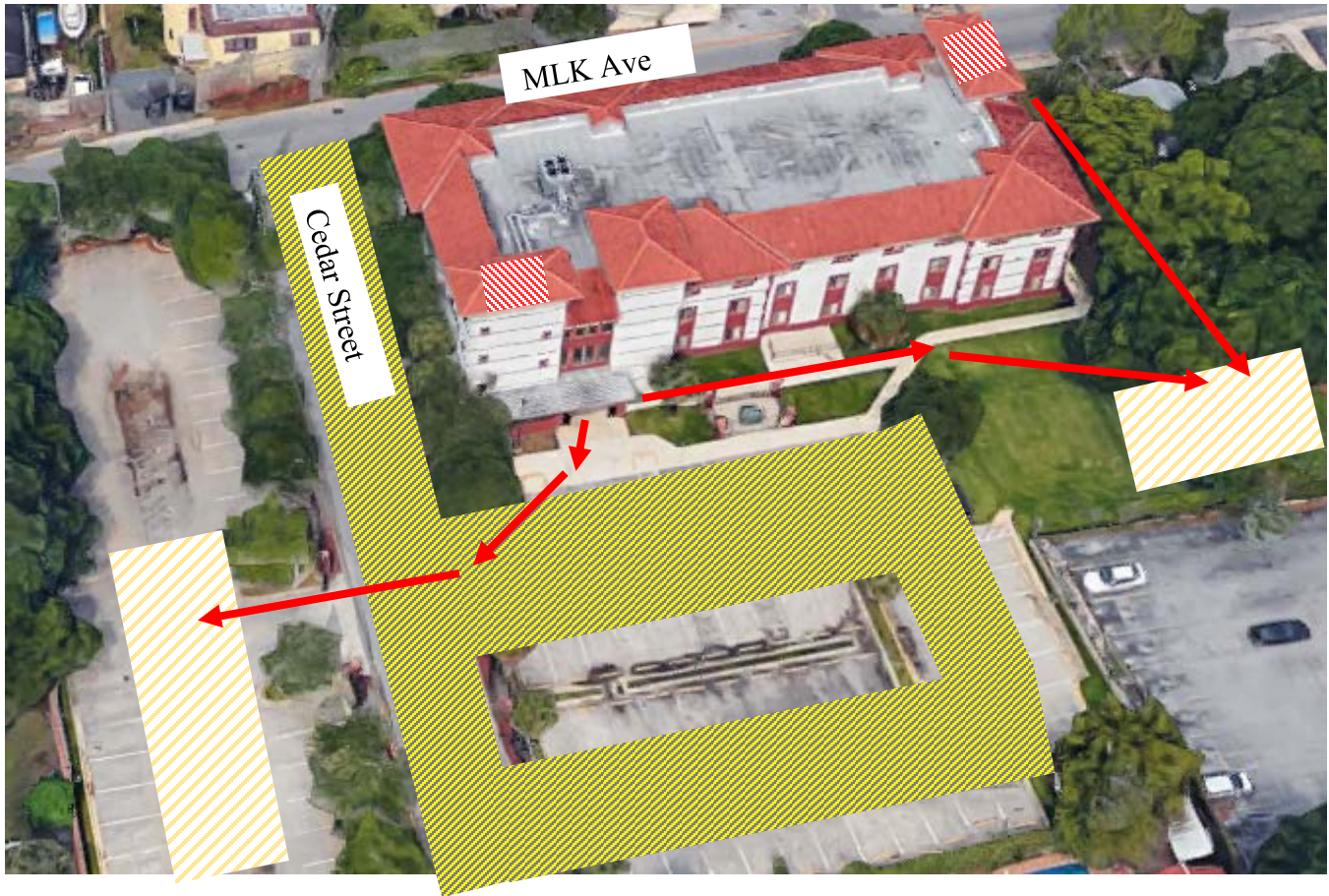
Second/Third Floor


1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. Proceed to either the North or South Stairwell, whichever is closer.
2. Use an alternate exit only if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the Northeast corner of the Parking Lot and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.


Gathering Areas/Assembly Points:

- Northeast side of the Cedar Parking area.
- South, across the street in the Student Parking Lot. Proceed with caution when crossing road.
 - If Campus Security is present, they are to assist with stopping traffic so students can evacuate to the lot across the street

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 = Fire Exit/stairwell

 = Vehicle Emergency Access

REMEMBER: Stay out of the roadway. The street and the parking area need to remain clear of any traffic so that the rescue vehicles have unimpeded access. Evacuate the immediate vicinity of the building but do not leave the area.

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FEC Residence Hall Towers

First Floor / Lobby Level

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. Proceed to nearest "EXIT" sign.
 2. Use an alternate exit only if the primary exit is blocked.
 3. Use a window to exit the building only if the first options are blocked or unavailable. (windows should only be used as a last resort)
 4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
 5. Do not attempt to re-enter the building for any reason.
- Always remember to remain calm during the entire evacuation process.

Second/Third/Fourth Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

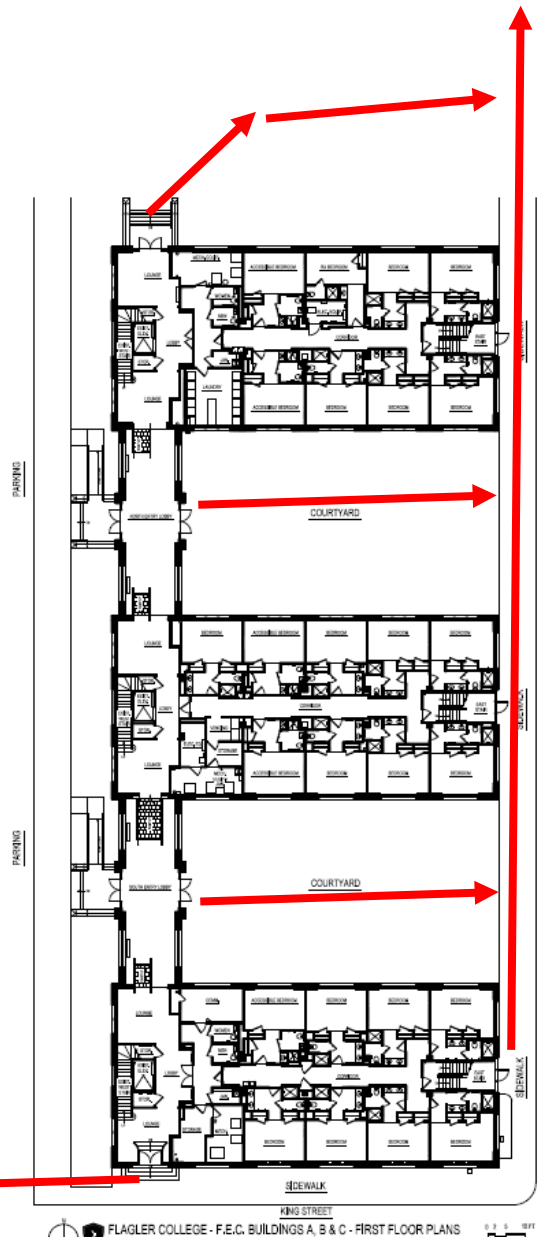
Gathering Areas/Assembly Points:

- South end of FEC, Away from the building so that all emergency vehicles can enter safely.
- FEC Parking Garage, if cleared for use by Fire and Safety officials. If not clear, proceed North on the sidewalk of Malaga Street, but be careful of Fire vehicles exiting Firehouse North of Garage
- If the only safe route is to the center courtyard and no other exit is deemed safe, muster in the furthest side from the fire and wait for authorized officials to guide you to a safer area.

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- = Fire Exit / stairwell
- = Vehicle Emergency Access



Remember to stay clear of any traffic lanes that emergency vehicles may use. Only use the King St. and Malaga St. emergency exits as a last resort. Evacuate the immediate vicinity of the building but do not leave the area.

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Abare Hall Residences

First Floor / Lobby Level

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

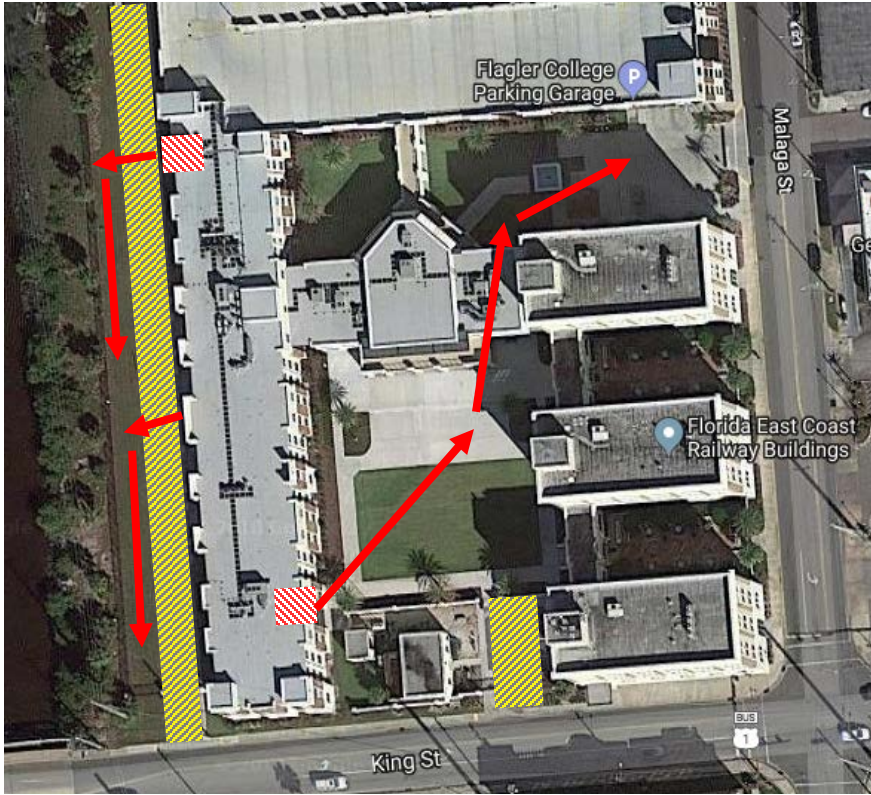
Second and Third Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. Stairwells are located North and South, either way down the hall. Locate the closest exit that is not blocked by any hazards and proceed.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

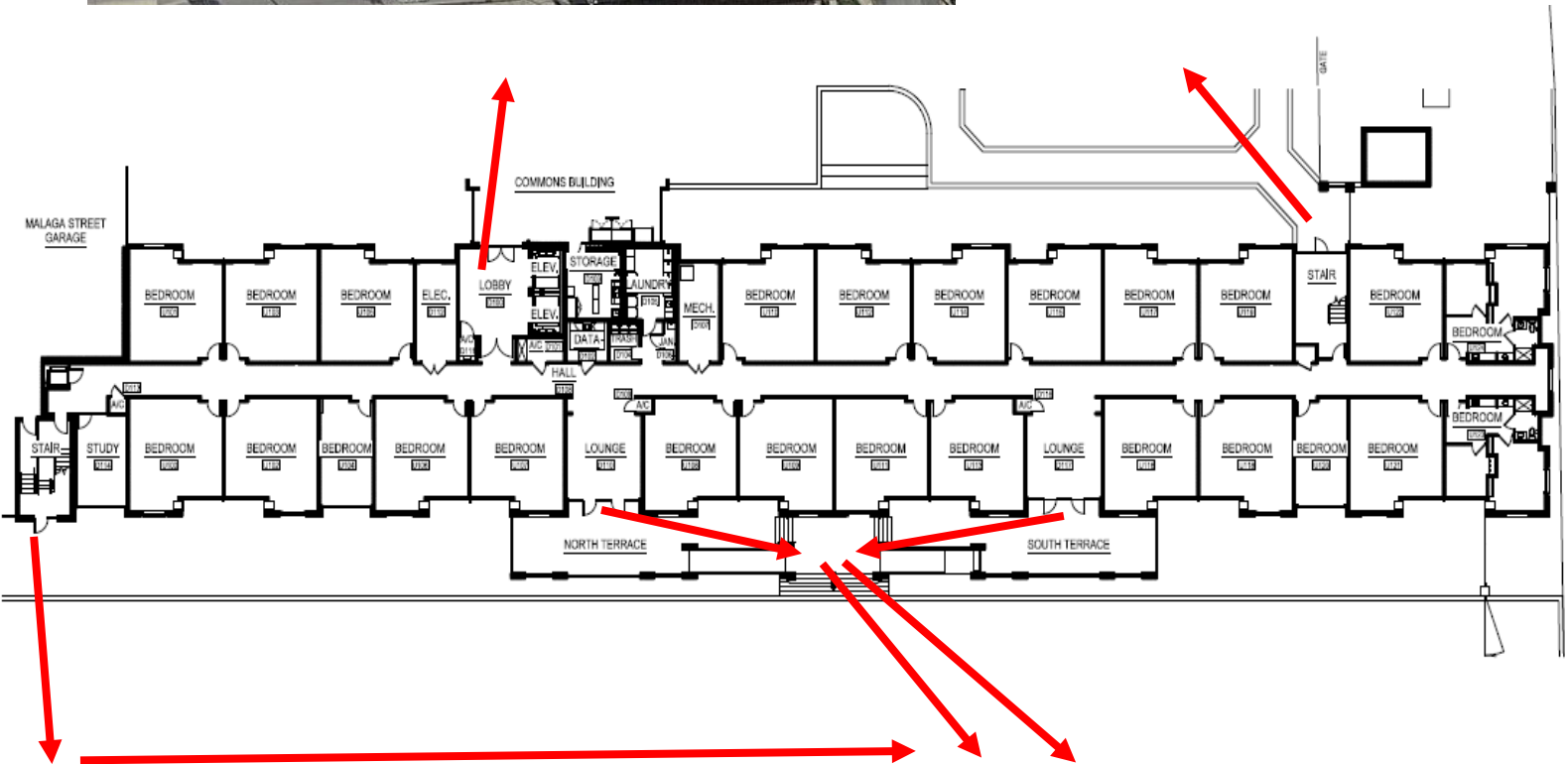
Gathering Areas/Assembly Points:

- West end of Abare Hall, along outer fence away from the building so that all emergency vehicles can enter safely down designated path
- FEC Parking Garage, if cleared for use by Fire and Safety officials. If not clear, proceed North on the sidewalk of Malaga Street, but be careful of Fire vehicles exiting Firehouse North of Garage
- If the only safe route is to the center courtyard and no other exit is deemed safe, muster in the furthest side from the fire and wait for authorized officials to guide you to a safer area.

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- = Fire Exit / stairwell
- = Vehicle Emergency Access



Remember to stay clear of any traffic lanes that emergency vehicles may use. The brick road to the West of Abare Hall is for Emergency Vehicles to use, stay clear of this access way. Evacuate the immediate vicinity of the building but do not leave the area.

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Commons Building

First Floor / Lobby Level

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

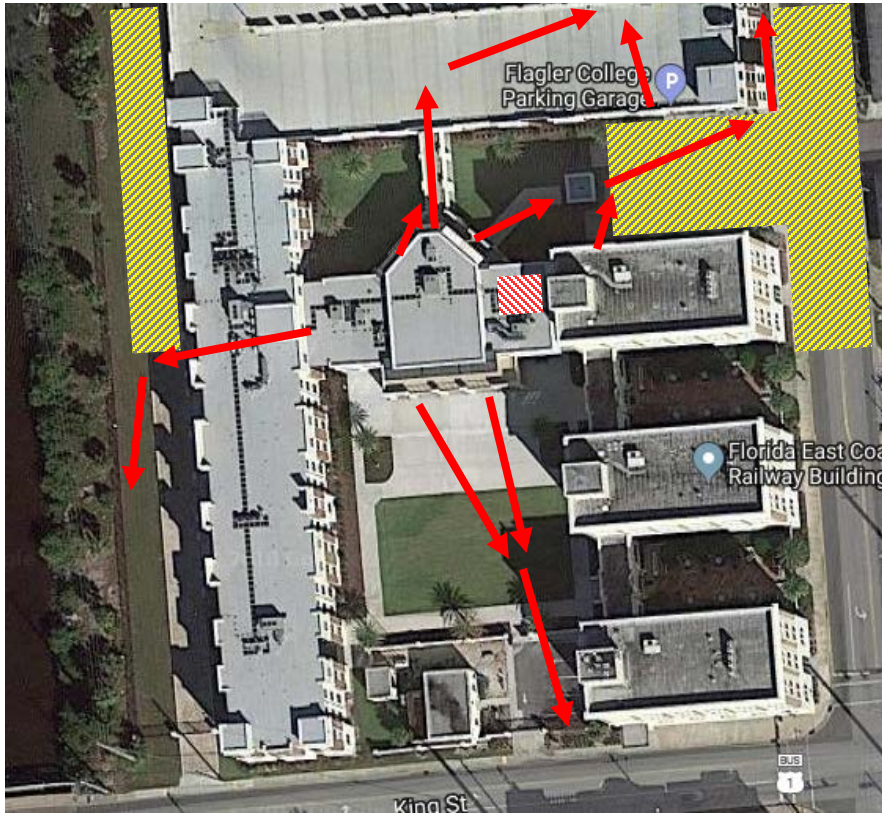
Second Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps. Stairwell is located on the East end, near the fitness room, or directly out the exits on the North side to the garage.
2. If you must use Garage as an exit, DO NOT stay in garage 2nd floor. Proceed to the first floor and exit the garage, heading North, if safe.
3. Use an alternate exit ONLY if the primary exit is blocked.
4. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
5. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
6. Do not attempt to re-enter the building for any reason.
7. Always remember to remain calm during the entire evacuation process.

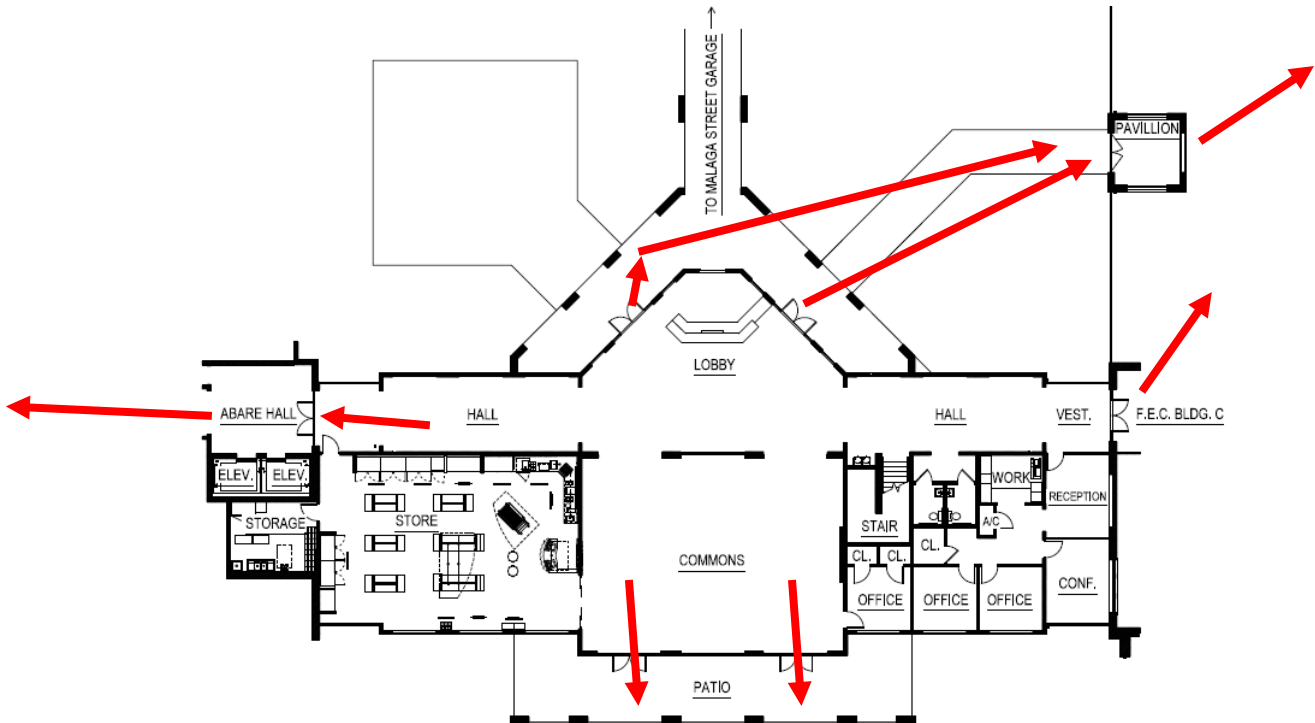
Gathering Areas/Assembly Points:

- South end of A Tower, Away from the building so that all emergency vehicles can enter safely.
- FEC Parking Garage, if cleared for use by Fire and Safety officials. If not clear, proceed North on the sidewalk of Malaga Street, but be careful of Fire vehicles exiting Firehouse North of Garage
- If the only safe route is to the center courtyard and no other exit is deemed safe, muster in the furthest side from the fire and wait for authorized officials to unlock and guide you away.
- Protocol for Security to be ready to open up any locked gates for ease of access (next to maintenance building and along King Street)

Flagler College Emergency Action and Fire Safety Plan



- = Vehicle Emergency Access
- = Fire Exit / stairwell



REMEMBER: Stay clear of any traffic lanes that emergency vehicles may use. Stay off the road of King Street and Malaga. Stay to sidewalks and pedestrian areas. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

FEC Garage

Lower Level

1. When alarm sounds, promptly leave the area or your car and walk to the exit of the garage via the primary exit.
 - a. Exit South toward FEC / The Commons, or exit North to the Fire Station side, and muster at least 100 ft from the building.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

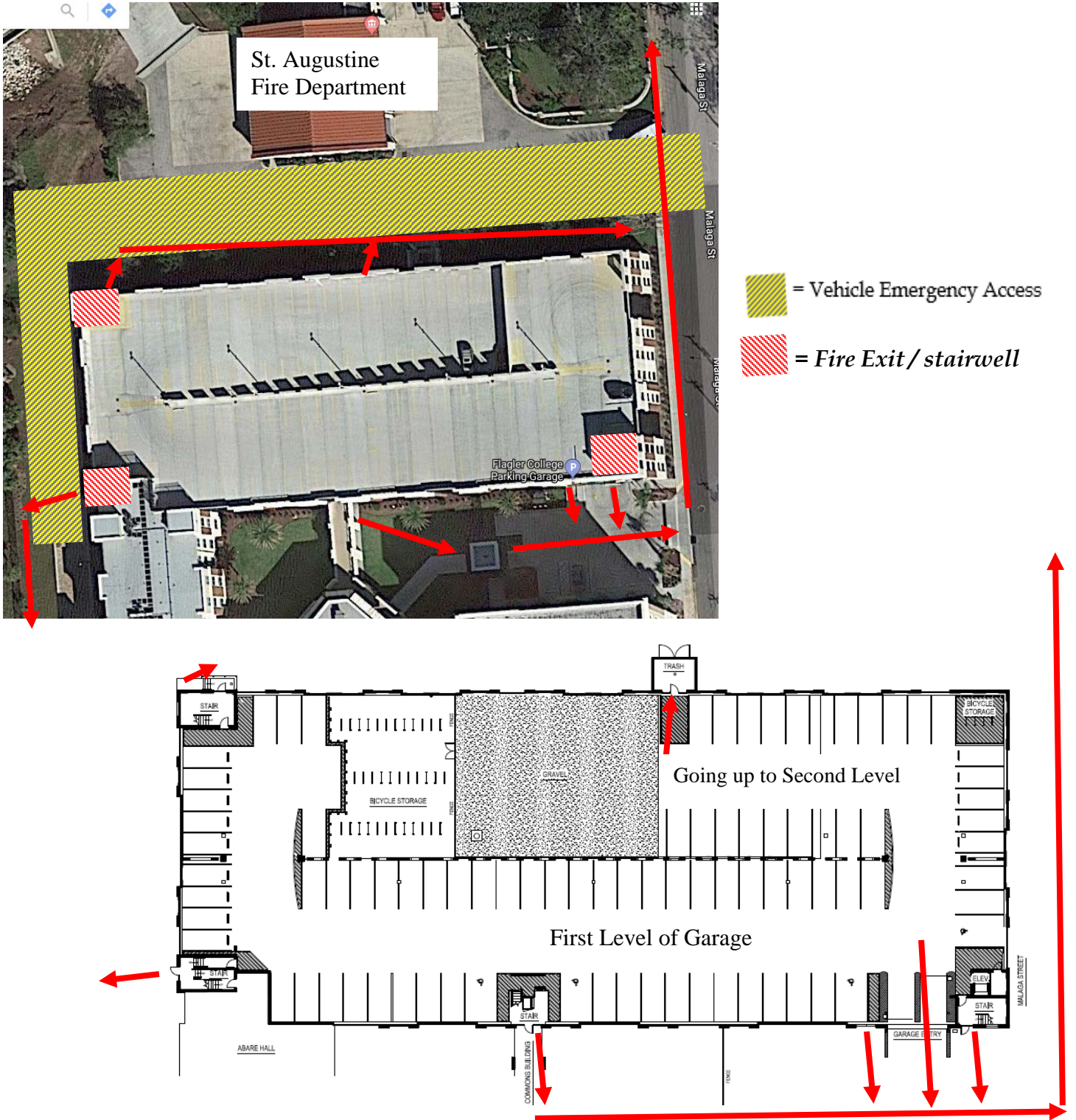
Second, Third, Fourth, Fifth Level

1. When alarm sounds, promptly leave your area or car, and walk to a stairwell via the primary exit shown on the posted evacuation maps. Stairwells Located on the East end near the elevator and West end toward the San Sebastian River
2. If you must use Garage as an exit, DO NOT stay in garage 2nd floor. Proceed to the first floor and exit the garage, heading North, if safe.
3. Use an alternate exit ONLY if the primary exit is blocked.
4. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
5. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
6. Do not attempt to re-enter the building for any reason.
7. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- South end of A Tower, Away from the building so that all emergency vehicles can enter safely.
- If you exit North towards the Fire Station, do not muster in the Fire Station Parking lot. Proceed to the sidewalk and Walk North towards 170 Malaga (Campus Security)

Flagler College Emergency Action and Fire Safety Plan



REMEMBER: Stay clear of any traffic lanes that emergency vehicles may use. Stay out of the Fire Station Parking lot and Malaga street. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Lewis House

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
 - a. Do not gather in the immediate parking areas surrounding the building. Stay clear of any impending hazards and also Emergency Responders will need clear access.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

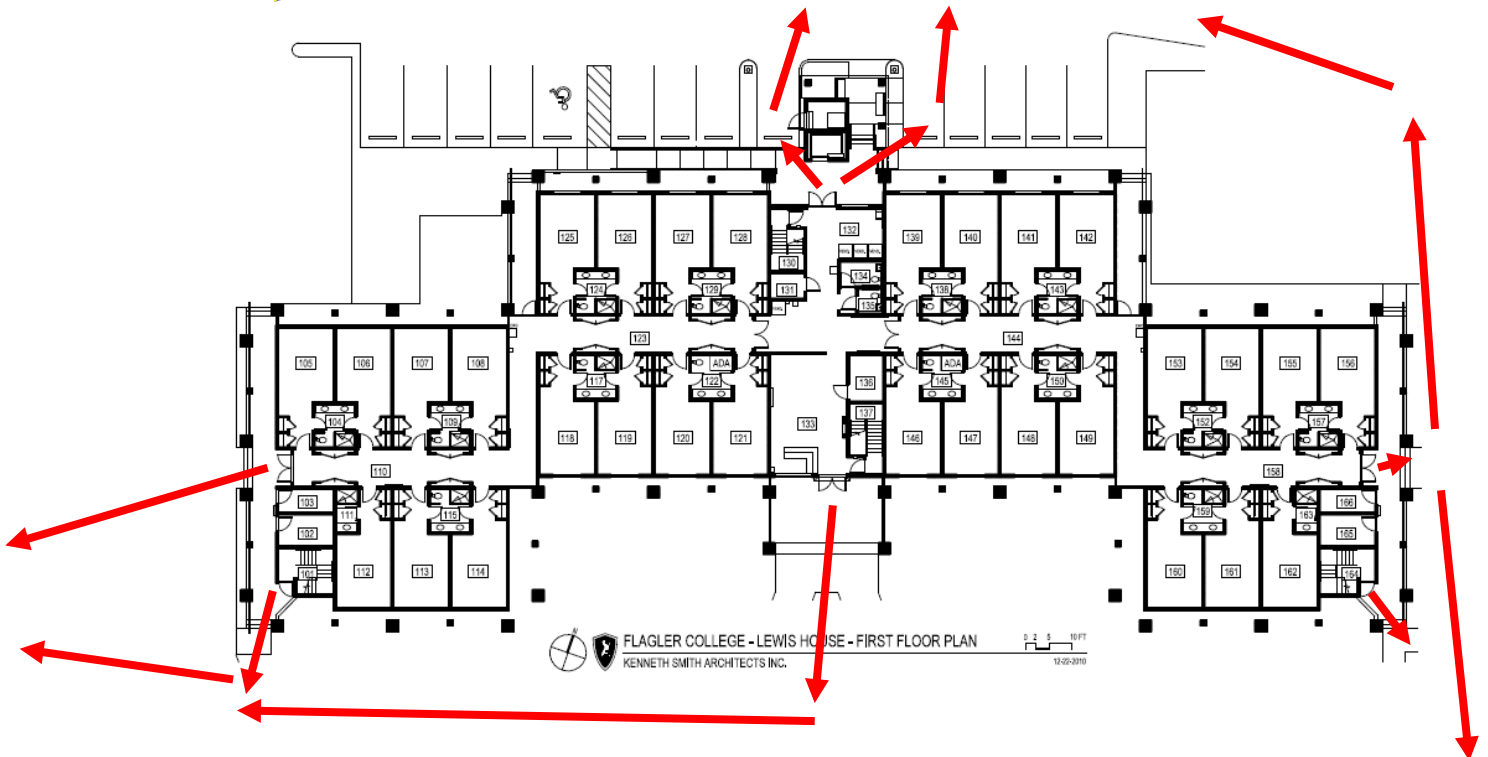
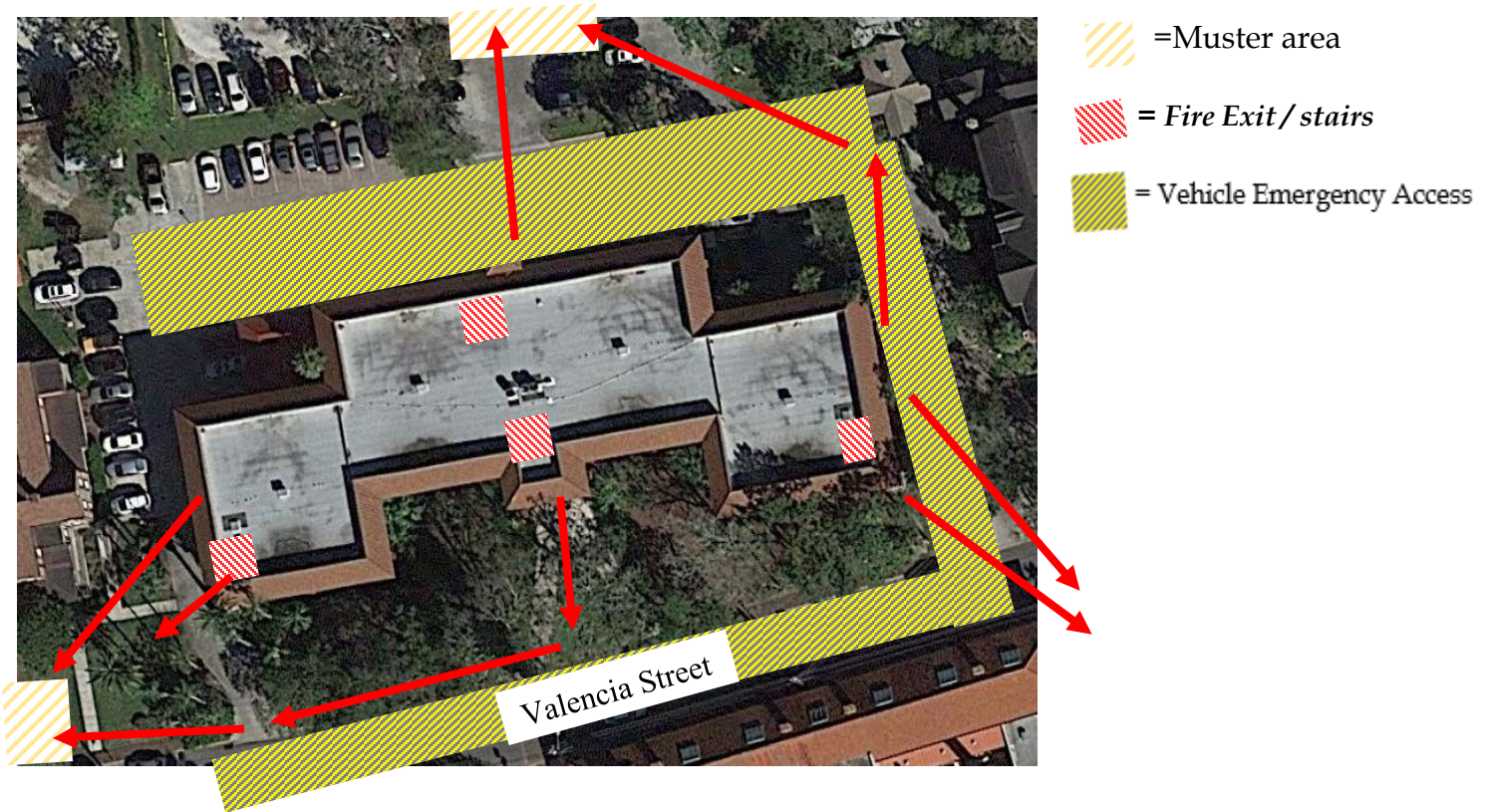
Second/Third Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- West Lawn, across Valencia Street
- Porous Concrete parking lot on north side of Lewis House.
- South side of building in front of Business Services.

Flagler College Emergency Action and Fire Safety Plan



REMEMBER: Stay clear of the roadway (Valencia St.) and immediate parking areas. This will most likely be the route that emergency vehicles will use. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Thompson Hall

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
 - a. Do not gather in the immediate parking areas surrounding the building. Stay clear of any impending hazards and also Emergency Responders will need clear access.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

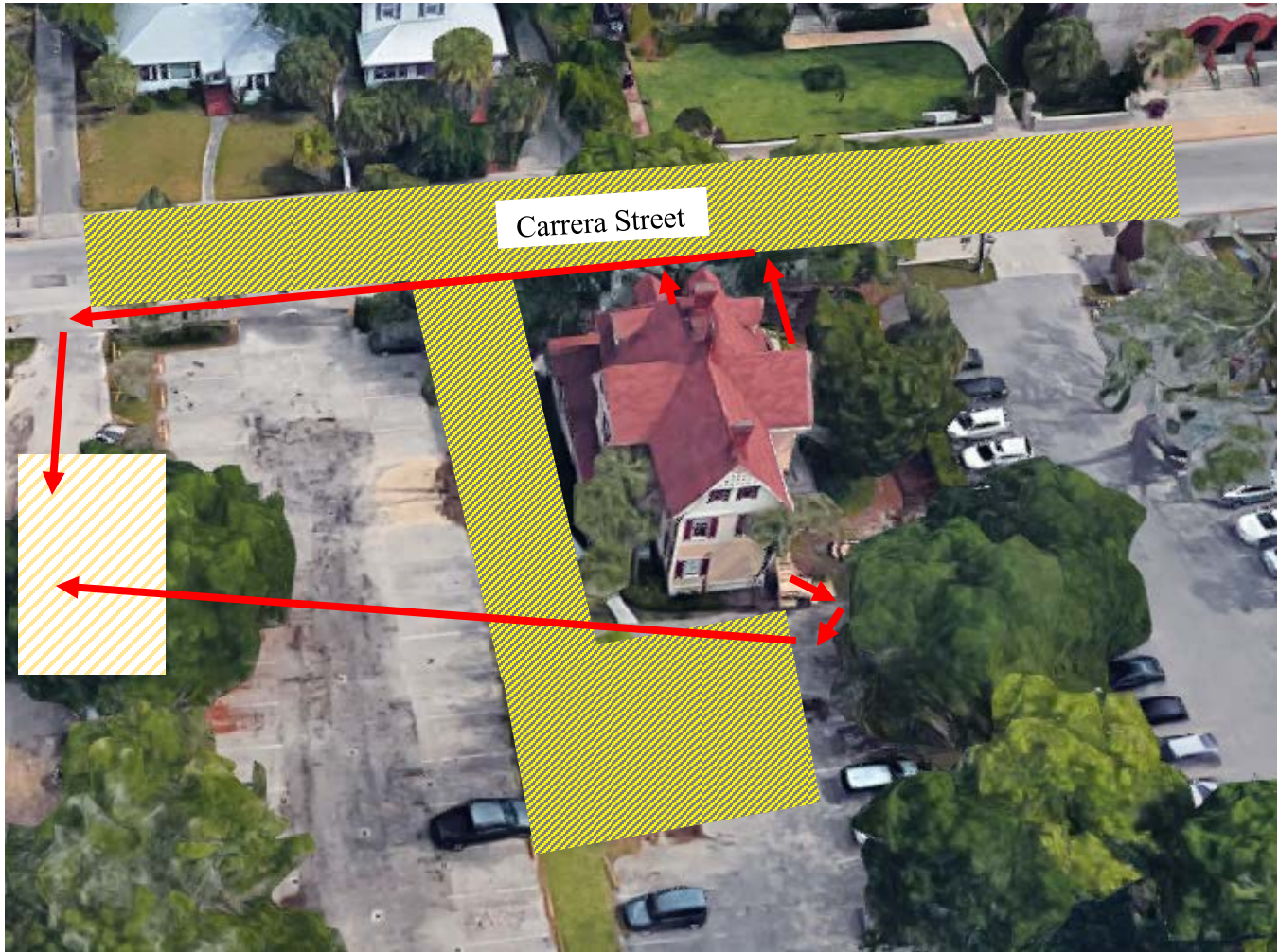
Second/Third Floor



1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process


Gathering Areas/Assembly Points:

- Stone Lot to the West of Thompson hall, do not gather in immediate parking lot as to allow clear access for emergency responders
- Porous Concrete lot behind Lewis house, towards Business Services. Do not muster near Palm Cottage / Wiley because Emergency Vehicles may enter off of Valencia St through that way.

Flagler College Emergency Action and Fire Safety Plan



 = Fire Exit / stairwell
 = Muster (assembly) area

 = Vehicle Emergency Access

REMEMBER: Stay clear of the roadway (Carrera St.) and immediate parking areas. This will most likely be the route that emergency vehicles will use. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Wiley Hall

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
 - a. Do not gather in the immediate parking areas surrounding the building.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

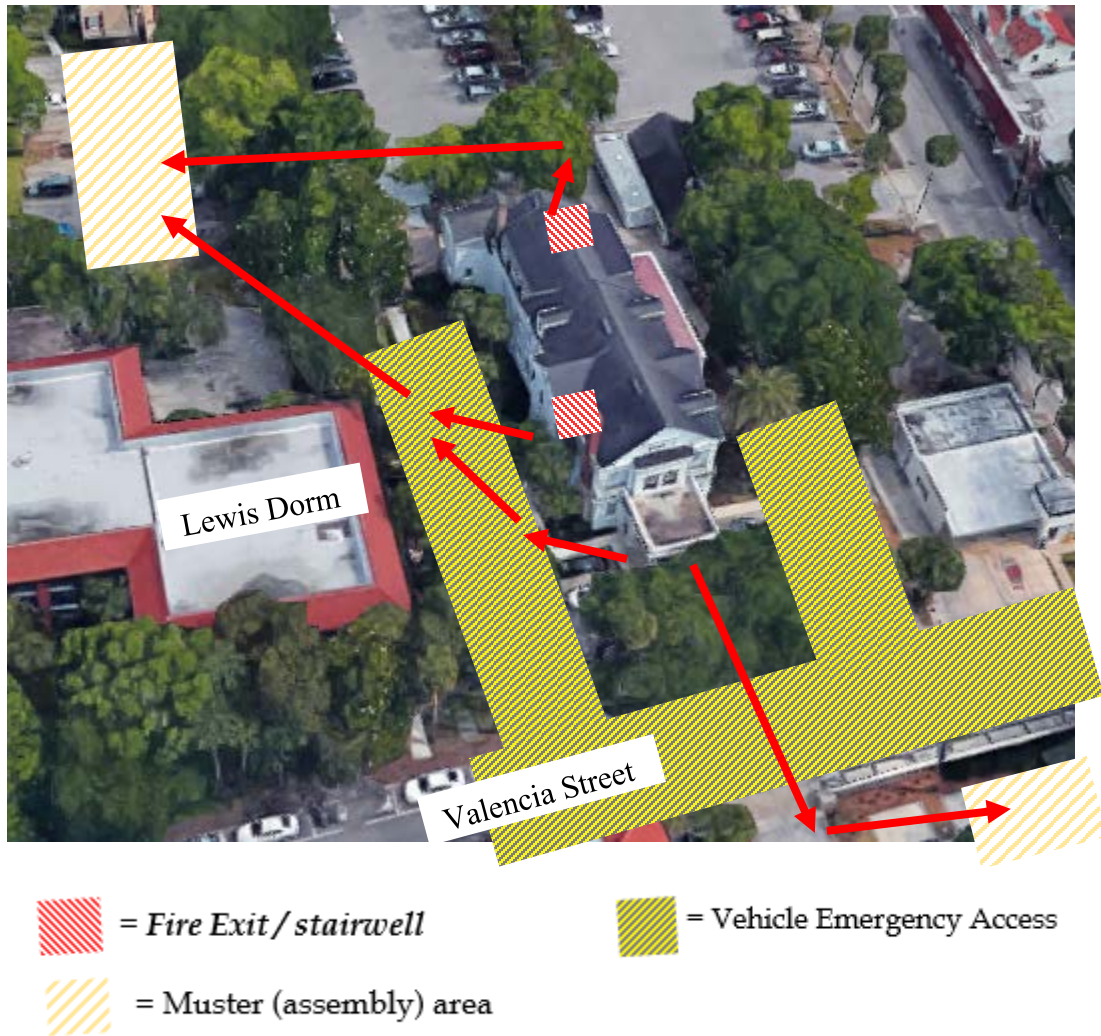
Second/Third Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- Porous Concrete lot behind Lewis house, towards Business Services. Do not muster near Palm Cottage / Wiley because Emergency Vehicles may enter off of Valencia St through that way.
- Kenan Hall Parking lot, towards Cordova Street. Be cautious crossing the road, and especially careful for Emergency Responder vehicles

Flagler College Emergency Action and Fire Safety Plan



REMEMBER: Stay clear of the roadway (Valencia St.) and immediate parking areas. This will most likely be the route that emergency vehicles will use. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Art Building

First Floor

1. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

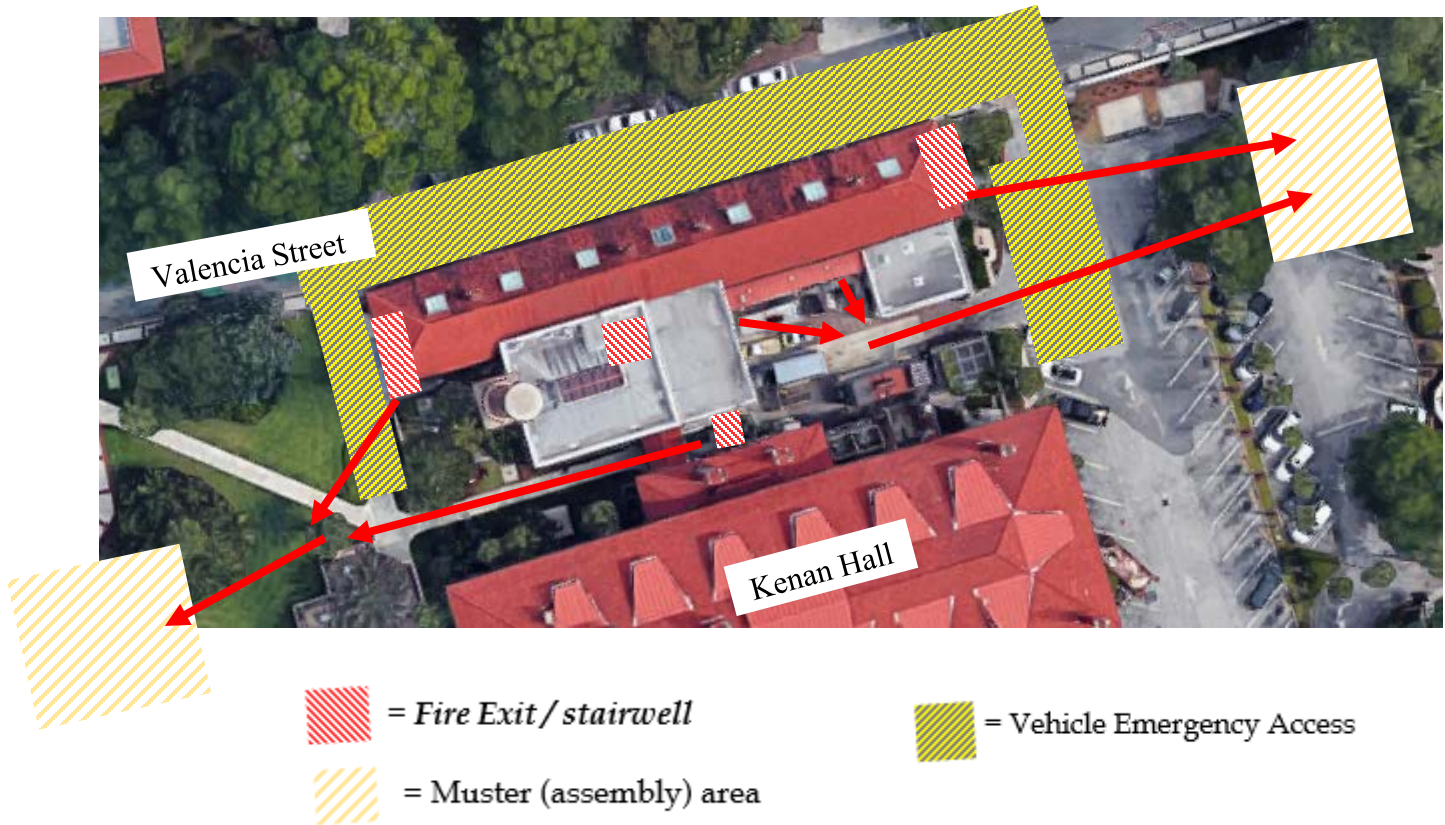
Second Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- If exiting to Valencia side / North West side porch, proceed to West Lawn, past the Gazebo, along Sevilla
- If exiting through the maintenance compound / Eastern side, proceed east towards Cordova street and muster inside the wall for Kenan Parking lot.

Flagler College Emergency Action and Fire Safety Plan



REMEMBER: It is extremely important to completely exit the building and stay out of roadways. Do not gather on the porch or in the stairwells, and stay clear of roadways (Valencia and Cordova) and main parking lot entrance. Emergency Vehicles will be traveling and accessing the building from either side. Stay to the West Lawn or Far side of Kenan Parking lot along the wall.

Flagler College
Emergency Action and Fire Safety Plan

Kenan Hall

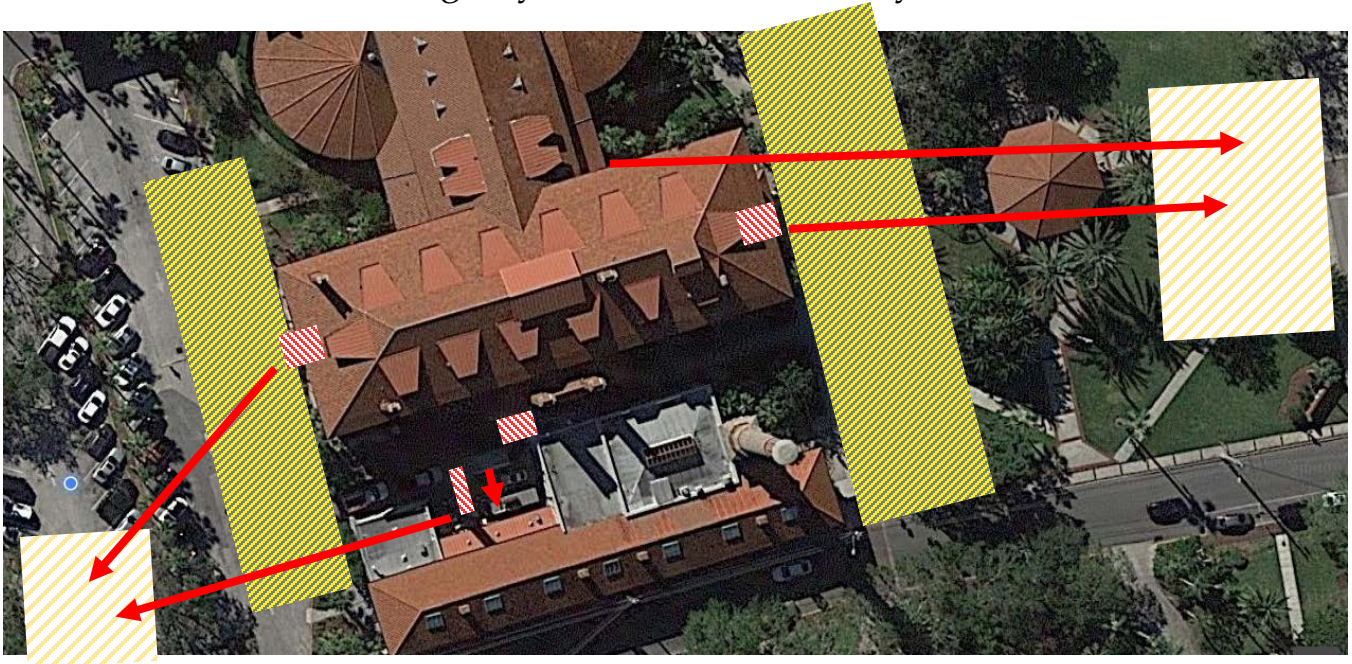
All Floors

1. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the posted evacuation maps.
 - a. Exterior exits are located through the ground floor stairwell corridor on the East and West end of Kennan Hall.
 - i. DO NOT ASSEMBLE ON PORCHES / PATIOS
 - b. There is a central exit in between Science Labs 109 and 111 that lead to the breezeway.
 - i. If you exit through the breezeway, you must exit to the West lawn or Kenan Parking Lot. Preferable to go to the West Lawn past the Gazebo.
 - ii. DO NOT ASSEMBLE IN BREEZEWAY
 - c. Second Floor Emergency Corridor should be used if primary stairwell is not accessible.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the primary and secondary options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.
7. Use the offices/classrooms located in the center of each floor's corridor as the line of demarcation to separate east and west ends.

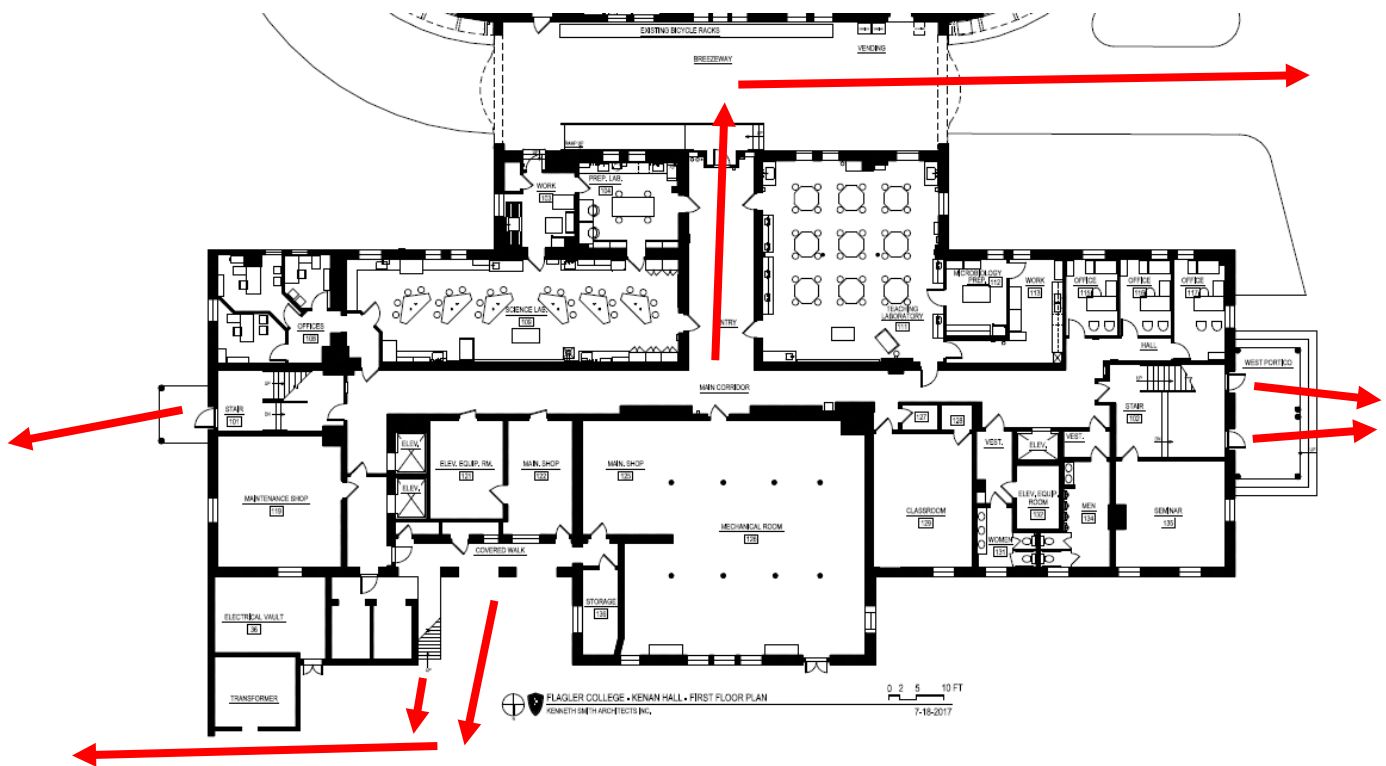
Gathering Areas/Assembly Points:

- If exiting to the parking lot side of Kenan Hall, proceed to the easternmost portion of the parking lot. This will allow all rescue vehicles easy access to the lot.
- If you are exiting from the Second or Third Floor Emergency stairwell or Corridor, do not stay inside the maintenance compound once you are on ground level. Exit to the Kenan Parking lot far side, denoted on the map
- If exiting to the West plaza side of Kenan Hall, proceed beyond the plaza and gather at, or as near as possible to, the Gazebo. You must stay on the furthest end of the Gazebo, as to keep space from the potential hazards of the fire or other reason for evacuation.
- If you are exiting to the breezeway between Ponce and Kenan, DO NOT stay in the breezeway. Exit immediately and proceed towards the West Lawn if possible.
- Avoid Kenan Parking Lot if West Lawn Muster point is closer

Flagler College Emergency Action and Fire Safety Plan



= Vehicle Emergency Access
 = Fire Exit / stairwell
 = Muster (assembly) area



REMEMBER: It is extremely important to completely exit the building. Do not gather on the porches, breezeway, Plaza or in the maintenance compound. This will cause a backlog of people attempting to exit the building, and may cause a panic. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Pollard Hall / 66 Cuna / Radio Station

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

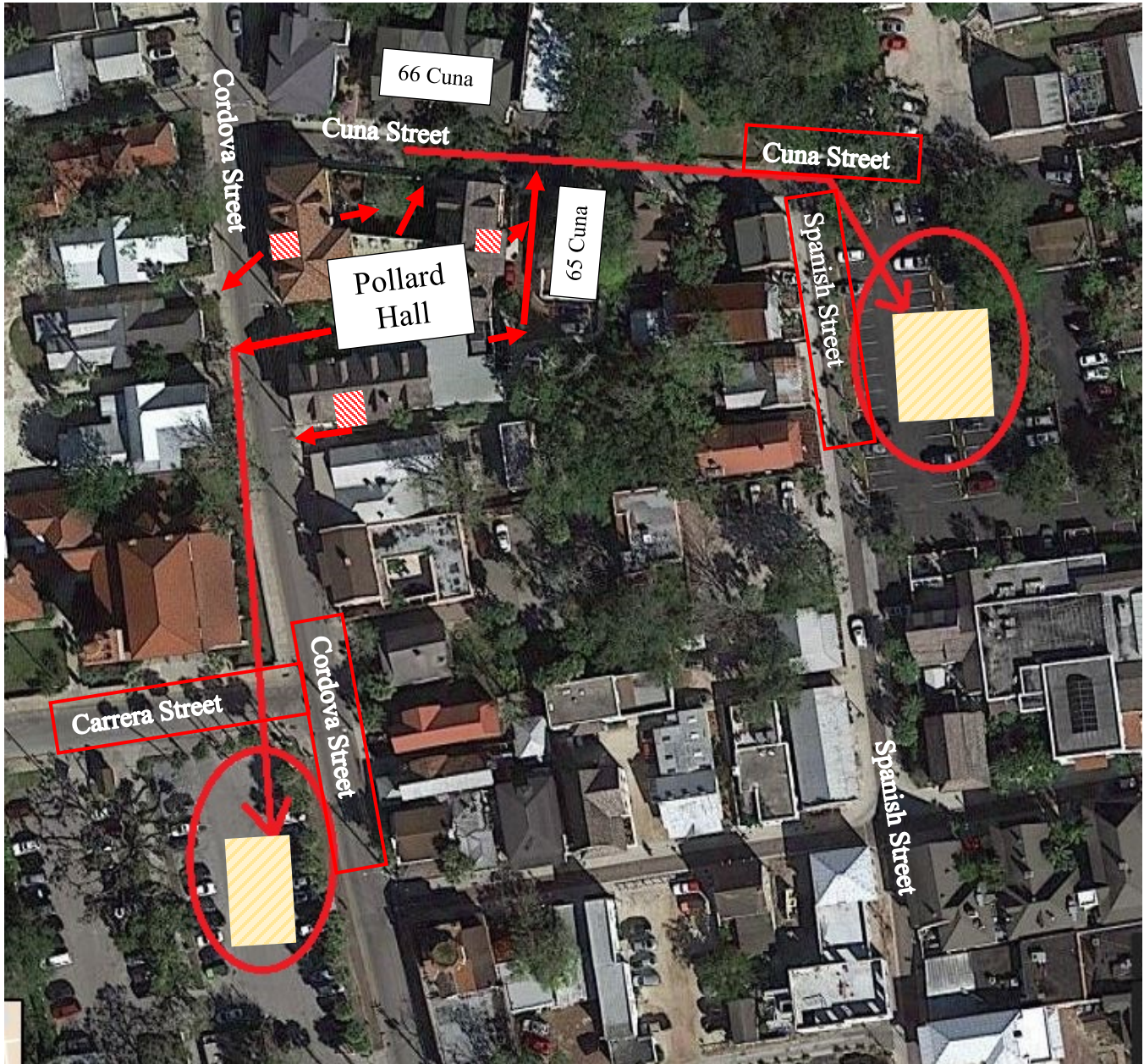
Second Floor



1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- Intersection of Cordova / Carrera - Public Parking Lot (Northeast of Wiley Hall, across from the Methodist Church)
- Intersection of Cuna and Spanish Street - Public Parking next to Columbia Restaurant

Flagler College Emergency Action and Fire Safety Plan



-  = Fire Exit / stairwell
-  = Muster (assembly) area

REMEMBER: Stay clear of the roadways (Cordova, Carrera, and Cuna) as Emergency Vehicles will be traveling and accessing the building from either side. Stay to the sidewalks and parking lots once you've reached a safe distance. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Hanke Hall

First Floor

7. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the posted evacuation maps.
8. Use an alternate exit ONLY if the primary exit is blocked.
9. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
10. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
11. Do not attempt to re-enter the building for any reason.
12. Always remember to remain calm during the entire evacuation process.

Second/Third Floor




7. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
8. Use an alternate exit ONLY if the primary exit is blocked.
9. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
10. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
11. Do not attempt to re-enter the building for any reason.
12. Always remember to remain calm during the entire evacuation process.

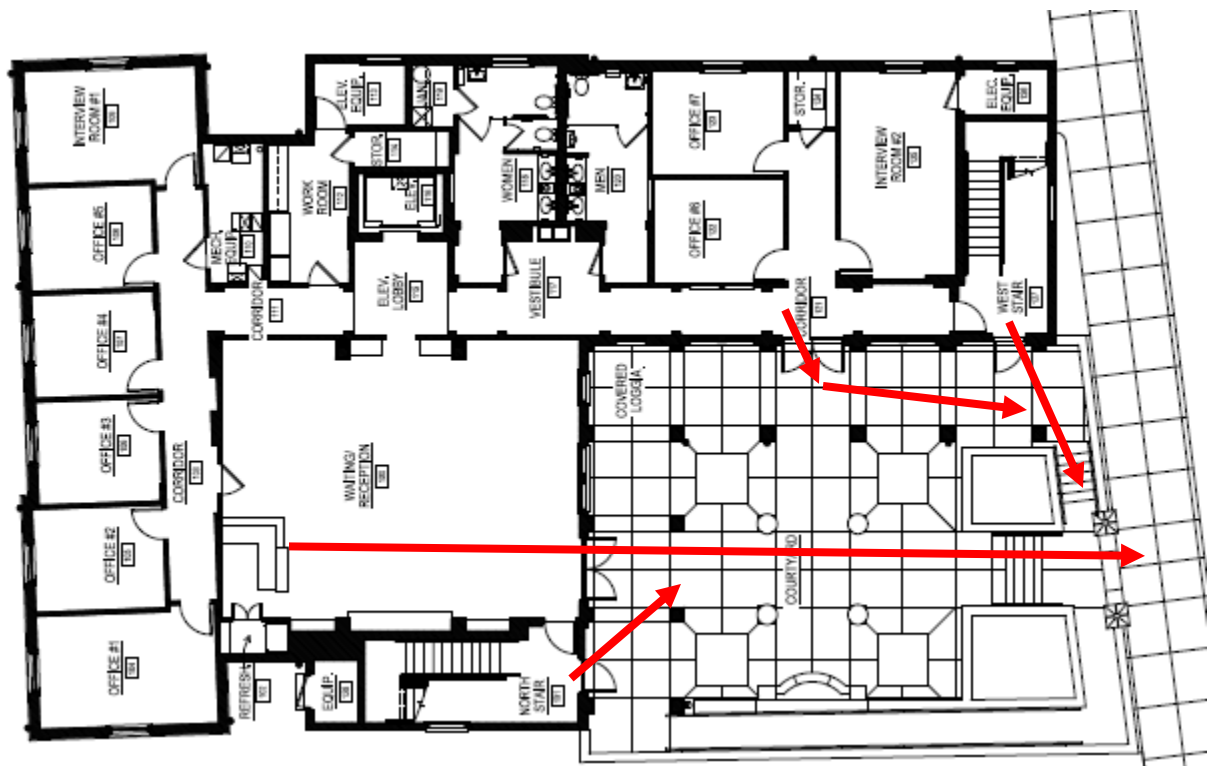
Gathering Areas/Assembly Points:

- If exiting to Valencia / Cordova Street, proceed toward Kenan Hall, to the south western most portion of the parking lot. This will allow all rescue vehicles easy access to the lot.
- If exiting to the East, or

Flagler College Emergency Action and Fire Safety Plan



-  = Fire Exit / stairwell
-  = Muster (assembly) area
-  = Vehicle Emergency Access



REMEMBER: It is extremely important to completely exit the building and stay. Do not gather on the patios or in the stairwell, and stay clear of roadways (Cordova and Treasury) as Emergency Vehicles will be traveling and accessing the building from either side. Stay to the sidewalks and parking lots once you've reached a safe distance. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Proctor Library

First Floor

1. When alarm sounds, promptly leave room/office/area and exit building via the primary exit shown on the posted evacuation maps. More than likely you will exit the main entrance/exit.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Second/Third Floor

1. When alarm sounds, promptly leave room/area and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

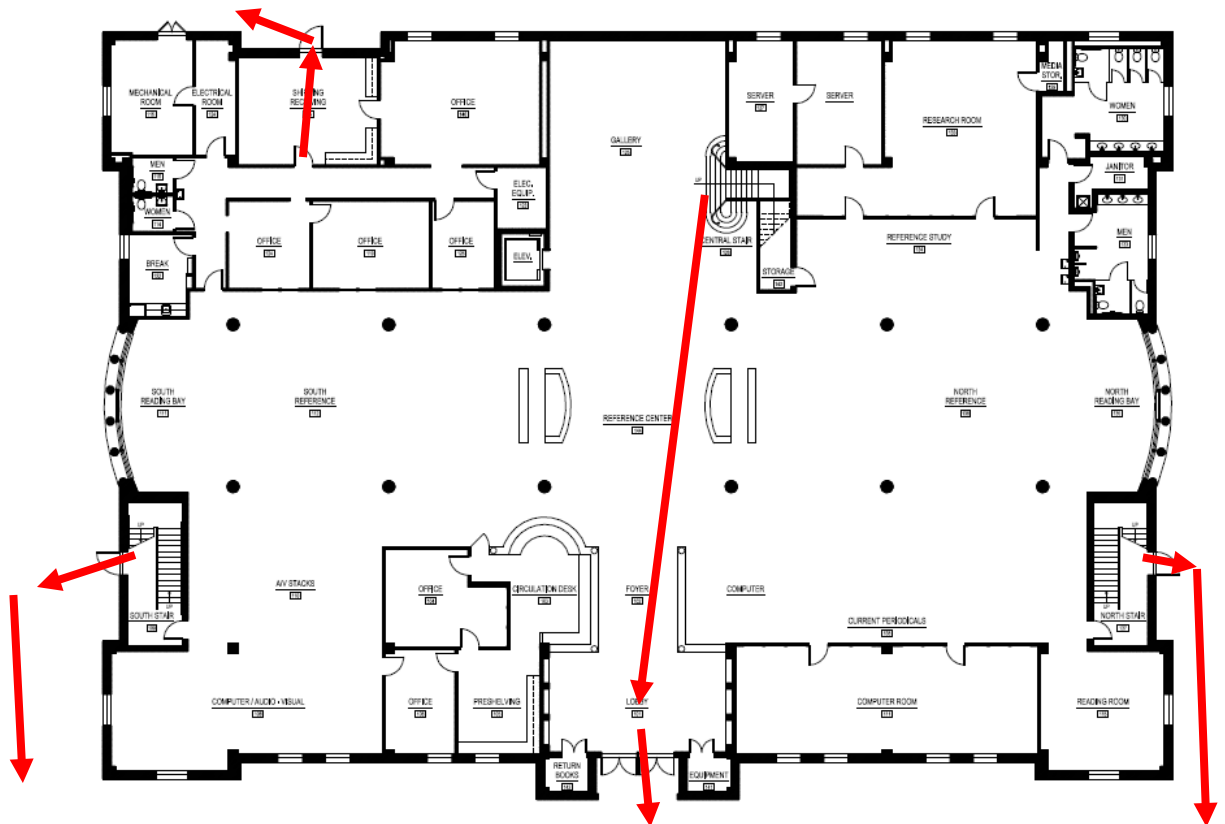
Gathering Areas/Assembly Points:

- If exiting to the parking lot side of Kenan Hall, proceed to the easternmost portion of the parking lot. This will allow all rescue vehicles easy access to the lot.
- If exiting to the plaza side of Kenan Hall, proceed beyond the plaza and gather at, or as near as possible to, the Gazebo.

Flagler College Emergency Action and Fire Safety Plan



- = Fire Exit / stairwell
- = Muster (assembly) area



REMEMBER: It is extremely important to completely exit the building. Do not gather on or near stairwells, proceed to gathering areas ASAP. Stay off of Sevilla Street and Valencia Street. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

Ringhaver Student Center

First Floor

1. When alarm sounds, promptly leave room/office/area and exit building at the nearest outer door marked with an EXIT sign.
 - a. There are the main East exits along Sevilla St, South exits along King Street, West Exits toward Markland and North Exits toward Anderson Cottage / Crisp Ellert Museum.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

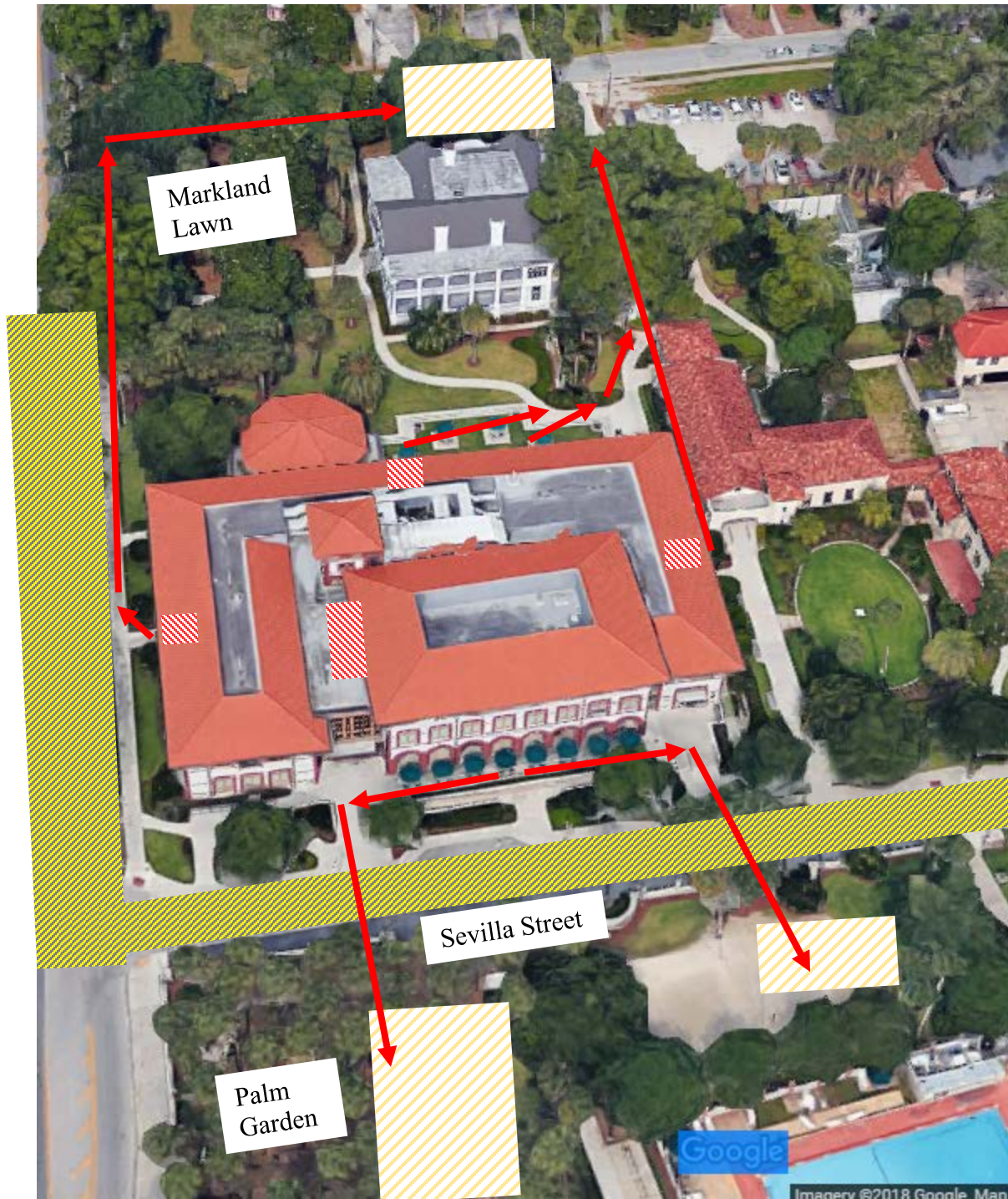
Second / Third Floor (Roof)


1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.


Gathering Areas/Assembly Points:


- If Exiting the front of the building, cross Sevilla Street to the Palm Garden / Volleyball area
- If exiting the rear (toward Markland) continue to the West side of Markland House by the along Markland Place / Parking Lot
- If exiting either side of the student center, to the North or South, continue out toward Markland Parking lot or the lawn in front of Markland and stay clear of the building.

Flagler College Emergency Action and Fire Safety Plan



 = Vehicle Emergency Access

 = Fire Exit / stairwell

 = Muster (assembly) area

Flagler College
Emergency Action and Fire Safety Plan

Markland House

First Floor

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
 - a. Do not gather in the immediate parking areas surround the building. Stay clear of any impending hazards, let Emergency Responders will need clear access.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Second Floor


1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.


Gathering Areas/Assembly Points:

- North end of Markland Parking lot near the Archeology cottage and rear of Proctor Library, keep at least 300 ft.
- South end of Student center / Markland Lawn by King Street. If needed proceed to the front of Student Center to the Palm Garden. Try not to gather in the front of Markland lawn on the corner of Markland Place and King Street, as smoke or fumes may drift under the tree canopy.

Flagler College Emergency Action and Fire Safety Plan



 = Muster (assembly) area

 = Vehicle Emergency Access

REMEMBER: Stay clear of the roadway (King Street and Markland Place.) and immediate parking areas. This will most likely be the route that emergency vehicles will use. Evacuate the immediate vicinity of the building but do not leave the area.

Flagler College
Emergency Action and Fire Safety Plan

74 Riberia Street

First Floor

1. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

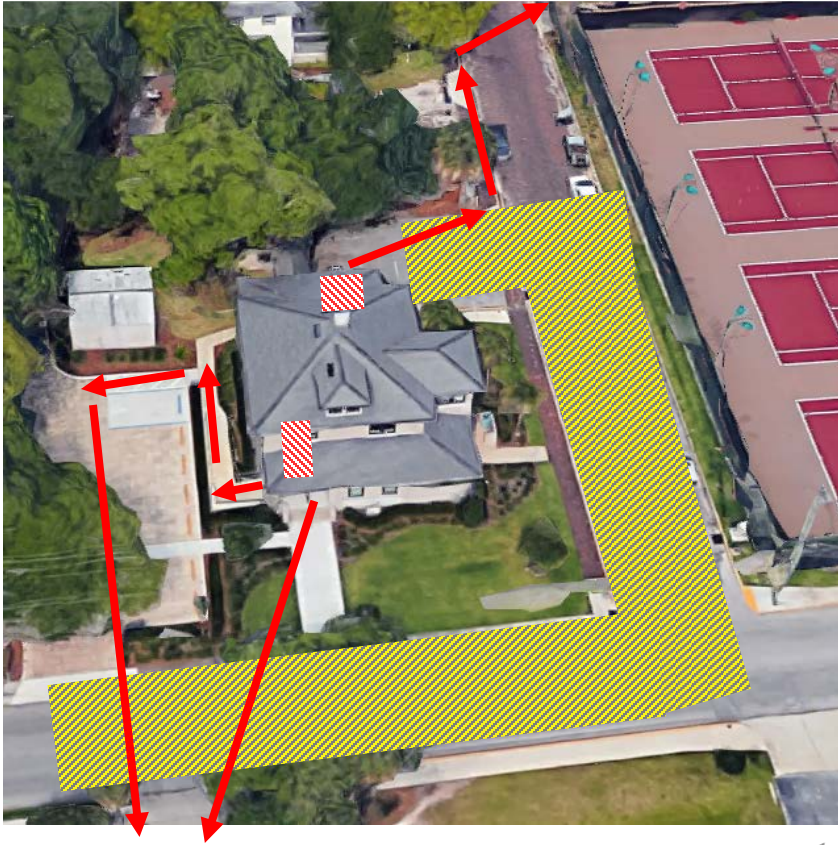
Second Floor




1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

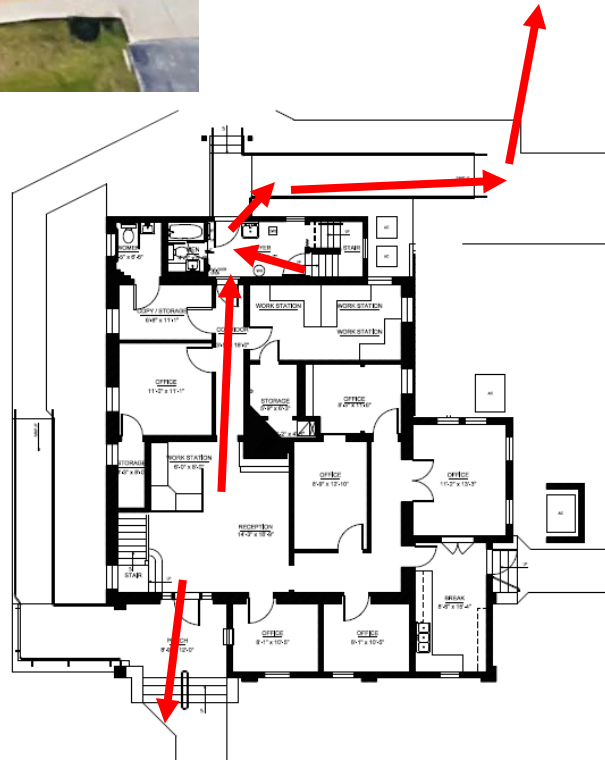
Gathering Areas/Assembly Points:

- If exiting to Riberia Street, gather in the parking lot across the street. Be cautious of traffic and emergency vehicles
- If Exiting West, towards the paint shop / Oviedo Street, cross the street by the Tennis Complex and assemble in the grass area between the tennis courts and old Church

Flagler College Emergency Action and Fire Safety Plan



-  = Fire Exit/stairwell
-  = Muster (assembly) area
-  = Vehicle Emergency Access



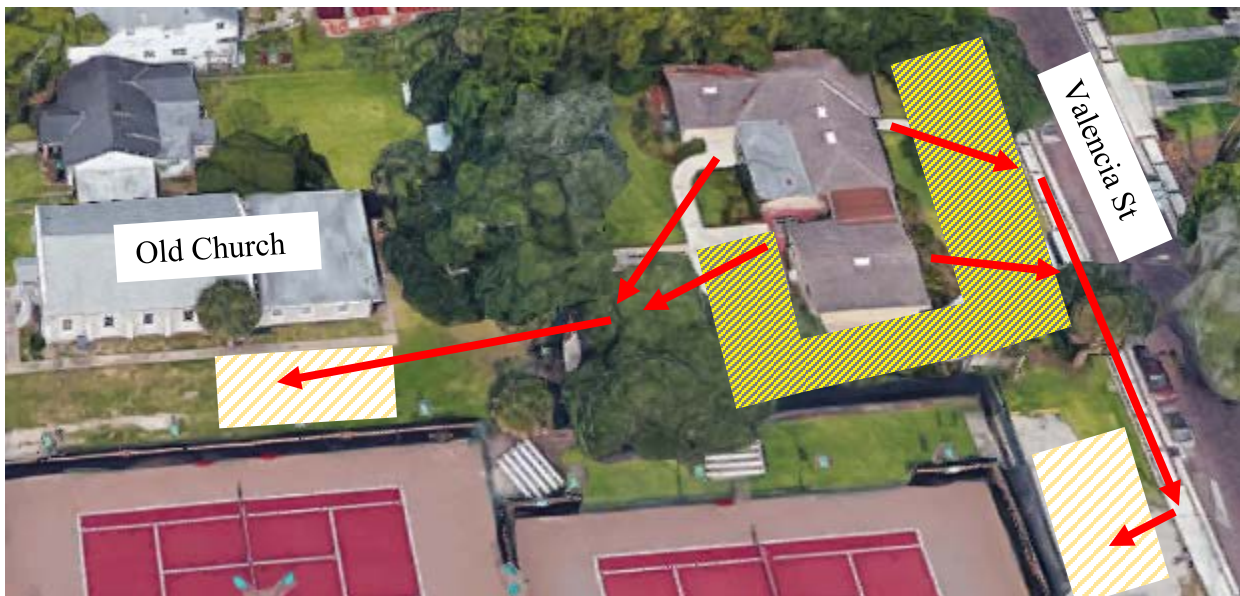
REMEMBER: It is extremely important to completely exit the building and stay out of roadways. Do not gather on the porch or in the stairwells, and stay clear of roadways (Oviedo and Riberia). Do not gather in the immediate parking areas, follow the assembly points list. Evacuate the immediate vicinity of the building but do not leave the area.


Flagler College
Emergency Action and Fire Safety Plan


65 Valencia Street

Main Floor

1. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.



 = Vehicle Emergency Access

 = Muster (assembly) area

Gathering Areas/Assembly Points:

- If exiting to Valencia Street, proceed East towards Tennis Complex. Muster in front of or inside of the tennis complex.
- If exiting into the backyard, proceed South through gate towards the old Church on Oviedo. DO NOT stay in the backyard.

REMEMBER: *It is extremely important to completely exit the building and stay out of roadways. Do not gather on the patio or backyard, and stay clear of Valencia Street. Do not gather in the immediate parking lot, follow the assembly points list. Evacuate the immediate vicinity of the building but do not leave the area.*

Flagler College
Emergency Action and Fire Safety Plan

Gymnasium

First Floor / Main Gym

1. When alarm sounds, promptly leave Gym / office and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

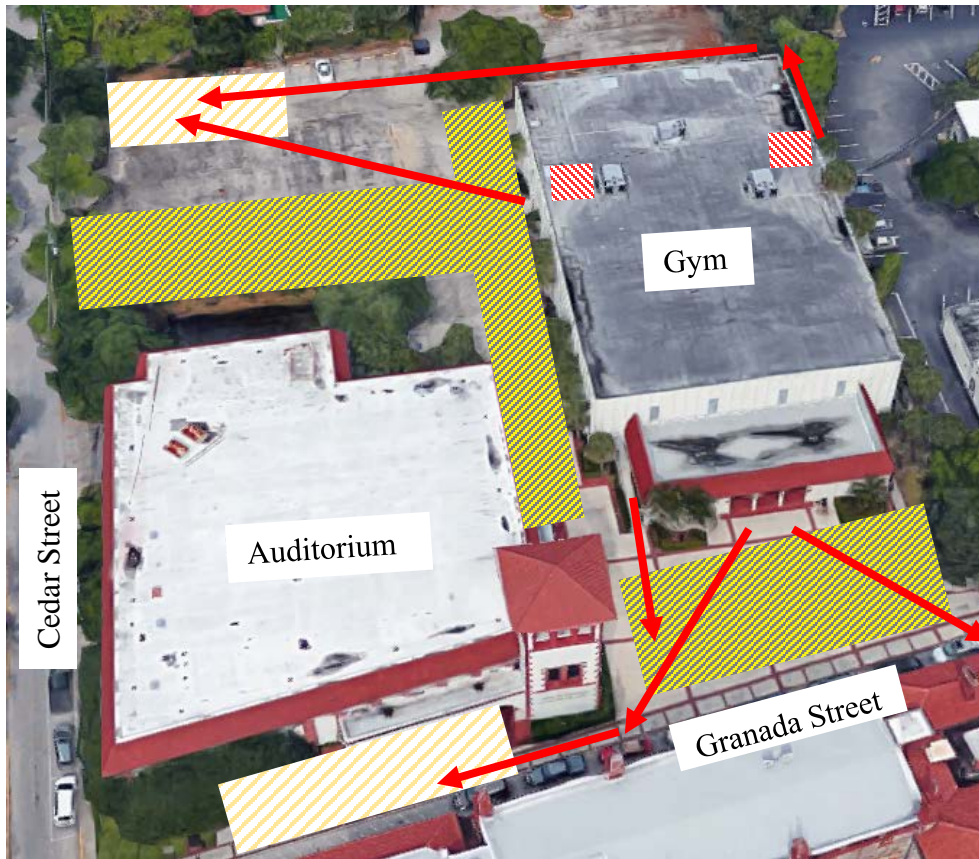
Second Floor



1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- Assemble in the East of the parking lot, away from parking lot entrances as to allow ease of access for Emergency vehicles
- If exiting out main lobby, proceed southeast to the front of the auditorium steps, at least 300 ft away
- If there is a large event, Security or staff members should also direct patrons to the front of the Lightner Museum into the grass area across Granada.

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-  = Fire Exit / stairwell
-  = Vehicle Emergency Access
-  = Muster (assembly) area

REMEMBER: It is extremely important to completely exit the building! Do not gather on the porches or on the stairwell! Do not gather directly outside of main lobby along Granada Street, as Emergency Responders and vehicles will need clear access. Evacuate the immediate vicinity of the building but do not leave the area.

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Auditorium

Stage Level / Lobby

1. When alarm sounds, promptly leave room/office and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Use a window to exit the building ONLY if the first options are blocked or unavailable. (windows should only be used as a last resort)
4. After exiting the building, proceed to the closest gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Upper seating / Second Floor Stage and Classrooms

1. When alarm sounds, promptly leave room and exit building via the primary exit shown on the posted evacuation maps.
2. Use an alternate exit ONLY if the primary exit is blocked.
3. Do not use any window to exit the building. If other exit options are blocked, remain in an available stairwell until help arrives.
4. After exiting the building, proceed to the gathering area/assembly point and await further instructions.
5. Do not attempt to re-enter the building for any reason.
6. Always remember to remain calm during the entire evacuation process.

Gathering Areas/Assembly Points:

- Assemble in the East of the parking lot, away from parking lot entrances as to allow ease of access for Emergency vehicles
- If exiting out Main Lobby, proceed southeast and across the street towards the Lightner museum.

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= Fire Exit / stairwell



= Vehicle Emergency Access



= Muster (assembly) area

REMEMBER: *It is extremely important to completely exit the building! Do not gather on the porches or on the stairwell! Do not gather directly outside of main lobby along Granada Street, as Emergency Responders and vehicles will need clear access. Evacuate the immediate vicinity of the building but do not leave the area.*

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PLEASE ADVISE:

If you are unable to evacuate the building because of fire or smoke in the corridor:

1. Remain calm.
2. Close the door to the room you are in and call the FCCSS to report your position so that you can be rescued.
3. If smoke begins to come in under the door, stuff blankets or towels (preferably wet) under the door to prevent the smoke from coming in. Wave a brightly colored article of clothing or similar material in the window to attract attention;
4. **Do not** break the window unless absolutely necessary. Breaking the window may result in falling glass injuring people below or smoke entering the window making it more difficult to breath.

Do not re-enter the building, until:

1. The fire alarm has been silenced, *and*
2. The fire department/ or Department of Campus Safety and Security has indicated that it is acceptable to re-enter.

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4 FIRE EXTINGUISHERS

The fire extinguishers around the campus have been strategically placed by potential hazard, size, and type. In most cases fire extinguishers should be located next to the main door of a room, near an exit door (i.e., a stairwell) or every 50' – 75' in the corridor of a building. Fire extinguishers should not be located on the opposite side of the room away from your only means of egress.

For health and safety reasons as required by OSHA, only persons who have been trained in the handling, selection, and use of a fire extinguisher shall operate them. The use of the wrong type of extinguisher could cause the fire to spread or the user to become seriously injured.

4.1 TYPES OF EXTINGUISHERS

4.1.1 Selection and Placement

- 4.1.1.1 If employees use portable fire extinguishers, they must be selected and positioned based on the potential type and size of fire that can occur. [\[29 CFR 1910.157\(d\)\(1\)\]](#) The following guidelines will help you identify the number and types of portable fire extinguishers you should have.

4.1.2 Fire Classification and Extinguisher determination

Type of Fire

Class A The National Fire Protection Association (NFPA) recommends that locations such as offices, classrooms, and assembly halls that contain mainly Class A combustible materials have one 2-A extinguisher for every 3,000 square feet. [Standard for Portable Fire Extinguishers ([NFPA 10](#) (2010), Table 6.2.1.1, Fire Extinguisher Size and Placement for Class A Hazards)].

OSHA requires that all employees have access to an extinguisher within 75 feet travel-distance. [\[29 CFR 1910.157\(d\)\(2\)\]](#)

NOTE: Uniformly spaced standpipe systems or hose stations connected to a sprinkler system for emergency use can be used instead of Class A portable fire extinguishers, if they meet the respective requirements of [29 CFR 1910.158](#) or [29 CFR 1910.159](#), provide total coverage of the area to be protected, and employees are trained at least annually in their use. [\[29 CFR 1910.157\(d\)\(3\)\]](#)

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Type of Fire

Class B Locations that contain Class B flammables, such as workshops, storage areas, research operations, garages, warehouses, or service and manufacturing areas requires that all employees have access to an extinguisher within 50 feet travel-distance. [[29 CFR 1910.157\(d\)\(4\)](#)]

Hazard	Extinguisher	Spacing
<u>Light (Low)</u> - Small amounts of flammable liquids used for copy machines, art departments, etc., that are stored safely and kept in closed containers.	5-B	30'
	10-B	50'
<u>Ordinary (Moderate)</u> - The total amount of flammable liquids are present in greater amounts than expected under low-hazard locations. This can include garages, workshops, or support service areas.	10-B	30'
	20-B	50'
<u>Extra (High)</u> - Locations where flammable liquids are present and used in large quantities. This includes areas used for storage, production, woodworking (finishing), vehicle repair, aircraft and boat servicing, or where painting, dipping, and coating, operations are performed with flammable liquids.	40-B	30'
	80-B	50'

(Adapted from Standard for Portable Fire Extinguishers, [NFPA 10](#) (2010), Table 6.3.1.1, Fire Extinguisher Size and Placement for Class B Hazards)

Class C Class C extinguishers are required where energized electrical equipment is used. The extinguisher size and spacing is based on its Class A or B hazard. [[29 CFR 1910.157\(d\)\(5\)](#)]

Class D Locations where combustible metal powders, flakes, shavings, or similarly sized materials are generated at least once every two weeks must install Class D portable fire extinguishers not more than 75 feet from the hazard. [[29 CFR 1910.157\(d\)\(6\)](#)]

Class K Locations where potential fire hazards from combustible cooking media (vegetable or animal oils and fats) exist must install Class K extinguishers at a maximum travel distance of 30 feet. [[NFPA 10](#), Standard for Portable Fire Extinguishers. See Section 6.6, Installations for Class K Hazards]

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4.2 FIRE EXTINGUISHER - USE:

4.2.1 Check the type of extinguisher

- 4.2.1.1 Is it the right type for the fire involved? Check the side of the extinguisher to determine type.

4.2.2 Check the extinguisher for operation

- 4.2.2.1 Does the extinguisher have an inspection tag, plastic tie, and pin in place?
- 4.2.2.2 Does the pressure gauge needle point straight up, indicating fully charged?

4.2.3 PASS Procedure

Pull the pin. - Test the extinguisher to see if it works.

Aim the extinguisher at the base of the fire.

Squeeze the handle to activate the agent.

Sweep across or at the base of the fire depending on the fire type.

4.2.4 Never turn your back towards the fire, even if you think it is out.

- 4.2.4.1 DO NOT assume fire is out until;

- 4.2.4.1.1 There is no smoke or embers

- 4.2.4.1.2 It is cold to the touch

- 4.2.4.1.3 Fire Department takes control and dismisses you

5 FIRE PREVENTION PLAN

5.1 Purpose

The purpose of this program is to provide a guide for the design and installation of fire detection systems as related to Flagler College facilities regarding alteration, construction and renovation of academic, assembly, residential and storage buildings and facilities at Flagler College.

5.2 Application:

- 5.2.1 The guide will apply to all academic, residential and storage buildings owned or leased by the College. This includes the installation of temporary systems that are incorporated into alterations and new construction during construction, demolition and renovation.
- 5.2.2 It is the responsibility of each Flagler College employee to correct or report unsafe conditions that could cause a fire, hamper emergency egress, or result in a personal injury accident.

Therefore, it is the responsibility of each employee to:

- 5.2.2.1 Correct or report certain hazards at the time of discovery, such as replacing bulbs in exit signs, removing cardboard, paper, and other combustible material from corridors, or taking out chocks from fire and smoke doors. Report a discharged or missing extinguisher and burned out emergency lights to the EHS Manager.
- 5.2.2.2 Notify the supervisor of hazards needing corrective action, such as hazardous materials left in the corridors, leaking sprinkler heads, potential ignition sources, and open (uncovered) electrical panels.
- 5.2.2.3 Contact the Environmental Health & Safety Manager for corrective action, such as hazardous materials left in the corridors, leaking sprinkler heads, potential ignition sources, open (uncovered) electrical panels, missing fire extinguishers, or burned out emergency lights.

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5.2.3 In accordance with OSHA and the State of Florida Building and Fire Prevention Codes, the following must be inspected and maintained to ensure proper and safe egress from a building in case of fire or other emergency:

- 5.2.3.1 **Any area, corridor, or room that has an EXIT sign** is part of the “means of egress”.
- 5.2.3.2 **Recycling areas** for cardboard, paper and other combustible material should be in separate enclosed areas and not in a “means of egress” or exit. (i.e. not in a stairwell)
- 5.2.3.3 **All combustible material** shall be removed from any “means of egress” or corridor as soon as possible.
- 5.2.3.4 **All paths** that make up the means of egress, including the exit discharge outside the exit door, fire escape and the sidewalk that leads away from the building, must be maintained.
- 5.2.3.5 **All emergency lights and exit signs** must be maintained at all times.
 - 5.2.3.5.1 The EHS Manager or trained designee should test on a monthly basis accessible lighting. Push the test button for 30 seconds. If the light does not work, notify supervisor or the Physical Plant Service Desk.
 - 5.2.3.5.2 Emergency lights should be tested annually tested for 1.5 Hours (90 minutes) of continuous illumination without any flickering or loss of function.
 - 5.2.3.5.3 Bulbs should be replaced as soon as they are out.
- 5.2.3.6 **Boxes and other stored items** within 18” of a sprinkler head must be removed.
- 5.2.3.7 **Combustible material** like cardboard, cloth, paper, and wood should not be placed next to an ignition source such as a heater, furnace, pilot light, or electrical equipment.
- 5.2.3.8 **Electrical and mechanical rooms** cannot be used for storage, unless approved by the Environmental Health and Safety Manager.

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- 5.2.3.8.1 No stored materials are permitted within 3 feet of an electric panel or similar type of equipment.
- 5.2.3.8.2 All electrical panels or high voltage equipment shall be marked as such.

- 5.2.3.9 **Electrical cords** and outlets must not be overloaded or used improperly.
 - 5.2.3.9.1 Electrical cords must be properly sized for the equipment they serve.
 - 5.2.3.9.2 Never use a smaller diameter extension cord than the primary cord that serves the equipment.
 - 5.2.3.9.3 Do not overload an outlet with several plugs at the same time. It is suggested that a small 5 or 6 outlet strip with its own circuit breaker be used.
 - 5.2.3.9.4 If working outdoors, the electrical cord must be attached to a Ground Fault Circuit Interrupter (G.F.C.I.)
 - 5.2.3.9.5 Electrical cords must not pass through ceilings, doors, or walls except for custodial or shop activities where the door is held open for a limited time while the cleaning or other activity is being done and while the employee is on the floor of work activity.
 - 5.2.3.9.6 If a fire is reported or the fire alarm has sounded within the building, the custodian or other Physical Plant employee should immediately disconnect the plug from the outlet and close the door to the room or corridor to prevent smoke migration.

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5.3 Responsibility:

- 5.3.1** If an existing fire detection / suppression system is to be replaced or modified, the appropriate project manager shall notify the Flagler College Campus Safety and Security Office and the EHS Manager of such modifications. These systems shall comply with all applicable NFPA Code and OSHA regulations.
- 5.3.2** A one hundred percent (100%) in-house test of all devices shall be conducted with the installer by the Environmental Health and Safety Manager, Director of Campus Safety and Security and Director of Facilities. The installer will perform the final acceptance test after both the college and the fire department have received the appropriate paperwork. The paperwork will include a narrative as required by the building code and NFPA 72, all owner documentation, and applicable permits.
- 5.3.3** It is the responsibility of the appropriate project manager and/or shop to verify correct design, placement and testing of the fire detection system before the college accepts the building or part there-of.

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5.4 DEFINITIONS

Addressable Device – A fire alarm system component with discreet identification that can have its status individually identified or that is used to individually control other functions.

Alarm Verification Feature – A feature of automatic fire detection and alarm systems to reduce unwanted alarms wherein smoke detectors must report alarm conditions for a minimum period of time, or confirm alarm conditions within a given time period, after being reset to be accepted as a valid alarm initiation signal.

Annunciator – A unit that announces and alerts or alarms through a display or audible means.

Authority Having Jurisdiction (AHJ) – The “authority having jurisdiction” for Flagler College is the St. Augustine Fire Department and the State of Florida as it pertains to Fire Detection and Suppression Systems. As a general rule, the State and local jurisdictions utilize the NFPA Life Safety Code as the basis for state regulations. In areas where there are questions, Flagler College should consult with the City Fire Marshall to determine appropriate jurisdictional issues.

Certification of Completion – A document that acknowledges the features of installation, operation (performance), service, and equipment with representation by the property owner, system installer, system supplier, service organization, and the authority having jurisdiction.

Evacuation Signal – Distinctive signal intended to be recognized by the occupants as requiring evacuation of the building.

Fire Alarm Control Unit (Panel) – A system component that receives inputs from automatic and manual fire alarm devices and may supply power to detection devices and transponder(s) or off-premises transmitter(s). The control unit may also provide transfer of power to the notification appliances and transfer of condition to relays or devices connected to the control unit. The fire alarm control unit can be a local fire alarm control unit or master control unit.

Fire Command Station (Fire Command Center) – The principle location where the status of the detection, alarm, communications and control systems is displayed, and from which the system(s) has the capability for manual control.

Heat Detector – A device that detects abnormally high temperature or rate of temperature rise.

Household Fire Warning System – A household fire warning system consists of single or multiple station detectors or a listed control unit with automatic fire detectors or a listed control unit with automatic fire detectors and occupant notification appliances. The household fire warning system serves only one dwelling unit, patient room, hotel room or other single area depending on use group requirements in Florida Building Code.

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Initiating Device – A system component that originates transmission of a change of state condition, such as a smoke detector, manual fire alarm box, supervisory switch, etc.

Installation and Design – All systems shall be installed in accordance with the specifications and standard approved by the authority having jurisdiction.

Line-Type Detector – A device in which detection is continuous along a path. Typical examples are rate-of-rise pneumatic tubing detectors, projected beam smoke detectors, and heat-sensitive cable.

Municipal Fire Alarm System – A system of alarm initiating devices, receiving equipment, and connecting circuits (other than a public telephone network) used to transmit alarms from street locations to the public fire service communications center.

Pre-signal Feature – Where permitted by the authority having jurisdiction, systems shall be permitted to have a feature where initial fire alarm signals will sound only in departments offices, control rooms, fire brigade stations, or other constantly attended central locations and where human action is subsequently required to activate a general alarm, or a feature where the control equipment delays general alarm by more than one minute after the start of the alarm processing. The areas where there is a connection to a remote location, it shall activate upon initial alarm signal.

Primary Power Supply – The primary supply shall have a high degree of reliability, shall have adequate capacity for the intended service, and shall consist of one of the following:

- Light and power service arranged in accordance with 1-5.2.8
- Engine-driven generator or equivalent arranged in accordance with 1-5.2.10

Positive Alarm Sequence – An automatic series that results in an alarm signal, even if manually delayed for investigation, unless the system is reset.

Secondary Supply Capacity and Sources – The secondary supply shall automatically supply the energy to the system within 30 seconds and without loss of signals, whenever the primary supply is incapable of providing the minimum voltage required for proper operation. The secondary (standby) power supply shall supply energy to the system in the event of total failure of the primary (main) power supply or when the primary voltage drops to a level insufficient to maintain functionality of the control equipment and system components. Under maximum normal load, the secondary supply shall have sufficient capacity to operate a local, central station or proprietary system for 24 hours, or an auxiliary or remote station system for 60 hours; and then, at the end of that period, operate all alarm notification appliances used for evacuation or to direct aid to the location of an emergency for 5 minutes. The secondary power supply for emergency voice/alarm communications service shall be capable of operating the system under maximum normal load for 24 hours and then be capable of operating the system during a fire or other emergency condition for a period of 2 hours. Fifteen minutes of evacuation alarm

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operation at maximum connected load shall be considered the equivalent of 2 hours of emergency operation.

I. The secondary supply shall consist of one of the following:

- i. A storage battery arranged in accordance with 1-5.2.9 An automatic starting engine-driven generators arranged in accordance with 1-5.2.10 and storage batteries with 4 hours capacity arranged in accordance with 1-5.2.9
- ii. Multiple engine-driven generators, one of which is arranged for automatic starting, arranged in accordance with 1-5.2.10, capable of supplying the energy required herein with the largest generator out of service. It shall be permitted for the second generator to be pushbutton start.
- iii. Operation on secondary power shall not affect the required performance of a fire alarm system. The system shall produce the same alarm, supervisory, and trouble signals and indications (excluding the ac power indicator) when operating from the standby power source as produced when the unit is operating from the primary power source.

Separate Sleeping Area – The area or areas of the living unit in which the bedrooms (or sleeping rooms) are located. For the purpose of this definition, bedrooms (or sleeping rooms) separated by other use area, such as kitchens or living rooms (but not bathrooms), shall be considered as separate sleeping areas.

Shapes of Ceilings – Those shapes of ceilings are classified as follows:

- *Sloping Ceilings* – Those having a slope of more than 1 ½ in. per ft. (41.7mm per m).
- Sloping ceilings are further classified as follows:
- *Sloping-Peaked Type* – Those in which the ceiling slopes in two directions from the highest point. Curved or domed ceilings may be considered peaked with the slope figured as the slope of the cord from highest to lowest point.
- *Sloping-Shed Type* – Those in which the high point is at one side with the slope extending toward the opposite side.
- *Smooth Ceiling* – A surface uninterrupted by continuous projections, such as solid joists, beams, or ducts, extending more than 4 in. (100 mm) below the ceiling surface.

Single Station Alarm Device – An assembly incorporating the detector, control equipment, and the alarm-sounding device in one unit operated from a power supply either in the unit or obtained at the point of installation.

- **Smoke Detectors** – A device that detects visible or invisible particles of combustion.
- **Zone** – A defined area within the protected premises. A zone may define an area from which a signal can be received, an area to which a signal can be sent, or an area in which a form of control can be executed.

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5.5 FIRE ALARM SYSTEM REQUIREMENTS

5.5.1 The Fire Alarm System – Including but not limited to the fire control panel, annunciators, and initiating and supervisory devices shall be of an approved typed and shall be installed in accordance with the provisions of the Florida State Building Code and NFPA 72.

5.5.1.1 System shall be installed only if compatible with existing system.

5.5.2 Approval – All devices, combinations of devices, appliances and equipment shall be approved for the fire protective signaling purpose for which such equipment was used.

5.5.3 Fire Protection Construction Documents – When the Florida State Building Code requires a fire alarm system; Fire Protection Construction Documents shall show the location and number of all alarm initiating devices, alarm notification appliances, proposed zoning, and a complete sequence of operation for the system. The system must be installed in accordance with article 9 of the Building Code and NFPA 72

5.5.4 The Fire Command Station shall contain controls to transmit manually an evacuation signal and voice instructions on a selective and all-call basis to the terminal areas indicated herein. The voice/alarm system shall be designed and installed in accordance with the provisions of Florida Building Codes, Florida Fire Prevention Regulations, and NFPA72

5.5.5 Power Sources – The fire alarm system shall be provided with a reliable primary and secondary power supply. Both shall be reliable and have adequate capacity for the application in accordance with NFPA 72.

5.5.6 The **secondary power supply** must supply energy to the system within 30 seconds and will be either;

- a) Battery backup power system
- b) Emergency generator power system

5.5.6.1 **The secondary power supply** shall have sufficient capacity to operate a local or central station for 24 hours under maximum load and then, at the end of that period, operate all alarm modification appliances used for evacuation or to direct aid to the location of an emergency for 5 minutes.

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- The secondary power supply for emergency voice/ alarm communications service shall be capable of operating the system under maximum normal load for 24 hours and then be capable of operating the system during a fire or other emergency condition for a period of 2 hours.
 - 15 minutes of evacuation alarm operation at maximum connected load shall be considered equivalent to 2 hours of emergency operation.
- When the transfer from primary to secondary power supply takes place, there can be no loss of signals.

5.5.7 Power Indicator - Flagler College shall require a green “power on” light in the fire alarm panel that is readily identifiable. The light must be visible from a distance of at least 10 feet without having to open the panel. If the color is anything but green, action must be taken immediately to resolve what issue the panel is indicating.

5.5.8 Where Required - A fire protective signaling system shall be installed and maintained in full operating condition in the locations described in Florida Building Code;

5.5.8.1 **Assembly Use Group** - A fire protective signaling system shall be installed and maintained in all occupancies in Assembly Use Group.

5.5.8.2 **Business Use Group** - A fire protective signaling system shall be installed and maintained in all occupancies in Business Use Group where such buildings have occupied floors which are two or more stories above the lowest *level of exit discharge* or which have floors two or more stories below the highest *level of exit discharge*.

5.5.8.3 **Residential Use Group (R-1)**- A fire protective signaling system shall be installed and maintained in all occupancies in Use Group R-1

5.5.8.4 **Residential Use Group (R-2)**- A fire protective signaling system shall be installed and maintained in all occupancies in Use Group R-2 containing 13 or more dwelling units or where any dwelling unit is located more than three stories above the lowest of exit discharge or more than one story below the highest level of exit discharge of exits serving the dwelling **unit**.

5.5.9 Location - Manual fire alarm boxes (pull station) shall be located not more than five feet (1524 mm) from the entrance to each exit. Manual fire alarm

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boxes shall be located in each story including basements. In buildings of Assembly Use Group where a stage is provided, a manual fire alarm box shall be located next to the lighting control panel.

- 5.5.10 Assembly Use Group** buildings and where approved by the local fire department, manual fire alarm boxes may be omitted at exits and any other required locations, but shall be provided at constantly attended locations such as ticket booths, refreshment facilities, bars, etc.
- 5.5.11 Manual fire alarm boxes** are not required, unless required by AHJ, in an occupancy in Business Use Group where height of the building is 70 feet or less above the lowest level of fire department vehicle access and the building is equipped throughout with an automatic sprinkler, and /or an automatic fire detection system or combination thereof in.
- 5.5.12 Manual Fire Alarm Boxes (Pull Stations)** – The height of the manual fire alarm boxes shall be a minimum of 42 inches and a maximum of 54 inches measured vertically, from the floor level to the activating handle or lever of the box. Manual fire alarm boxes shall be red in color.
- 5.5.13 Pre-signal or Positive Alarm Sequence System** – Pre-signal or positive alarm sequence systems shall not be installed unless approved by the code official and by the local fire department. Where a pre-signal or positive alarm sequence system is installed, 24-hour supervision by trained personnel shall be provided at a location approved by the local fire department, in order that the alarm signal can be actuated in the event of fire or other emergency.
- 5.5.14 Zones** - Each floor shall be zoned separately and a zone shall not exceed NFPA and Florida Building Code, whichever is more stringent. Where individually addressable alarm initiating devices are logically combined into groups for annunciation purposes, zone size limitations shall apply to the group. The local Authority Having Jurisdiction shall approve all zone and point description.
- 5.5.14.1 A separate zone by floor shall be provided for the following types of alarm-initiating devices where provided:
- Smoke detectors
 - Sprinkler water-flow devices;
 - Manual fire alarm boxes
 - If the system serves more than one building (i.e. Heat Plant/Chiller Plant) each building shall be indicated separately.

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- Automatic sprinkler zones shall not exceed the area permitted by NFPA 13

5.5.15 Duct type smoke detectors shall be separately identified with a remote test/indicator station. The location of the remote test/indicator shall be approved by the local fire department.

5.5.16 Audible Alarms - Audible alarm notification appliances shall be provided and shall sound a distinctive sound which shall not be used for any purpose other than that of a fire alarm. The audible alarm notification appliances shall provide a sound pressure level in accordance to NFPA occupancy ratings. The maximum sound pressure level for audible alarm notification appliances shall be 120dBA at the minimum hearing distance for the audible appliance. **All audible evacuation signals shall have a synchronized three - pulse temporal pattern in accordance with NFPA 72.**

5.5.17 Visible Alarms - Visible alarm notification appliances shall be provided in accordance with NFPA 72 and Florida Access Codes in public and common areas of all buildings and areas of buildings housings and areas of buildings housing the hearing impaired and where required by Florida Access Codes. In occupancies in R-1 Use Groups , all required accessible sleeping rooms and suites plus an additional number of sleeping rooms or suites shall be provided with a visible alarm notification appliance, activated by both the in-room smoke detector and the building fire protective signaling system.

5.5.18 Voice/Alarm Signaling System - A voice/alarm signaling system shall be provided where required by other sections of Florida Building Code. When activated in accordance with Florida Building Codes, the voice/alarm signaling system shall automatically sound an alert signal to all occupants within the building on a general or selective basis to the following terminal areas: elevators, elevator lobbies, corridors, exit stairways, rooms and tenant spaces exceeding 1,000 square feet (93m²) in area; dwelling units in occupancies in R-1 Use Groups.

The sequence of operation of the voice alarm signaling system shall be as follows:

1. Sound an alert (pre-signal) tone (the alert tone shall be a 900 hertz tone pulsed to produce one round of code 4 at approximately one second intervals.
2. Activate the recorded message regarding the evacuation procedure. The alarm and communication system shall provide

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a pre-recorded message to all required areas. The message shall contain the following information. "Attention please. The signal tone you have just heard indicated a report or an emergency in this building. If your floor evacuation signal sounds after this message, walk to your nearest stairway and leave the floor. While the report is being verified, occupants on other floors should await further instructions."

- a. This message shall be transmitted three times.
 - b. A female voice shall be used for this message.
3. Activate the evacuation signal on the floor of incident and the next floor above and below (the evacuation signal shall be in accordance with Florida Building Code.

5.5.19 Power Indicator – Flagler College shall require a green "power on" light in the fire alarm panel that is readily identifiable. The light must be visible from a distance of at least 10 feet without having to open the panel. If the color is anything but green, action must be taken immediately to resolve what issue the panel is indicating.

5.5.20 Annunciator Panel – When required, the fire alarm annunciator panel shall be located just inside the door most accessible to the fire department.

5.5.20.1 When possible the door used for this purpose must lead into a safe area such as a rated stairwell from which the fire department can access all parts of the building.

5.5.20.2 The Entry point for the department should be as all-encompassing as possible. It should lead directly to all floors, the standpipe system, fire alarm control panel as well as annunciator just inside the door.

5.5.20.3 If the system serves more than one building (i.e. Heat Plant/Chiller Plant) each building shall be indicated separately.

5.5.21 Fire Alarm Addresses – Flagler College shall be compliance with the request of the St. Augustine Fire Department the following system for addressing initiation devices.

5.5.21.1 Each device, for purpose of testing and future reference shall have the map number identified on the device and temporary protective cover that corresponds with the address on the hard copy provided by the

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electrical contractor and/or Fire Systems Service Company (AEGIS)

5.5.21.2 The address for each device shall be programmed as follows

1. Building
2. Floor
3. Room/Corridor
4. Additional information required

5.5.22 Acceptance Tests – Upon completion of constructing or modifying of the fire protective signaling system;

5.5.22.1 All alarm notification devices and circuits, alarm indicating appliances and circuits, supervisory-signal initiating devices and circuits, signaling line circuits, and primary and secondary power supplies shall be subjected to a 100% acceptance test in accordance with NFPA 72 listed in Appendix A and the Florida Building Codes.

5.5.22.2 **Fire Department must inspect and approve of system's functionality test.**

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5.6 APPROVAL AND ACCEPTANCE

- 5.6.1 The St. Augustine Fire Department shall be notified prior to installation or alteration of equipment or wiring. Complete information regarding the system or system alterations, including specifications, wiring diagrams, battery calculation and floor plans shall be submitted for approval.
- 5.6.2 Every fire alarm system shall include the following documentation, which shall be delivered to Flagler College or a representative of the College upon final acceptance of the system.

5.7 OWNER'S MANUAL AND INSTALLATION INSTRUCTIONS

Shall include the following;

- 5.7.1 A detailed narrative description of the system inputs, evacuation signaling, ancillary functions, and annunciation intended sequence of operations, expansion capability, application consideration, and limitations.
- 5.7.2 Operator instructions for basic operations including alarm acknowledgement, system reset, interpreting system output (LEDS's CRT display, and print out) operations of manual evacuation.

6 STANDARDIZATION OF FIRE PROTECTION SYSTEMS

6.1 GENERAL

6.1.1 All new fire alarm systems installed on campus shall be upgraded or installed to the best quality, and newest regulatory ruling at the time of alteration, construction, or renovation. Flagler College is installing and will be all Honeywell Silent Knight Fire Panels with the following capabilities;

- 6.1.1.1 Be fully addressable.
- 6.1.1.2 Incorporate and be compatible with the system sensor, addressable analog sensors, and system sensor notification appliances.
- 6.1.1.3 Be menu driven with 80-character alphanumeric backlit display.
- 6.1.1.4 Have internal digital alarm communicator, IP and/or backup GSM monitoring capabilities.
- 6.1.1.5 Have individual alarm and trouble supervisory services.
- 6.1.1.6 Have built-in separate alarm and trouble historical logs
- 6.1.1.7 Have alarm silence and system reset buttons
- 6.1.1.8 Have 4 programmable multifunction keys with status LEDs
- 6.1.1.9 Have operator interference keypad for manual controls and system information access.
- 6.1.1.10 Have detector maintenance reports logging.
- 6.1.1.11 Have automatic drift compensation.
- 6.1.1.12 Have ability to identify ground fault conditions
- 6.1.1.13 Have the ability to sense incorrect sensor, but shall have heat or smoke compatible bases.
- 6.1.1.14 Be able to monitor water low and sprinkler supervisory devices.
- 6.1.1.15 Be able to utilize T-Tap wiring
- 6.1.1.16 Be able to automatically release all doors that incorporate a 15 second delay for security reasons in accordance with NFPA (section 3.9.5)
****Secondary power shall not be used to maintain these doors

6.1.2 Flagler College shall utilize Silent Knight Smoke Detectors, or smoke detectors compatible with the fire alarm panel with photoelectric sensitivity that can be set to proper obscuration for the site-specific area. All smoke detectors shall meet or exceed requirements set forth by NFPA and OSHA.

They shall provide the College the ability to:

- 6.1.2.1 Provide automatic warnings when the detectors need cleaning
- 6.1.2.2 Perform environmental compensation.

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- 6.1.2.3 Incorporate the type of sensor base that will indicate power on, alarm or trouble.
- 6.1.2.4 Be interchangeable, tamper-proof sensor heads.
- 6.1.2.5 Incorporate device addressing with standard bases for use with either smoke or heat detectors and address contained in the detectors
- 6.1.2.6 Notify FCCSS, via a monitoring system, if being tampered with, specific to a room.

6.2 SMOKE DETECTOR PLACEMENT

Smoke detectors shall be placed in the following areas of academic assemble and business occupancies. This section should not be used for dormitories (R-2), Storage (s) or private or rented houses around campus.

6.2.1 Locations

- 6.2.1.1 Attics: *If heated and utilized for storage,*
- 6.2.1.2 Offices, Classrooms and Lecture Halls,
- 6.2.1.3 Corridors,
- 6.2.1.4 Custodial Closets and Storage Areas,
- 6.2.1.5 Electrical Rooms or Vaults,
- 6.2.1.6 Elevators,
- 6.2.1.7 Recycling Areas,
- 6.2.1.8 Stairwells,
- 6.2.1.9 Trash Rooms,
- 6.2.1.10 In lieu of sprinkler system in accordance with NFPA 72 and the State building code.

6.2.2 Smoke detectors must be at least:

- 6.2.2.1 3' from ceiling supply air diffusers or ceiling fans.
- 6.2.2.2 10' from wall supply air diffusers.
- 6.2.2.3 18" from sprinklers.

6.3 HEAT DETECTOR PLACEMENT

Heat detectors, regardless of whether or not sprinklers have been installed shall be placed in the following areas of academic assembly and business occupancies. This section should not be used for dormitories (R-2), storage (S) or private or rented housed around campus

6.3.1 Attics

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6.3.1.1 *Heat detectors are not required if a full suppression system has been installed, inclusive of attic.*

6.3.2 Custodial Closets with Slop sinks or other type sinks.

6.3.2.1 *Heat detectors are not required if a sprinkler system has been installed in the custodial closet.*

6.3.3 Hazardous Materials Exhaust Systems

6.3.4 Kitchens

6.3.4.1 *Heat detectors are not required if a full suppression system has been installed.*

6.3.5 Mechanical Rooms

6.3.5.1 *Heat detectors are not required if a sprinkler system has been installed in the Mechanical space.*

6.3.6 Restrooms

6.3.6.1 *Heat detectors are not required if a sprinkler system has been installed in the restroom(s).*

6.4 ACCESSIBILITY

All detectors (heat and smoke) shall be accessible for service and replacement.
Installation must;

6.4.1 Include the ability to access smoke or heat detector. Concealed detectors must be prominently indicated as required in NFPA 72 (section 3.8.4)

6.4.2 Detectors are required underneath open loading docks or platforms and their covers and for accessible under floor spaces of building without basements unless it meets the exception of NFPA (Section 5-1.3.5)

6.4.2.1 Smoke and heat detectors in elevator hoist ways, pits and shafts shall be maintained and replaced in cooperation with the elevator technician for that site-specific elevator

6.4.2.2 The installation of a duct detector shall meet the requirements of this section.

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6.5 ACADEMIC AND ASSEMBLY FIRE ALARM AND DETECTION SYSTEMS

6.5.1 General

6.5.1.1 **Academic fire alarm and detection systems** should be installed in both assembly and business occupancies at Flagler College.

6.5.1.2 **Alterations, Modifications, New Construction and Renovations**
Flagler College will meet or exceed the code requirements for fire alarm, detection and suppression systems when buildings and facilities are altered, newly constructed or renovated. All regulatory requirements of the Architectural Access Board, Building Code, Elevator Code and Fire Prevention Regulations shall be incorporated into the design and renovation of any assembly or business occupancy.

6.5.1.3 **Academic and Assembly buildings** that do not have full suppression system shall have an automatic alarm initiation device that will cause a general building alarm when activated.

6.5.1.3.1 Buildings that are not equipped with a full fire suppression system shall not have a pre-alarm, pre-signal or alarm verification system.

6.5.1.4 **Academic and Assembly buildings** with a full suppression system shall have alarm verification smoke detectors in;

Offices, studios, and laboratories

6.5.1.4.1 These 3 areas shall report smoke conditions to FCCSS, but shall not sound a full building evacuation signal for a period of 5 minutes.

6.5.1.4.2 Any other areas within academic and assembly building shall be immediate notification of FCCSS and shall activate the general building alarm.

6.5.1.4.3 Door Release Smoke Detectors for corridors and stairwells in areas where fire and smoke doors are to be held open on a magnet, until activation of a fire alarm, the following shall be required;

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- a. If the distance from the top of the door to the ceiling is less than 24" then only one (1) detector shall be required on one side of the doorway.
- b. If the distance from the top of the door to the ceiling is greater than 24" then a smoke detector shall be required on both sides of the door to be closed.

6.5.2 Elevator Recall/Firefighter Service

6.5.2.1 Smoke detectors shall be placed in each elevator lobby and shall, when activated.

6.5.2.1.1 Sound a building fire alarm evacuation signal

6.5.2.1.2 Notify the FCCSS

6.5.2.1.3 Shall direct the elevators to a primary floor, as direct by the Flagler Fire Department, or a secondary floor, depending on the floor of smoke activation

6.5.3 Pull Stations

6.5.3.1 Pull Stations in both academic and assembly occupancies shall be mounted by the exit door at a height of 42" and 54" from the floor, and at other required locations as identified in the Florida State Building Code. ** 54" is permitted by ADA, provided the path leading up to the pull station is completed unobstructed.

6.5.4 Visible Signals

6.5.4.1 **Visible signals are required in:**

6.5.4.1.1 Restrooms,

6.5.4.1.2 Meeting Rooms,

6.5.4.1.3 Hallways and Corridors,

6.5.4.1.4 Lobbies,

6.5.4.1.5 Common Spaces,

6.5.4.1.6 ADA Compliant Rooms for Lodging.

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- 6.5.4.2 **Installation:** 24" below ceiling level or 80" above the floor, provided above is met, or if less than 24" from the ceiling, must be 177 cd intensity and approved by the St. Augustine Fire Department

6.5.5 Alarm Notification Appliances

- 6.5.5.1 *With the exception of smoke detectors that have been set-up with alarm verification, all initiating devices and sprinkler flow alarms shall activate a general building evacuation alarm. The immediate alarm signal shall occur for all;*

- 6.5.5.1.1 Sprinkler flows.
- 6.5.5.1.2 Smoke detectors not set up for alarm verification.
- 6.5.5.1.3 Heat detectors.
- 6.5.5.1.4 Manual pull stations.

- 6.5.5.2 All audible alarms shall sound a distinctive sound that shall not be used for any other purpose other than a fire alarm. The audible alarm notification appliances shall provide the appropriate tone and sound pressure level, per it's occupancy, in accordance of NFPA 72 and which edition the state of Florida has adopted.

- 6.5.5.2.1 A sound pressure level of 15 dB above average ambient, or
- 6.5.5.2.2 5 dB above maximum sound level having a duration of at least 60 seconds (whichever is greater) sound level in every occupied space within the building.
- 6.5.5.2.3 For dormitories the minimum sound level is 75 dB,
- 6.5.5.2.4 For mechanical rooms the minimum sound level is 90 dB, and
- 6.5.5.2.5 For all other areas the minimum sound level is 60 dB

- 6.5.5.3 The maximum sound level shall be 120 dB at normal hearing distance.

- 6.5.5.4 All audible evacuation signals shall have a synchronized three (3)- pulse temporal pattern as required by the Florida Building Code, Florida Fire Prevention Code and the authority having jurisdiction.

- 6.5.5.5 In areas of assembly (entire buildings and parts there-of) where the occupant load is greater than 300 people, then occupant notification shall be by pre-recorded message announcement or evacuation instructions, in

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accordance with the Florida State Building Code, Section 907.

6.5.6 Fire Command Station

6.5.6.1 **The Fire Command Station** shall be immediately accessible to the St. Augustine Fire Department at a location acceptable and approved by the authority having jurisdiction. The Fire Command Station (aka Fire Alarm Panel) is the primary location where the status of the detection, alarm, communications, and control systems are displaced and from which the system has the capability for manual control.

6.5.6.2 The Fire Command System, if located next to an entrance and approved by the authority having jurisdiction can serve as both the annunciator as well as primary fire alarm system.

6.5.6.2.1 If the fire alarm is located in a locked room accessible only to Flagler College personnel, then a fire alarm annunciator shall be placed just inside the entrance, as approved by the authority having jurisdiction.

6.5.7 Duct Detector Installation

6.5.7.1 Duct detectors shall be securely mounted inside the duct.

6.5.7.2 The detectors must be readily accessible for cleaning and shall be mounted in accordance with manufacturer's specifications.

6.5.7.2.1 If necessary, access doors or panels shall be provided.

6.5.7.2.2 The location of all detectors in the air duct systems shall be permanently and clearly identified and recorded.

6.5.8 Beam Detectors

6.5.8.1 Can be installed when permitted by the Environmental Health & Safety Manager, recommended by an Integrated Fire Systems Company (AEGIS) and as approved by the authority having jurisdiction.

6.5.8.2 **Detector Locations and Spacing;**

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- 6.5.8.2.1 For smooth ceilings, a spacing of 30' shall be used as a guide.
- 6.5.8.2.2 For ceilings that are not smooth (i.e. sloped, solid beam, etc) shall meet the requirements of NFPA (section 5.3.5).

7 Residence Hall Emergency Evacuation Procedure

**Evacuation of a building is required whenever
the Fire Alarm sounds**

See following Fire Evacuation procedure for residence halls

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7.1 Fire Alarm and Evacuation Procedures

7.1.1 Prior to a Fire Alarm or Fire Drill...

- a) Learn the location of your two (2) closest Emergency Exits and the Fire Alarm Pull Station.
- b) Learn the campus emergency phone number - ext. 6200. Ask your RA about your designated meeting place, outside of the building
- c) Review emergency evacuation procedures located on the inside of your residence hall room.

7.1.2 If the Fire Alarm "Sounds"

- a) **Proceed to the door of your room and check it for heat with the back of your hand;**
- b) **If HOT**, or visible fire in the corridor DO NOT open the door;
 - i. Defend in Place; Stay in the room.
 - ii. Pack towels or blankets under the door.
 - iii. **Telephone Campus Safety and Security - (904) 819-6200.**
 - iv. Wave a brightly colored item out the window for ease of recognition
- c) **If COOL**, open the door slowly and check for smoke in the hall;
 - i. If minimal to no smoke, go to the nearest Exit and evacuate the building. It is best to exit in the opposite direction of smoke if possible.

7.1.2.1 **If you can evacuate your room, safely...**

- a) Close the door to your room as you leave (do not lock it).
- b) Proceed to the closest EXIT and evacuate the building.
- c) Assemble outside and away from the building
 - 1. Verify that everyone in your group (if applicable) has made it to safety
 - 2. If someone is unaccounted for, or known to be in a hazardous situation, and there is a fire in the building contact the Campus Safety and Security - (904) 819-6200.
- d) Stay away from the building for safety
- e) Leave plenty of room for firefighters to have clear access to building
- f) Do not re-enter the building until the fire alarm has been "silenced" and the St. Augustine Fire Department or the Flagler College Security has granted permission.

8 Disabled Persons Fire Evacuation Policy

8.1 DEFINITIONS

Accessible Means of Egress - A path of travel, useable by a person with severe mobility impairment, that leads to a public way or an area of refuge.

Area of Refuge - An area that can be used as part of the required means of egress for persons that are disabled. These areas located on floors above or below the buildings Exits can be used by disabled persons until rescue can be facilitated by the Fire Department.

- a) Areas of Refuge at Flagler College are only available in: Buildings fully protected with a Sprinkler System.
- b) Buildings that are attached but separated by fire doors can also qualify as an area of refuge.

Defend in Place - Unless the fire or other hazard is life threatening to a mobility impaired person, or the person referenced above is located on the ground floor (level of building exit), than it may be advisable for health and safety reasons for the person confined to a wheelchair, on crutches, or like to remain in their room.

Delayed Egress doors, if applicable, or those that indicate that you must push against the hardware "crash-bar" for 15-30 seconds before opening, will (when fire alarm sounds) open immediately, without delay.

Horizontal Evacuation - Relocation from one area or building to another through fire doors, stairwells or ground floor exits without having to use stairs or elevator.

Means of Egress - A continuous and unobstructed way to exit travel from any point in a building or structure to a public way consisting of three separate and distinct parts:

1. The exit access
2. The exit
3. The exit discharge

A means of egress comprises the vertical and horizontal travel and shall include intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures, lobbies, escalators, horizontal exits, courts, and yards.

Mobility Impaired (canes, crutches, walkers, etc.) - Persons who are able to walk should decide whether or not they can descend stairs in an emergency with little assistance from others.

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Mobility Impaired (wheelchair) - Persons who utilize wheelchairs or other types of motorized personal vehicle, who cannot readily use stairs in a bi-pedal motion. Mobility impairment may be caused by a number of factors, such as disease, an accident, or a congenital disorder and may be the result from neuro-muscular and orthopedic impairments.

Ramp - A walking surface in an accessible space that has a slope steeper than 1 in 20.

Short-Term Disability - Persons with short-term disabilities should follow the guidelines here in for the specific type of disability, and shall notify the Dean of Students officer, their Resident Advisor, Department Head and/or Supervisor for reasons of accountability.

****When the temporary disability is no longer an issue, the temporary disabled person should contact the Dean of Students officer, their Resident Advisor, Department Head and/or Supervisor informing them that they are no longer temporarily disabled.

Smoke Barrier - A barrier that additionally has a minimum 1-hour fire resistance rating and to be considered part of an accessible means of egress shall discharge to an accessible area of refuge.

Vertical Evacuation - Evacuation using a stairwell, not an elevator, to allow persons within building to exit the building, or facility in cases of emergency.

Visually Impaired - Persons who are visually impaired can, with the assistance of others evacuate the building using the stairs, if they are familiar with their immediate surroundings and frequently traveled routes.

- If the visually impaired person is unfamiliar with the emergency evacuation route, they should either:
- Be defended in place, within their room, or Move horizontally to an "Area of Refuge"

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8.2 EMERGENCY EVACUATION PROCEDURES FOR DISABLED PERSONS

The following is the Emergency Evacuation Procedure for the disabled at Flagler College. These regulatory requirements and guidelines meet or exceed the requirements of the Florida Fire Prevention Regulations, the Occupational Health & Safety Administration (OSHA), and the guidelines of the Life Safety Codes of the National Fire Prevention Association (NFPA 101). The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and Flagler College Policies and Procedures, everyone shall evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

Exception: Persons with disabilities as outlines in the definition section may not be required to evacuate if they have a Mobility or Visual Impairment. See Below for defined exceptions;

Mobility impaired exception;

If the person or persons are;

1. Located above or below the level of building exit
2. Located in a building that does not have "Area of Refuge" or
3. Can horizontally evacuate to another building

Visually impaired exception;

If the person or persons are;

1. Located above or below the level of building exit
2. Located in a building that does not have "Area of Refuge" or
3. Can horizontally evacuate to another building

All RA's and group leaders shall be responsible for knowing where the disabled persons reside within their building. If, during an emergency evacuation, the disabled person is not present a means of contacting that person should be provided. This will allow for accountability.

If the person cannot be reached, FCCSS or SAFD / SAPD should be notified.

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8.2.1 Defending In Place

General Guide for Defending In the room:

- 8.2.1.1 Notify others (if possible) that you are remaining in your room.
 - 8.2.1.1.1 (1) Close the door to prevent smoke and fire entry.
 - 8.2.1.1.2 (2) If necessary, pack under the door with towels, blankets or other appropriate material.
 - 8.2.1.1.3 (3) Call the FCCSS, and report your location to them so that the Fire Department is made aware of your exact location.
 - 8.2.1.1.4 (4) Finally, move to the window with a brightly colored cloth to wave to the Fire Department.
 - 8.2.1.1.5 (5) DO NOT break the window unless absolutely necessary.
 - a) **Breaking the window could...**
 - i. Injure person below
 - ii. Allow smoke to enter your room from the floor below.

- 8.2.1.2 If the **visually impaired person** is unfamiliar with the emergency evacuation route, they should either:
 - 8.2.1.2.1 Be assisted by someone who knows the evacuation procedures if evacuation from current position is relatively simple
 - 8.2.1.2.2 Be defended in place, within their room, or
 - 8.2.1.2.3 Horizontally evacuate to an "Area of Refuge"

- 8.2.1.3 **Elevators cannot be used by any person as means of Emergency Egress**
 - 8.2.1.3.1 **Elevators** in most buildings are pre-set (as required) to return automatically to the bottom floor.
 - 8.2.1.3.2 **Elevators**, if the buttons are heat sensitive, could be called to the fire floor. When the doors open, it may expose you to the fire.
 - 8.2.1.3.3 **Elevators** act like chimneys. Smoke on any floor can be drawn up through the elevator exposing person to extremely high levels of toxic gases and deadly vapors.

- 8.2.1.4 **Accountability** for emergencies such as fire alarms and hazardous material incidents are mandated by the Occupational Safety and Health Administration (OSHA). It is the responsibility of the following persons, depending on the building, to establish an accountability system for the

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building or department for disables persons.

- 8.2.1.4.1 **Academic and Administrative Buildings** - Department Heads, Directors and Supervisors
 - 8.2.1.4.2 **Flagler Gymnasium and Associated Buildings** - Director of Athletics
 - 8.2.1.4.3 **Flagler Auditorium** - Chair of Theater Arts or building Manager
 - 8.2.1.4.4 **Dining Services** - Director of Dining Services
 - 8.2.1.4.5 **Library** - Director of Libraries
 - 8.2.1.4.6 **Health Services** - Medical Director
 - 8.2.1.4.7 **Physical Plant** - Director of Facilities and/or EHS
 - 8.2.1.4.8 **Residence Halls** - Director of Residential Life
- 8.2.1.5 **Accountability Systems should include, but not limited to:**
- 8.2.1.5.1 A name checklist, which is located at the department office or by an exit door.
 - 8.2.1.5.2 Checklist of potential disabled persons in the building, and “areas of refuge” or where to defend in place, as to notify emergency responders
 - 8.2.1.5.3 Small offices and shops - personal head counts.
 - 8.2.1.5.4 Portable radio accountability
 - 8.2.1.5.5 Telephone call-in or group text, or some form of SMS or MMS
- 8.2.1.6 **Department Heads and Directors;** after accountability has been addressed, department heads and directors are strongly encouraged to meet the Fire Department Incident Commander, FCCSS and the EHS Officer at the front of the building.
- 8.2.1.6.1 Department Heads, Directors and Building Custodians are most familiar with the building involved.
 - 8.2.1.6.2 Department Heads and Directors will be able to learn cause of alarm.
 - 8.2.1.6.3 Department Heads and Directors will be told what, if any action will be required.
 - 8.2.1.6.4 After the alarm has been silenced, the Department Heads, Directors, and Campus Security will be told when it is safe to re-enter the building. Re-entry of the building is not always possible, even after the alarm has been silenced.

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- 8.2.1.6.5 Department Heads and Directors are asked to meet with Campus Police and Fire Department, at the front entrance to the building.

8.3 DISABLED PERSONS RESIDENCE ALARM PROCEDURES

8.3.1 Dormitory and Residence Alarm Activation

- 8.3.1.1 **Disabled persons residential fire alarm systems** in buildings shall have proper alarm and strobe appliances that are compliant with ADAAG and integrated with the sprinkler and detector systems, according to Florida State Building and Fire Code. All systems are currently Honeywell Silent Knight Fire Panels that are monitored centrally and addressable. All are monitored via IP and GSM backup.

8.3.2 Residential fire alarm systems in buildings with full suppression systems shall incorporate the following alarm initiating devices:

- 8.3.2.1 The individual student rooms shall have alarm verification smoke detectors that will sound within the room and notify FCCSS through the fire alarm panel. The activation of an individual room detector shall not automatically activate the building fire alarm evacuation system.
- 8.3.2.2 After 5 minutes, if the smoke condition is capable of keeping the detector in alarm, and if the FCCSS have not acknowledged the alarm, the building fire evacuation signal shall sound throughout and the Campus Security should notify the St. Augustine Fire Department.

8.3.3 Alarm Verifications

- 8.3.3.1 In addition to individual rooms alarm verification and alarm detectors, verification shall be located in:
- a) Lounges
 - b) Laundry rooms
 - c) Offices

8.3.4 Corridor Smoke Detection

- 8.3.4.1 For dormitory and other residential occupancies, the use of a pre-alarm smoke detection system shall be utilized in corridors.

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8.3.4.2 Should only 1 detector become activated in the corridor, it should transmit a pre-alarm to FCCSS for their response only.

8.3.4.2.1 The smoke detectors should be installed at a minimum of (4) smoke detectors in a corridor, and shall be used with alternating zones that would require the activation of 2 detectors to initiate a full building fire alarm.

8.3.5 Other Smoke Detection

8.3.5.1 **In the following dormitory areas**, the use of a single smoke detector will initiate a general alarm and notify FCCSS of a priority alarm

8.3.5.1.1 Stairwell smoke detectors.

8.3.5.1.2 Electric room detectors in addition to, or in lieu of sprinkler system.

8.3.5.1.3 Recycling and trash room detectors.

8.3.5.1.4 Storage areas.

8.3.5.1.5 Elevator

8.3.5.1.6 Attics (If heated and utilized for storage)

8.3.6 Door Release Smoke Detectors for Corridors and Stairwells

8.3.6.1 Door Release Smoke Detectors for corridors and stairwells in area where fire and smoke doors are to be held open on a magnet, until activation of a fire alarm, the following shall be required;

8.3.6.1.1 If the distance from the top of the door to the ceiling is less than 24" then only one (1) detector shall be required on one side of the doorway.

8.3.6.1.2 If the distance from the top of the door to the ceiling is greater than 24" then a smoke detector shall be required on both sides of the door to be closed.

8.3.6.1.3 Elevator Recall / Fire Fighter Service

8.3.6.1.4 Smoke detectors shall be placed in each elevator lobby and shall, when activated;

- a) Sound a building fire alarm evacuation signal
- b) Notify the FCCSS

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- c) Be directed to a primary floor, as directed by the St. Augustine Fire Department, or a secondary floor, depending on the floor of smoke activation

8.3.7 Pull Stations

- 8.3.7.1 **Pull Stations in dormitories** shall be mounted by the exit door at a height of 42" and 54" from the floor, and at other required locations as identified in the Florida State Building Code, Section 907.
*54" is permitted by ADA, provided the path leading up to the pull station is completed unobstructed.

8.3.8 Visible and Audible Signals are required in:

- 8.3.8.1.1 Restrooms
- 8.3.8.1.2 Meeting Rooms
- 8.3.8.1.3 Hallways and Corridors
- 8.3.8.1.4 Lobbies
- 8.3.8.1.5 Common Spaces

8.3.8.2 ADA Compliant Rooms for Lodging:

- 8.3.8.2.1 24" below ceiling level and 100 cd,
- 8.3.8.2.2 or 80" above the floor, provided above is met,
- 8.3.8.2.3 or if less than 24" from the ceiling, must be 177 cd intensity
- 8.3.8.2.4 The visible signals must be not greater than 50' from another visible signal,
- 8.3.8.2.5 All audible alarms shall sound a distinctive sound that shall not be used for any other purpose other than a fire alarm. Flagler will adhere to ADAAG and NFPA Guidelines for sound levels and visual alarms (as dictated in Flagler's Policy, Fire Alarm Requirements 4.5.16 and 4.5.17)
- 8.3.8.2.6 Xenon strobes or equivalent,
- 8.3.8.2.7 Clear or normal white lenses.

- 8.3.8.3 **Alarm Notification Appliances** approved by the St. Augustine Fire Department and shall be mounted, with the exception of smoke detectors that have been set up with a pre-alarm / pre-signal or alarm verification true alarm, all initiating devices and sprinkler flow alarms shall activate a general building evacuation alarm. The immediate alarm signal shall occur for all;

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- 8.3.8.3.1 Sprinkler flows,
 - 8.3.8.3.2 Smoke detectors not set up for alarm verification,
 - 8.3.8.3.3 Heat detectors,
 - 8.3.8.3.4 Manual pull stations,
- 8.3.8.4 **Fire Command Station**

8.3.8.4.1 **The Fire Command Station** shall be immediately accessible to the St. Augustine Fire Department at a location acceptable and approved by the authority having jurisdiction. The Fire Command Station (aka Fire Alarm Panel) is the primary location where the status of the detection, alarm, communications, and control systems are displaced and from which the system has the capability for manual control.

8.3.8.4.2 **The Fire Command Station**, if located next to an entrance approved by the authority having jurisdiction can serve as both the annunciator as well as primary fire alarm system.

8.3.8.4.3 If the fire alarm is located in a locked room accessible only to Flagler College personnel, then a fire alarm annunciator shall be placed just inside the entrance, as approved by the authority having jurisdiction.

8.3.8.4.4 **The Fire Command Station** must not be inside of a residence's sleeping quarters or living space.

8.3.9 Duct Detector Installation

- 8.3.9.1 Duct detectors shall be securely mounted inside the duct.
- 8.3.9.2 The detectors must be readily accessible for cleaning and shall be mounted in accordance with manufacturer's specifications.
- 8.3.9.3 If necessary, access doors or panels shall be provided.
- 8.3.9.4 The location of all detectors in the air duct systems shall be permanently and clearly identified and recorded.

8.3.10 Detector Location and Spacing

- 8.3.10.1 For smooth ceilings, a spacing of 30' shall be used as a guide.

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8.3.10.2 For ceilings that are not smooth (i.e. sloped, solid beam, etc) shall meet the requirements of NFPA (section 5.3.5) and manufacturer specifications.

8.3.11 Household Fire Alarm Systems

This section shall comply with the Florida State Building and Fire Prevention Code, as well as NFPA 72 and ANSI S3.41

8.3.11.1 Power Supply

- 8.3.11.1.1 All power supplies shall have sufficient capacity to operate the alarm signals for at least (4) continuous minutes,
- 8.3.11.1.2 New construction for electrically powered detectors; an AC primary power source shall be utilized.
- 8.3.11.1.3 Existing systems that were installed prior to the requirement of a hard wired fire alarm system, a monitored battery powered primary power source is permitted, but primary AC power is preferred (NFPA 2.3.1.2)
- 8.3.11.1.4 Operation of a switch (other than a circuit breaker) or a ground fault circuit interrupter shall not cause loss of primary power,
- 8.3.11.1.5 It shall be the responsibility of the tenant or occupant to change the batteries, or request maintenance to assist with change out
- 8.3.11.1.6 Refer to the lease or rental agreements for additional information,

8.3.11.2 New Construction

- 8.3.11.2.1 Where more than one smoke detector is required, the detectors shall be so arranged that operations of any smoke detector shall cause the alarm in all smoke detectors to sound within the dwelling
- 8.3.11.2.2 Shall comply with ADAAG
- 8.3.11.2.3 **Smoke Detectors** shall be installed in the following locations for new construction, or when alterations or renovations are performed. Only AC powered units as defined above shall be used
- 8.3.11.2.4 **75 dB is the minimum requirement 10' from the detector, and;**

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- a) In the immediate vicinity of bedrooms,
- b) In all bedrooms,
- c) In each story of a dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics.
- d) In residential units of 1200sq ft or more, automatic smoke detectors shall be provided for each 1200 sq ft of area or part there-of.

Exception:

In dwelling units with one or more split levels (i.e. adjacent levels with less than one full story separation between levels) a smoke detector installed on the upper level shall suffice, unless there is an intervening door between the levels.

8.3.11.3 Photo Electric Smoke Detectors

- 8.3.11.3.1 Any smoke detector located within 20' of a kitchen or bathroom or bathtub or shower shall be a photoelectric type.

8.3.12 Temporary Fire Alarm Detection Systems

- 8.3.12.1 All renovations, regardless of occupancy shall incorporate the use of a temporary free alarm system.
- 8.3.12.2 The use of a "City Disconnect" shall be incorporated into the fire alarm panel to facilitate the above sequences.
- 8.3.12.3 The alarm initiating devise shall transmit an alarm or trouble signal to the fire alarm system, which will then indicate a trouble alarm, and audible signal at that panel for "trouble" or shall activate a building fire alarm for building evacuation.
- 8.3.12.4 During regular hours of construction, the fire alarm and trouble signals shall report to the fire alarm system and activate appropriate internal alarms.
- 8.3.12.5 However, it shall not transmit nuisance alarms to the Campus Security Dispatch Center. The fire alarm shall remain active during the day for

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OSHA compliance.

- 8.3.12.6 After hours all alarms, both alarm and trouble shall be forwarded to the FCCSS via the fire alarm system for appropriate fire and policy department response.

9 Fire Detection and Suppression Impairment Policy

9.1 Purpose

- 9.1.1 Fire detection and suppression which includes, but is not limited to; single station smoke detectors and monitored fire alarm systems, sprinkler systems, fire hydrants and water supply lines, standpipes, fire department connections and post indicating valves, fire pumps, carbon dioxide, suppression systems as well as fire extinguishers are all integral pieces of the Flagler College Life Safety Program.
- 9.1.1.1 It is imperative that all functions of the Fire Safety Systems be maintained and working properly while applicable buildings are occupied.
- 9.1.1.2 It is imperative a Fire Systems repair company understand how Flagler College operates, and has institutional knowledge of the campus's Fire Safety systems.
- 9.1.1.2.1 If there is no current company on contract, efforts must be made to create a working relationship as soon as professionally possible
- 9.1.1.3 With the exception of single station smoke detectors located in some of our dormitory rooms and single story housing, all fire and sprinkler systems on campus are continuously monitored by the FCCSS.

9.2 Alteration, Construction, Demolition and Renovations

- 9.2.1 Fire alarms and suppression systems in buildings being altered, constructed, renovated or demolished shall maintain fire detection and suppression systems as long as possible for reasons of life safety and property preservation. Under no circumstances unless approved by the Department of Environmental Health and Safety, shall a fire detection or suppression system be completely or partially removed from service. In the event that the detection and/or suppression system has to be removed partially or in full, it shall be replaced with a temporary fire alarm system for reasons of personnel safety and property conservation. The system must remain operational at all times.
- 9.2.1.1 To reduce the possibility of needless alarms during the day, when contractors occupy the building, the fire alarm system can be disconnected from the Campus Security, but the system must remain operational inside

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the buildings.

9.2.1.2 When dust accumulation or disposal could activate the fire alarm system, it shall be covered with a very thin (less than one millimeter) bag or poly sheeting.

9.2.1.3 The cover must be removed when dust is no longer present, and at night when the building is no longer occupied by contractors, unless otherwise permitted by EH&S Manager, or the St. Augustine Fire Department. When contractors are no longer on site, the fire alarm system must be restored to the dispatch center and tested to verify proper operation.

9.3 Discovery of Impairment

9.3.1 Whenever Flagler College personnel discover damage or impairment of a detector or suppression system, wholly or in part, they shall immediately notify the EH&S Manager and request the Fire Systems Company (AEGIS) to come and repair defective item(s)

9.3.1.1 If the system(s) cannot be immediately repaired, the affected personnel shall notify the office of Environmental Health and Safety.

9.3.2 Sprinkler and Suppression System

When a fire suppression system, including Grill Suppression, sprinkler, standpipe or other gaseous systems must be shut down, after approval, the following steps must be performed;

9.3.2.1 **If not greater than one hour**

**Shall be corrected without notification of outside agencies by the
Maintenance Shop or Fire Systems Company (AEGIS)**

9.3.2.2 **If greater than one hour, but less than 12 hours**

9.3.2.2.1 FCCSS shall notify St. Augustine Fire Dispatch at (904) 829-2226 and provide them with the following information:

- a) Building,
- b) Address,

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- c) Type of malfunction,
- d) How long the system will be out-of-service,
- e) What is being done for temporary protection,
- f) Flagler College Supervisor authorizing shut-down,

9.3.2.2.2 The information referenced above shall be recorded by Flagler College Dispatch

9.3.2.2.3 Notify the St. Augustine Fire Department and Insurance companies (if applicable) when system has been restored.

9.3.2.3 If greater than 12 hour duration:

9.3.2.3.1 FCCSS shall notify St. Augustine Fire Dispatch at (904) 829-2226 and provide them with the following information:

- a) Building
- b) Address
- c) Type of malfunction
- d) How long the system will be out-of-service
- e) What is being done for temporary protection
- f) Flagler College Supervisor authorizing shut-down

9.3.2.3.2 The information referenced above shall be recorded by Flagler College Dispatch.

9.3.2.3.3 Notify the St. Augustine Fire Department and Insurance companies when system has been restored.

9.3.2.3.4 Inform the representative that the fire alarm system is operational and that we have increased the number of walk through inspections by the campus Security, and that the fire department has been notified

9.3.3 Fire Alarm and Detector Systems

9.3.3.1 Under no circumstances shall an occupied building be without a fire alarm or detection system, if so provided. This restriction shall apply as well to a bedroom with a single station smoke detector.

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9.3.3.2 Residential occupancies including dormitories and houses shall have a working fire alarm system at all times.

9.3.3.3 For room smoke detectors that are found to be out-of-service and not easily replaced, the Campus Security, Physical Plant, or Environmental Health and Safety shall install a battery operated detector as high up in the room as possible, preferably on the ceiling, but not less than 4" or greater than 12" down the wall from the ceiling.

9.3.3.3.1 The battery must be new and tested before placement.

9.3.3.3.2 If a battery operated detector cannot be installed, the Campus Security shall arrange for the student(s) to be relocated to a room with a working detector/fire alarm system.

9.3.3.4 If the building fire alarm system has been rendered out-of-service or found to be in trouble, the campus Security shall immediately notify Environmental Health and Safety Office, Campus Security Director and Physical Plant Superintendent.

9.3.3.5 **A Fire Watch may need to be implemented by;**

9.3.3.5.1 Environmental Health and Safety

9.3.3.5.2 Campus Security

9.3.3.5.3 A Residential Advisor with permission of the St. Augustine Fire Department, Chief

9.3.3.5.4 Persons performing fire watches shall remain vigilant at all times and must walk throughout the building constantly. If they become tired and cannot perform their duties as required, the Campus Security shall find a replacement until;

a) The fire alarm system has been returned to service or

b) The building is no longer occupied.

9.3.4 Buildings other than Residential

9.3.4.1 All other buildings, not utilized for sleeping, that have a fire alarm system that has been removed from service or otherwise rendered inoperable shall be monitored by;

9.3.4.1.1 Environmental Health and Safety, or

9.3.4.1.2 Director of Safety and Security

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9.3.4.2 It shall be the responsibility of one or all of these individuals to decide how the building will be protected by;

- 9.3.4.2.1 Fire watch
- 9.3.4.2.2 Increased number of Police Patrols, or
- 9.3.4.2.3 Other equally effective measure of protection.

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10 FIRE DRILLS

10.1.1 Fire Drills at Flagler College will be conducted at least twice during the academic year. Fire Drills are performed to familiarize occupants in the building with the sound of the fire alarm, to verify that the system is working as required, and to test the evacuation systems for faculty, staff, and students.

Sample Fire Drill Report

FIRE / DRILL REPORT

Type: Actual Fire Drill Other Fire Alarm **Total Staff Participating:** _____

Date: ___/___/___ **Time:** _____ am pm **Shift:** 1 2 3

Building Number: _____ **Division:** _____

Describe Fire / Drill Scenario:

People Involved: Unit/Area Staff Patients Security Maintenance Vendors
Housekeeping Nutrition Services Visitors Students Volunteers Others

Critique Actions Taken:

Yes No N/A (Write a brief description in box below for any "No" answers)

Yes	No	N/A	
			Call for HELP
			Rescue anyone in immediate danger
			Yell CODE RED
			Pull fire alarm
			Dial 6 or 4911
			Say "There is a fire / drill in Bldg. _____, Unit _____," describe extent of fire & actions being taken, & state your name
			Confine fire compartment (close doors, windows, openings, etc.)
			Extinguish
			Unlock patient doors
			Line up patients at exit furthest from smoke/fire
			Evacuation to point of safety
			Coordination with HP & Fire Dept

<u>Evacuation times</u>	<u>Time</u>	<u>Time Elapsed</u>
Time of alarm:	_____	
Time ready at staging point:	_____	_____ min
Time evacuated to safety point:	_____	+ _____ min
Total time to evacuate:		= _____ min

Follow Up:

Yes No N/A (Write a brief description in box below for any "No" answers)

			Patients returned to secure living quarters	Date: ___/___/___	Time: _____	<input type="checkbox"/> am <input type="checkbox"/> pm
			Smoke vented from building			
			Maintenance resets alarms			
			Fire extinguishers replaced			
			Damaged material removed and/or replaced			
			Other			

Please print:

Building Fire Warden: _____ Div/Dept Fire Marshall: _____

Person Completing Report: _____ Ward: _____ Phone ext _____

Distribution: Division Fire Marshall (Photocopy); original to Risk Management (within 5 days of fire or drill)

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11 INSPECTIONS

11.1.1 Purpose

Most residence hall fires start in a student room. The cause of the fire could be careless disposal of smoking material, cooking equipment, candles, or improper lights and wiring. Residents often believe that a fire will not take place in their building because the dormitory is constructed of brick and/or concrete. While it is true that the exterior is fire resistant, the contents inside are not. Wastepaper baskets, sheets, futons, wall hangings, and furniture are fuel sources for a potential fire; if ignited, each will allow smoke and flame to spread throughout the room, floor, or building. Ignition sources include but are not limited to: candles,

For health and safety reasons Flagler College will inspect each means of egress, electrical room, recycling closet, student storage area, and individual room at least twice annually to help maintain a healthy and safe living environment for all building residents. In addition, if the College receives a complaint about an area or room within a residence hall relative to health and safety, the College can and will inspect and rectify the hazardous condition at the resident's expense. The Flagler College Campus Security, Environmental Health and Safety, and/or the Dean of Students Office can inspect, correct, and if necessary, confiscate any item found within an area or room that poses a risk to the occupants of the area, room, or building.

11.1.2 Flagler College Office of Student Services, Residential Life will inspect the following:

Improper Appliances

- a) Air Conditioners
- b) Coffee makers and pots without automatic shutoff
- c) Crock Pots
- d) Doughnut makers
- e) Electric frying pans
- f) Gas appliances
- g) Grills
- h) Halogen lamps
- i) Hotplates
- j) Immersion heaters
- k) Microwave ovens
- l) Popcorn poppers with oil
- m) Power strips without built-in breakers or fuses

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- n) Refrigerators larger than 4.5 cubic feet
- o) Space heaters
- p) Sun lamps
- q) Toaster ovens
- r) Waffle irons
- s) Woks

Improper Wiring

- a) Overloaded extension cords
- b) Overloaded electrical outlets
- c) Outdoor lights
- d) Decorative lights improperly installed

11.1.3 Unauthorized Construction

- 11.1.3.1 Students may not construct partitions, subdivide their rooms, construct additions that increase fire load, install or modify electrical wiring or plumbing, or alter "means of egress" (i.e. emergency exits). Each of these modifications increases the risk of fire or personal injury accidents.

11.1.4 Fireplaces

- 11.1.4.1 Flagler College has fireplaces, but ARE NOT TO BE USED. They are capped and permanently sealed, and not maintained for use with fire.
- 11.1.4.2 If there is a fireplace in a room, it is not to be used, with wood or any other combustible source.
- 11.1.4.3 Electric – plug in fireplaces are not usually approved or allowed for use.

11.1.5 Candles, Open Flame Devices, and Smoking

- 11.1.5.1 Open flame devices (except for cigarette lighters and matches) are prohibited in residence halls. Candles for religious services and birthday parties must be approved in advance by the Flagler College. Candles, incense, and similar items may not be burned or lit in any residence hall. If lit or previously burned candles or incense are found or reported they will be confiscated.
- 11.1.5.2 Smoking is prohibited in all academic buildings and residence halls. Smoking is not permitted in buildings or within 50 feet of a building

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entrance or air intake.

- 11.1.5.3 Do not dump smoking materials into plastic waste containers or dumpsters without properly extinguishing them with water.
- 11.1.5.4 Flagler College is now a smoke-free campus, which includes cigarettes, cigars, vapor pens, electronic cigarettes and pipes; unless in designated areas or on public property.

11.1.6 Residence Hall Decorations

- 11.1.6.1 In accordance with the Florida Fire Prevention Regulations, items not permitted in Flagler College buildings and residence halls include, but are not limited to:
 - Christmas or other sawn trees (except UL or FM-approved artificial Christmas or decorative trees)
 - Christmas or other decorative wreaths (except UL or FM-approved artificial Christmas or decorative wreath)
 - Corn stalks or shucks
 - Hay or straw
 - Sawdust or wood shavings
 - Tree branches and leaves
 - Raw Cotton or confetti
 - Dry moss or leaves
 - Paper streamers
- 11.1.6.2 Only UL or FM-approved lighting for indoor use can be used in academic and residential buildings. If used, the lights cannot be run over ceiling tiles or grids, or through walls or doorways. The lights must be hung below the ceiling using non-conductive material (i.e. string or tape). The lights cannot restrict means of egress and can be removed by the College Fire Marshal or Environmental Health and Safety Manager if a hazardous condition exists. Not more than three sets of lights can be attached to a single extension cord. Lights must be turned off when the area is unattended.

11.1.7 Electrical and Extension Cords

- 11.1.7.1 Electrical Cords (primary and extension) must not pass through walls, floors, or above suspended ceilings.
- 11.1.7.2 Electrical Cords (primary and extension) cannot be beneath carpets or across corridors or fire escapes. This type of placement could cause a fire or

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be responsible for a personal injury accident. If temporary wiring is required, the cord must be run along the wall, not across an aisle or overhead. It must be held up with a non-conductive material such as string or tape, and may not run above a concealed space such as a drop ceiling.

- 11.1.7.3 Electrical and mechanical closets and rooms are hazardous locations. They are not to be used for general storage and they must be kept clean at all times to reduce the risk of fire.
- 11.1.7.4 Electrical panels shall be properly maintained. In accordance with the Florida Electrical Code, there must be at least three square feet of space around any and all electrical panels, boxes, disconnects, fuses, and other associated equipment.
- 11.1.7.5 Students having questions about electrical closets, disconnects, panels, rooms, or service should contact the Flagler College Plant Superintendent Service Desk (ext.). For health and safety reasons, the Physical Plant Electric Shop shall have full and final control over their respective spaces.

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11.2 INFRACTIONS

11.2.1 Failure to Evacuate

- 11.2.1.1 Except for emergency response agencies (e.g. St. Augustine Fire Department and the FCCSS), all occupants in the building will evacuate when a fire alarm has been activated. Individuals or groups failing to evacuate will be subject to judicial action, fines, suspension or expulsion from college housing and / or criminal prosecution.
- 11.2.1.2 Fines or discipline will be up to faculty / staff supervisor or office of student affairs.
- 11.2.1.3 The FCCSS will perform floor and building sweeps for the health and safety of residents. Residents found in their rooms during a fire or fire alarm will be reported to the Dean of Students Office. Flagler College has adopted this approach to help prevent "false alarm" apathy.

11.2.2 Fire Department Access

- 11.2.2.1 Persons who intentionally block or otherwise hamper the duties of the St. Augustine Fire Department or the FCCSS during a fire or medical emergency will be subject to judicial action, fines, or expulsion from college housing and / or criminal prosecution.
- 11.2.2.2 Fines or discipline will be up to the office of student affairs.

11.2.3 Fire Detection and Suppression Equipment Tampering

- 11.2.3.1 Unauthorized modifications of or tampering with the fire detection and / or suppression system (including fire extinguishers) in any building or room will result in judicial action, fines, or expulsion from college housing and/or criminal prosecution.
- 11.2.3.2 The minimum fine or discipline for tampering with fire detection and suppression equipment will be up to the office of student affairs.

11.2.4 False Fire Alarms

- 11.2.4.1 Any person who, without proper justification, turns in a false fire alarm by activating a fire alarm pull station or calling in a report of fire may be

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punished with judicial action, fines, or expulsion for college housing, and/or criminal prosecution.

- 11.2.4.2 The minimum fine or discipline for tampering with fire alarm equipment will be up to the office of student affairs.

11.2.5 Malicious Burning of Building Component(s) of a Building

- 11.2.5.1 Any person who knowingly sets fire to components of a building (i.e. doors, bulletin boards, and furniture) and/or the building itself will face judicial action, fines, or expulsion for college housing, and/or criminal prosecution.

- 11.2.5.2 Fines or discipline shall be based on student code of conduct, and up to the Office of the Dean

11.2.6 Smoke Bombs and Bomb Threats

- 11.2.6.1 Any person who possesses and/or activates a smoke bomb in a building without the permission of FCCSS, or any person who initiates a bomb threat, will be subject to judicial action, fines, or expulsion from college housing and /or criminal prosecution.

- 11.2.6.2 Fines for possessing or activating a smoke bomb range from \$100 to \$500.

- 11.2.6.3 Calling in a bomb threat or planting a bomb or other incendiary device will result in criminal prosecution, based on local jurisdiction and the student code of conduct. The College shall remain intolerant of such behavior.

- 11.2.6.4 Refer to Flagler College's Comprehensive Fire Safety Plan for instructions on how to deal with this situation by Flagler's Policy.

11.2.7 Fire Hydrants, Fire Department Connections (FDC) and Fire Lanes

- 11.2.7.1 No vehicle except for emergency response apparatus or cars shall park in designated fire lanes or in front of a fire hydrant.

- 11.2.7.2 Flagler College shall not be responsible for any damage to a motor vehicle that obstructs the response of the St. Augustine Fire Department or other emergency response agency.

- 11.2.7.3 Flagler college will ticket or tow unauthorized parking too close to Fire Hydrants, Fire Lanes or blocking FDC's

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11.2.8 Fire Hazards

- 11.2.8.1 Motorcycles, automobiles, mopeds, gasoline, propane, flammable liquids and other similar items are not allowed in buildings other than those facilities specifically designed for that intended purpose and shall be removed at the owner's expense.
- 11.2.8.2 Fire Hazards for students such as those associated with poor housekeeping, electrical hazards, and improper use of cooking equipment should be addressed in student code of responsibility while occupying Flagler College residences.
- 11.2.8.3 Fire Hazards for faculty and staff such as those associated with poor housekeeping, electrical hazards, and improper use of cooking equipment should be addressed in employee handbook, discussed in the initial hire orientation, and monitored by Security and the EH&S Manager.

11.2.9 Fireworks

- 11.2.9.1 Any person possessing and/or discharging fireworks on campus will face judicial action, fines, or expulsion for college housing, and/or criminal prosecution.
- 11.2.9.2 The minimum fine or discipline for possessing or discharging fireworks will be according to the office of Student Affairs

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12 Flammable and Combustible Liquids

A flammable material is any liquid, solid or gas that will ignite easily and burn rapidly. Materials that are flammable are of concern due to their ability to render damage to property and more importantly, to injure or cause death of workers

Objective:

The storage, issue, use and disposal of flammable and combustible liquids falls under the rules and regulations promulgated under OSHA, the National Fire Protection Association and the Flagler College policy.

Responsibility

All users of flammable and combustible material must follow this section

Classification of Flammable and Combustible Liquids

"Flammable liquid" refers to any liquid having a flashing point below 100F. Such flammable are Class I liquids. These liquids are subdivided into three classes. The following is an illustrative list of common flammable liquids.

ClassIA - Flash Point: Below 73 degrees F, Boiling Point: Below 100F

ClassIB - Flash Point: Below 73 degrees F, Boiling Point: At or Above 100F

ClassIC - Flash Point: At or Above 73 degrees F, Boiling Point: Below 100F

"Combustible liquids" refers to any liquid having a flash point at or above 100F. Combustible liquids are subdivided as follows:

ClassII - Flash Points: At or Above 100 degrees F and below 140 degrees F.

ClassIIIA - Flash Points: At or Above 140 degrees F and below 200 degrees F.

ClassIIIB - Flash Point: At or Above 200 degrees F.

This data has been tabulated for easier reading.

*NFPA is the acronym for the National Fire Protection Association. NFPA 704, *Standard System for the Identification of the Fire Hazards of Materials*, provides planning guidance to fire

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departments for safe tactical procedures in emergency operations, and gives on-the-spot information to safeguard the lives of fire fighting personnel and the others who may be exposed. The Hazard Identification System is not intended to identify the non emergency health hazards of chemicals.

Definitions:

Laboratory Unit - An enclosed space used for experiments or tests. Laboratory units may or may not included offices, laboratories, and other contiguous rooms maintained for or used by laboratory personnel, and corridor within the unit. It may contain one or more separate laboratory work areas. It may be an entire building. It must, however, be separated from other building areas by appropriate fire resistive construction having at least a one hour fire resistive rating.

Requirements

Maximum quantities of flammable and combustible liquids in research laboratory units, general purpose laboratory units, and a laboratory units in health care facilities shall be in accordance with the following tables.

Maximum quantities of flammable and combustible liquids in instructional laboratory units shall not exceeds 50% of that allowable indicated in the following tables.

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MAXIMUM QUANTITIES OF FLAMMABLE AND COMBUSTIBLE LIQUIDS IN LABORATORY UNITS OUTSIDE OF APPROVED FLAMMABLE LIQUID STORAGE ROOMS.

Excluding Quantities in Storage Cabinets and Safety Cans

Liquid Class	Maximum Quantity per 100 sq. ft. of Lab Unit	Maximum Quantity per Unit***
I*	7.5 L (2 gal)	284 L (75 gal)
I,II, and IIIA**	15.0 L (4 gal)	380 L (100 gal)

Including Quantities in Storage Cabinets and Storage Cans

Liquid Class	Maximum Quantity per 100 sq. ft. of Lab Unit	Maximum Quantity per Unit***
I*	15.0 L (4 gal)	570 L (150 gal)
I, II, IIA***	30.0 L (8 gal)	760 L (200 gal)

Notes:

*Class I liquid maximum shall be inclusive of Class IA, IB, and IC collectively.

**The maximum quantities of Class I liquids shall not exceed the quantities specified for Class I alone.

***The more restrictive quantity, based on either the Maximum Quantity per 100 sq. or Maximum Quantity per Lab Unit, shall apply to all cases.

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Maximum allowable container size for use in all laboratories shall be in accordance with the following table.

Flammable Liquids* Combustible Liquids*****

Container Type	IA	IB	IC	II	IIA
Glass	500 ml*	1.0 L*	4.0 L	4.0 L	20 L
Metal or approved plastic	4.0 L	20 L	20 L	20 L	20 L
Safety Cans	10 L	20 L	20 L	20 L	20 L
Metal drums (DOT spec.)	0	20 L	20 L	227 L	227 L
Polyethelene**	4.0 L	20 L	20 L	227 L	227 L

Notes:

*Glass containers, as large as 4 L shall be permitted to be used if needed and if the required purity would be adversely affected by storage in a metal or an approved plastic container, or if the liquid would cause excessive corrosion or degradation of a metal or an approved plastic container.

**DOT Spec. 34, UN 1H1, or as authorized by DOT exemption.

***In instructional laboratory work areas, no container for Class I or Class II liquids shall exceed a capacity of 4 L, except that safety cans shall be permitted to have an 8 L capacity.

Flammable or combustible liquids shall not be stored in ordinary refrigerators.

Storage of flammable or combustible liquids in well-sealed containers is permissible in approved flammable materials storage refrigerators or in refrigerators approved for Class I, Division I, Group C and D. The outside of doors to laboratory refrigerators shall be labeled to denote whether or not they are acceptable for storage of flammable or combustible liquids.

Incompatible materials shall be segregated to prevent accidental contact with one another.

Flammable and combustible liquids stored in the open in the laboratory work area shall be kept the minimum necessary for the work being conducted.

All containers used for storage of flammable and combustible liquids shall be labeled as to content in accordance with good laboratory practice.

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HAZARDOUS CHEMICAL EXPOSURE OR SPILL

In the event of the incidental release (a small spill) of a hazardous chemical, employees must immediately notify the campus EHS Manager who will make the determination as to whether the spill

can safely be cleaned up, without the need for evacuation or calling in a professional spill response contractor. Any debris from such a clean up will be treated as a hazardous waste and handled accordingly. All employees in any situation with exposure to hazardous chemicals or fumes are encouraged to take actions that will ensure their own safety and the safety of others. The EHS Manager shall be immediately notified of any and all spills and the EHS Manager shall conduct an investigation within three working days of the incident.

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13 Flagler Dining Hall Fire Evacuation Plan

13.1 SUMMARY

In accordance with the requirements of the Occupational Safety and Health Administration (OSHA) 29 CFR 1910.35 and the St. Augustine Fire Department, Flagler College has developed an Fire Safety Plan for hazardous situations such as fire and medical emergencies on campus.

The size of the building, the amount of students, the number of employees, the presence of contractors and “Legacy Tour” visits necessitates a more site-specific emergency evacuation plan for the Flagler Dining Hall that includes employee accountability.

Complete evacuation during a fire alarm is required, regardless of cause.

13.2 FIRE ALARM

- 13.2.1 Every Occupant in the Flagler Dining Hall and Kitchen Complex must evacuate to the exterior of the building by way of the closest emergency exit door.
- 13.2.2 The Director and/or manager of the Dining Hall and/or their designee should proceed to the east side of the building on Cordova Street to meet the St. Augustine Fire Department, Campus Security and the building custodian.
- 13.2.3 Persons most familiar with the building and the current activities within are the most valuable resource, in case of actual fire.
- 13.2.4 All Flagler College employees should encourage building occupants to evacuate the building in a safe and orderly fashion through the closest emergency exit.
 - 13.2.4.1 The building elevator must not be used for evacuation for safety reasons.
- 13.2.5 Preplanned areas to which employees can go during a fire alarm or actual fire emergency shall be established for reasons of accountability.
 - 13.2.5.1 Evacuees, except for those persons meeting with the St. Augustine Fire Department at the front entrance should not obstruct emergency vehicle or firefighter access.
 - 13.2.5.2 Evacuation points referenced above should be located on the opposite side of the sidewalks and fire lanes.

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13.2.5.3 During inclement weather, evacuation to the nearest relief

13.2.6 As stipulated in the Flagler College Fire Safety Plan Policy, the building occupants should not re-enter the facility until the building fire alarm has been silenced and the fire department and/or the FCCSS has authorized re-entry.

Fire - Reporting

The following procedures shall be followed when a Flagler College employee discovers a fire in a building, regardless of how large the fire is:

1) Close the door to the room where the fire is. This will confine the fire to a smaller area.

1. If the fire is small and you have been trained to use the fire extinguisher, you may attempt to extinguish it.
2. If you have not been trained to use the fire extinguisher or the fire is too large to handle, *EVACUATE* the building.
3. The fire alarm has been silenced, and
4. The fire or police department has indicated that it is acceptable to re-enter.

2) Activate the closest fire alarm system. Pull stations are usually located next to an exit or stairwell door

3) Telephone 819-6200 to report the location of the fire. You or someone you designate must make the telephone call from a safe location as quickly as possible. Once you have given the dispatcher the information, wait until the dispatcher hangs up before you hang up because the dispatcher may need more information. The St. Augustine Fire Department through the Campus Security will know from your call that this is an active fire and not "burned food" or a malicious false alarm.

4) Extinguish or Evacuate

5) Do not re-enter the building, until:

It is the responsibility of the Administration for the Dining Services Department to:

1. require complete evacuation of the building during a fire alarm
2. adopt an employee accountability system,
3. identify person(s) responsible to meet with and assist the St. Augustine Fire Department and the Flagler College Campus Security at the front entrance, during a fire alarm or fire emergency.

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- a. oversee and, when necessary make the appropriate changes to this policy and procedure to insure the safety and well being of the building occupants, and
 - when appropriate, facilitate a fire drill at the Dining Hall in accordance with the requirements of the local, state and federal regulatory agencies.

Emergency Evacuation for the Disabled

1. The evacuation of the building during a fire alarm is required, regardless of cause. In accordance with regulatory requirements and Flagler College Policies and Procedures, everyone shall evacuate a building in which a fire alarm is sounding. Fire alarms include, but are not limited to accidental alarm, false alarm or conditions caused by fire and/or smoke.

Exception:

Persons with disabilities as outlined in the definition section may not be required to evacuate if they are:

1. Mobility impaired
 - a. Located above or below the level of building exit
 - b. Located in a building that does not have
 1. "Area of Refuge" or
 2. Horizontal evacuation to another building
2. Visually impaired
 - a. Located above or below the level of building exit.
 - b. Located in a building that does not have
 1. "Area of Refuge" or
 2. Horizontal evacuation to another building

For additional information, or to acquire Flagler College Environmental, Health and Safety Policies and Procedures contact the Flagler College EHS office at 819-6422.