



**Education: Fire Safety Program**

***While the University of Sioux Falls: Education: Fire Safety Program cannot cover every conceivable contingency, every effort has been made to anticipate probable emergencies and necessary training.***

Working

### Program Objectives

It is the policy of the University of Sioux Falls to endeavor through astute observation and established industry practices to promote safe environmental conditions for faculty, staff, students, and visitors free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies
- Conducting regularly scheduled fire drills in the residence halls per the City of Sioux Falls Fire Code Section 401.2
  - Campus Safety and Residence Life Staff will conduct 2 fire drills in the fall semester and spring semester with the first drill of the semester occurring within 10 days of the beginning of classes.
- Conducting annual fire drill for administrative and academic buildings per the City of Sioux Falls Fire Code Section 401.2
  - Campus Safety will conduct 1 fire drill each year.
- Promoting fire safety awareness for employees and students by conducting regularly scheduled training programs on fire prevention and emergency evacuation procedures
  - September 1, 2009 – all residence halls are equipped with floor plans for evacuation.
  - November 1, 2009 – all incoming students will be educated during one all residence life meeting of the floor plans and evacuation procedures.
  - All students can find additional fire safety information on the USF website and in the USF Student Handbook.
  - November 1, 2009 – employees will have a awareness segment during one all employee meeting per year.
  - All employee's can find additional fire safety information on the USF website and in the USF Emergency Handbook.
- The City of Sioux Falls fire marshal completes inspections of the entire campus at minimum of once per year to mitigate fire hazards.
- All fire alarm systems and fire extinguishers on campus are inspected and tested once a year by an outside specialist.
- Maintenance personnel maintain individual fire alarms, HVAC, and boilers to mitigate future fire hazards.
- Performing building plan review and code consultation related to current capital improvement and remodeling projects.
- Performing periodic plan review for updating of policies and procedures.

### Fire Prevention Policies and Procedures

#### Appliances

For safety and energy conservation, the University does NOT allow the following appliances in residence hall rooms: space heaters, slow cookers, toaster ovens, air conditioners, indoor grills.

#### Candles/Incense/Combustible Liquids

Candles or incense are not permitted to be burned in the residence halls. Combustible liquids of any type are not to be used or stored in the residence halls.

#### Carpets

Only carpets with jute-backing meet fire standards for use in the residence halls.

#### Christmas Trees

Natural trees are permitted only in lounges or supervised areas. They are not permitted in individual rooms.

#### Fire Safety Equipment

Students are held responsible for the misuse of, or tampering with, fire alarms, alarm systems, fire doors, fire extinguishers, or other security equipment. Damages due to misuse will be addressed and collected as stated in the "Damages and Repairs" policy.

#### Fireworks

Fireworks, firecrackers and similar explosives are prohibited on campus.

#### Microwaves

Microwaves are allowed in student rooms. Microwaves cannot use more than a maximum wattage of 1,000 watts.

#### Room Decorations

Room personalization and decorating is encouraged. While using the following guidelines:

- White plastic-tack must be used to hang decorations on University property (e.g. wall, desk, door, etc.). No tape, including duct tape, nails, tacks, hooks or contact paper can be used.
- Pictures and posters are permitted, but discretion should be used in the selection. Ask your RD and roommate about questionable items. The RD reserves the right to have students change their room decor. The display of people or products which are inconsistent with the values and standards of USF is not permitted.

#### Tobacco

All tobacco use is prohibited on campus.

#### Wiring/Extension Cords

Students are not allowed to alter or supplement the wiring in their rooms due to fire/safety concerns. Extension cords should not be used except for outlet center/power strip cords, which must be UL-rated.

### **In Case of A FIRE**

***The fire plan and/or emergency evacuation plan must be approved by the Sioux Falls Fire marshal.  
Fire Code Section 401.2***

1. Pull the fire alarm, if not already activated.
2. Evacuate building according to your buildings plan, to the designated evacuation area to allow building coordinator to do a head count and give further instructions as needed.
3. Call 911 from any USF telephone. Give dispatcher name of university, building, and streets bordering.
4. Call University of Sioux Falls **Buildings and Grounds Department, 366-3094 "on call"** or Campus Safety, **321-6400, 359-7571, 331-6591, 321-2726**.
5. Evacuate building according to your buildings plan, to the designated evacuation area to allow building coordinator to do a head count and give further instructions as needed.
6. If by judgment, you can see the fire is in a contained area and significantly small, extinguish it by using the nearest available fire extinguisher. If the alarm is sounding, the Fire Department must be contacted.
7. After the Fire Department has determined the area safe, allow persons to return to work or class.
8. If the fire alarm has been sounded, only the Fire Department can silence the horns.

#### NOTE:

- Hearing-impaired students are assigned to residence equipped with strobe lights.
- It is the responsibility of the Resident Director or designees to notify and remove disable students from the facility.

### **EMERGENCY EVACUATION DRILLS**

1. Student Development is responsible for conducting emergency evacuation drills for the residence halls.
2. Maintenance Department is responsible for conducting emergency evacuation drills for the academic and administrative buildings.
3. Residence Halls are required to have four evacuation drills per academic year.
  - a. The first emergency evacuation drill of each academic year shall be conducted within ten days of the beginning of classes. Fire Code Section 408.3.1
  - b. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the class is in session, or during other times to avoid distinction between drills and actual fire. Fire Code Section 408.3.3
  - c. At least one drill shall be held during hours after sunset or before sunrise. Fire Code Section 408.3.3
4. Emergency evacuation drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. Fire Code Section 405.4

5. A drill log must be maintained. Fire Code Section 405.5 The official copy of the emergency evacuation log will be kept in the office of Risk Management.
6. Academic and administrative buildings are required to have one evacuation drill per calendar year.

**EVACUATION AREAS**

**Residence Hall**

Burgess Hall  
 Grand Island Hall  
 Kroske Hall  
 Mary Collier Baker Hall  
 Patterson Hall

Sullivan Hall  
 Cleveland Center  
 Fine Arts Center  
 Glidden Hall  
 Jordan Hall  
 Library  
 McDonald Center  
 Science Center  
 Stewart Center  
 Sanford Health Sport Complex

**Fair Weather Location**

Stewart Center Parking Lot  
 Quad Area  
 Quad Area  
 Quad Area  
 Science Center South Parking  
 Lot  
 Upper Grand Island Parking Lot  
 Upper Grand Island Parking Lot  
 Quad Area  
 Quad Area  
 Quad Area  
 Patterson Hall Parking Lot  
 Patterson Hall Parking Lot  
 Patterson Hall Parking Lot  
 Cleveland Center Parking Lot

Field 1 Lot A  
 Field 2 Lot B or C

**Poor Weather Location**

Stewart Center  
 Fine Arts Center  
 Science Center Z-Hall  
 Science Center Z-Hall  
 Science Center Z-Hall  
  
 Stewart Center  
 Stewart Center  
 Science Center Z-Hall  
 Fine Arts Center  
 Student Union and Pierce Hall  
 Fine Arts Center  
 Fine Arts Center  
 Fine Arts Center  
 Fine Arts Center  
  
 Field House  
 Field House

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