

FIRE PLAN

DEPARTMENTS/AREAS AFFECTED: Holy Cross Campus

SCOPE OF PRACTICE: All Personnel

POLICY STATEMENT:

A building with high concentrations of people poses serious hazards in the event of a fire. The loss of life and property in any fire has proven to be the least where well organized procedures have been established, and where all persons involved have carried out their instructions in a systematic organized and effective manner. For this reason, every employee is instructed to fully acquaint him or herself with this plan of procedure. If you have any questions, or if you are not completely sure of your specific functions, you should immediately discuss these matters with your supervisor.

POINTS TO REMEMBER:

The greatest single hazard of a fire is panic. You must avoid panic, you must avoid panic among the students, and, above all, you must avoid giving any other person the impression that you are frightened or in a state of panic. You should assume the air of a cool, reassuring person who has a task to perform and is performing it in an efficient manner.

The Holy Cross Campus is composed of fire resistant buildings. However, the contents are not all fire resistant or fireproof, and the spread of a fire will be determined by the amount of flammable material that is in the vicinity of the fire.

For the well being of students, no student shall be involved in the effort to put out the fire or to move about the building, unless they have been specifically trained to carry out such activity i.e. RAs, HDs. Then only when the probability of the entire building being involved in a fire is most remote.

PROCEDURE:

1. Any employee discovering evidence of a fire, or large quantities of smoke, should observe the following rules:
 - a. DO NOT panic!
 - b. Remove students, etc. away from immediate danger!
 - c. Close door behind you to contain any smoke and prevent fire from spreading.
 - d. Quickly locate and pull the nearest fire alarm pull station.
 - e. Notify Campus Security (239-8312)
2. The automatic fire alarm system will sound an alarm for the fire area via a pull station, smoke detector, or sprinkler head being activated.
 - a. The automatic fire alarm system will receive an alarm signal from an activated device and call the fire department, sound an audible alarm signal in the fire area, and annunciate the location of the fire on the fire panel and at the building entrance.

***The Notre Dame fire department will arrive with-in six minutes.
Camus Security or his designee will meet the fire department to give necessary
information. After hours, the security officer
on duty will meet the fire dept at the entry to the affected building.***

- b. Telephone the Notre Dame Fire Dept. (631-6200) and give your name, Holy Cross College, and specific location of the fire.

- c. Instruct all personnel to remain well clear of the area affected by the fire to allow uninhibited access for firemen, both in and outside the building.
 - d. Use the telephones only for emergency calls.
 - e. Only the fire dept., *Administrator or the Director of Facilities and Grounds will call an ALL CLEAR and silence the alarm and reset the fire system.
 - f. Convene Emergency Response Team.
3. The automatic fire sprinkler system – **Residence Halls**
- a. The sprinkler heads are activated automatically by a rise in temperature from ambient to 160 degrees.
 - b. The activation of a sprinkler head will automatically sound the fire alarm and call the fire dept.
 - c. Only the *Administrator, the fire dept. or the Dir. of Facilities and Grounds will shut off the water feeding the activated sprinkler head after the fire dept. has determined the fire is out and the ALL CLEAR has been given.
4. The fire alarm audible signal has sounded
- a. Immediately **evacuate** the building.
 - b. Close doors behind you.
 - c. Don't panic.
 - d. If possible knock on your neighbor's doors and say - **THERE IS A FIRE GET OUT!**
 - e. If smoke is in the corridors - get low - there is oxygen near the floor - crawl to exits.
 - f. If you are unable to get out of the room use wet towels or what you have to prevent smoke from entering the room under doors etc., stay near the floor there will be oxygen there. Try to draw attention to the area you are trapped in; phone, window or calling for help. (Most fire related deaths are from smoke inhalation).
 - g. When you get outside stay together. At that time it will be determined who is unaccounted for and where everyone should go until the ALL CLEAR is sounded.
5. Orientation instruction:
- a. All residents shall receive instruction at the beginning of each semester with respect to; Escape routes, evacuation procedures, and fire equipment procedures and disaster event procedures.
 - b. All faculty and staff shall receive instruction at the beginning of each new school year with respect to; escape routes, evacuation procedures, fire and fire equipment procedures, disaster event procedures and the Crisis Management Plan.
 - c. It shall be documented (signed by recipient) that each person has received and understands these procedures and plans.
6. Fire Extinguisher
- There are many fire extinguishers located throughout the HCC campus. The same basic steps of use apply to all. It helps to remember **PASS**.
- a. **P**ull the safety pin.
 - b. **A**im at the base of the fire.
 - c. **S**queeze the handle.
 - d. **S**weep the extinguisher aim the discharging agent at the base of the fire until the fire is out.

EVACUATION PROCEDURE:

Only the President or a designated college official may order the general evacuation of a building.

In case of partial evacuation of residence halls, temporary housing of displaced students will be according to the following priority:

- With other students in remaining residence halls.
- In the Pfeil Recreation Center. Donations of blankets, pillows, air mattresses, and other supplies will be requested of other students, Red Cross, South Bend Community.
- Local hotels.
- Long term accommodations may be sought in homes of members of the community (Media/Public Relations)
- Dorm space may provided by encouraging local students to volunteer to move home.

EXCEPT IN THE EVENT OF FIRE - IF THE FIRE ALARM IS SOUNDING, ALL PERSONNEL IN THE BUILDING SHALL EVACUATE THE BUILDING TO THE OUTDOORS. USE ESTABLISHED ESCAPE ROUTES AND FOLLOW THE EVACUATION PLAN.