

	<b>Fire Safety &amp; Fire Implementation Emergency Plan</b>	Effective:	24 February, 2005
		Originator	K. Hicks
		Last Updated:	September 25, 2006
		Updated by:	Lynell Nolan

## PURPOSE

The primary purpose of this Plan is to identify the likely Fire and Natural Hazards that that can occur at the Ross University of Veterinary Medicine Campus and the manner in which members of the Ross Community can effectively deal with them.

## SCOPE

This Plan is dedicated to ensuring the full implementation of emergency procedures that will be developed to minimize loss to either personal injury or material damage. These procedures apply to all members of the Ross Community while on campus, with special attention paid to persons designated with specific assignments.

## HUMAN RESOURCES

The human resources integral in the proper execution of this Plan include members of:

- The Security Department
- Facilities Department
- A person from each Department designated as Fire Warden
- The local Fire Department
- The nurses

## MATERIAL RESOURCES

The material resources integral in the proper execution of this plan include:

- Fire Hydrants
- Fire Hoses
- Fire Extinguishers
- Sprinklers
- Hard Hats
- First Aid Kits
- A general Campus Siren with a public address system
- Smoke/fire detectors

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## TASKS/ACTIVITIES

The Security Department is responsible for the overall coordination of the Fire Safety & Fire Emergency Plan. The Deputy Director is responsible for coordinating this program and shall act as the fire marshal for the campus.

A Security Supervisors will assist the Deputy Director with the fire aspects of the program. The Deputy Director has identified at least one (1) member from each department, who would take on the responsibilities of warden for that department.

A Fire Safety & Fire Emergency Committee is set up and shall meet at least once a month. Each person has been advised of his or her duties and responsibilities in the event of a fire related emergency.

Each warden has been provided with a hardhat, which he/she will wear during any fire drill or when the emergency campus siren is sounded. Orange hardhats have been provided for this project and have been distributed to the officers.

The Security Dispatch, who will activate the siren and public address system when ordered to do so by the Dean, the RUSVM Administrator, or the Director of Safety & Security, will control it during the emergency.

A coordinator, from the Safety & Security Department, will liaise with the Fire Department on visits to the campus. He will also be responsible for having fire extinguishers checked and fire hydrants checked as warranted. The coordinator will confer with the Deputy Director of Safety & Security, who would discuss the requirements with the Director of Safety & Security for approval of the purchase of any equipment required for the program. A log of extinguishers checked will be kept and signed off by the Fire Department.

## FIRE WARDENS

The Fire Wardens integral for this plan have been selected. The persons have been identified for the various locations and are listed in Appendix "A":

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## **EMERGENCY RESPONSE TEAM/FIRE BRIGADE**

This is a critical component in any fire preparedness planning. The sole responsibility of this team is to respond to any fire or emergency related incident as they occur. The quick response of this team will minimize the damages that can be sustained during a fire or emergency. The members of this team are identified in Appendix “B”:

The Director of Safety & Security will be responsible for keeping an updated Emergency Response Listing of all students, faculty members and staff. This list will be updated by the end of the first month of each semester.

There shall be a full inspection of campus by the Director of Safety & Security, the Deputy Director of Safety & Security, the Director of Facilities, the Pasture Manager, and the Fire Safety & Fire Emergency Response Committee at least once per month. The Deputy Director of Safety & Security will maintain a log.


## **TRAINING**

Training for Fire Officers and Response team has been done. The session included information on fire safety, fire prevention, evacuations, types of fire and emergency response procedures. The training session also included a practical demonstration on the use of fire extinguishers. The overall training session lasted two and a half hours (2.5hours) and participants were fully apprised of their responsibilities. Follow-up training sessions will be arranged as required.

This committee will act as the steering committee and will overview every fire related issue, and will provide the necessary guidance. The deputy Director of Safety & Security chairs this committee. This Committee will also conduct a monthly inspection of the campus and make recommendations as it relates to health and safety issues.

## ***HOT WORK MANAGEMENT SYSTEM***

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In order to minimize the likelihood of a fire occurring on campus, preventative steps will be taken to ensure that all hot work operations (such as cutting, welding, brazing, grinding, soldering, etc.) performed outside of any designated welding areas are fully supervised. In the event hot work is to be performed, the Director of Facilities or the individual responsible for the hot works shall immediately inform the Director or Deputy Director of Safety and Security, and supply the following information:

1. The type of hot works to be performed (such as cutting, welding, brazing, soldering, etc.)
2. The location of the work area.
3. The time hot works is expected to commence.
4. The time hot works is expected to end.
5. The number of individuals performing the hot works.

On the notification of hot works to be performed, The Director/Deputy Director of Safety and Security shall visit the proposed work area and make an assessment as to the condition and determine if hot works can be performed safely.

1. Once the work area is considered safe, issue a directive to have the site monitored before, during, and after the hot works has been completed.
2. Instruct the security officer assigned to roving patrol duties to inspect the hot works area once every hour during hot works and every 15 minutes for a maximum time of three hours after the completion of hot works.


***RESPONSIBILITIES:***

**FIRE WARDENS**

It is the responsibility of the Fire Wardens to:

1. Sound the alarm. Asses the fire, if in doubt doesn't fight.
2. Evacuate all persons from the building once there is a threat of fire.
3. If the situation permits, use the nearest fire extinguisher and extinguish the fire.
4. Direct evacuated persons to designated assembly point.

## EMERGENCY RESPONSE TEAM

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It is the responsibility of the members of this team to:

1. Respond to all fire related incident on campus.
2. Locate the nearest firehouse and connect fire hoses to the nearest fire hydrant.
3. If the situation permits suppress or extinguish the flame.
4. Prevent the fire from spreading to other buildings.
5. Salvage equipment and property.
6. Provide First Aid and CPR.
7. Restore the affected area to normal functions after a fire.

## SAFETY AND SECURITY


It is the responsibility of members of this Department to:

1. Identify the location of the fire.
2. Activate the emergency response procedures.
3. Respond to all fire related emergencies.
4. Ensure that all persons are evacuated from the affected area.
5. Assist the emergency response team.
6. Protect life and property.
7. Co-ordinate with the Fire Department. Provide First Aid and CPR.

## EXPECTATIONS

With this plan implemented, all material resources in place, and the human resources identified and trained, we are now in a position to:

- Lessen accidents occurring on campus
- Create a safer working environment
- Prepare faculty, staff and students for emergencies
- Ensure individuals are fully aware of their responsibilities during emergencies
- Comply with Insurance Requirements.

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## **FUTURE PLANS**

The Committee will keep abreast of new technology and provide training to comply with such technology. The Committee shall involve guest speakers from the Fire & Safety Industry at some of the monthly meetings.


## **MUSTER SITE**

In the event of a fire or incident, where there is a need for members of the RUSVM communities on campus need to muster, this would occur on the parking pavement west of the Auditorium.

## **APPENDIX “A”**

### **FIRE WARDENS**

- |   |  |
|---|--|
| <b>1. Denver Mike / Bernell Duporte</b>   | <b>Administration</b>                    |
| <b>2. Lynell Nolan / Keithly Hicks</b>    | <b>Block 1, 2, 3.</b>                    |
| <b>3. Michele Cardozo</b>                 | <b>Auditorium</b>                        |
| <b>4. Hughlester Gumbs</b>                | <b>Veterinary Clinic</b>                 |
| <b>5. Keithroy Charles</b>                | <b>Anatomy / Multi Purpose 1 &amp; 2</b> |
| <b>6. Ronald Spaide / Collin Williams</b> | <b>LRC</b>                               |
| <b>7. Cheryl Cumberbatch</b>              | <b>Library</b>                           |
| <b>8. Floyd Revan</b>                     | <b>Clinical Pathology</b>                |
| <b>9. Erica Ellis</b>                     | <b>Prep School</b>                       |
| <b>10. Dr. Ibrahim Shokry</b>             | <b>Faculty Offices Over Day School</b>   |
| <b>11. Shawn Grant</b>                    | <b>Cafeteria</b>                         |

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**EXHIBIT “B”**

**EMERGENCY RESPONSE TEAM / FIRE BRIGADE**

- |   |  |
|---|--|
| <b>1. Keithly Hicks</b>                   | <b>Safety &amp; Security (Fire Marshall)</b> |
| <b>2. Lynell Nolan</b>                    | <b>Safety &amp; Security (Fire Marshall)</b> |
| <b>3. Patefield James</b>                 | <b>Facilities (Fire Brigade Marshall)</b>    |
| <b>4. Frederick Woodley</b>               | <b>Facilities</b>                            |
| <b>5. Maxwell Richards</b>                | <b>Facilities</b>                            |
| <b>6. Conrad Depusior</b>                 | <b>Facilities</b>                            |
| <b>7. Craig Samuel</b>                    | <b>Pasture</b>                               |
| <b>8. Ricaldo Parris</b>                  | <b>LRC</b>                                   |
| <b>9. Walter James</b>                    | <b>Purchasing</b>                            |
| <b>10. Larry Rawlins</b>                  | <b>Pasture</b>                               |
| <b>11. Beth Smith / Maureen Dickenson</b> | <b>Nursing</b>                               |