

# Fire Safety Manual

*Environmental Health & Safety  
University of South Florida  
4202 East Fowler Avenue, OPM100  
Tampa, FL 33620*

*Telephone: (813) 974-4036*

*Fax: (813) 974-9346*

*Website: [www.usf.edu/ehs](http://www.usf.edu/ehs)*

*Email:*

# USF FIRE SAFETY MANUAL

## TABLE OF CONTENTS

<b>INTRODUCTION.....</b>	<b>4</b>
<b>ANNUAL FIRE SAFETY INSPECTIONS.....</b>	<b>4</b>
State Fire Marshal.....	4
Environmental Health and Safety.....	4
University Colleges and Departments.....	4
<b>RESIDENCE HALLS.....</b>	<b>5</b>
Residence Hall Fire Drills.....	5
A. Resident Life Coordinator.....	5
B. Environmental Health and Safety.....	6
Residence Halls Fire Safety.....	6
Tampering with Fire Protection Systems.....	8
<b>LABORATORY FIRE SAFETY.....</b>	<b>8</b>
General:.....	8
Flammable and Combustible Storage:.....	8
Cylinder handling and storage:.....	9
Hazardous Waste:.....	9
<b>EVENTS.....</b>	<b>9</b>
Definitions:.....	9
Fireworks:.....	10
A. Roles and responsibilities.....	10
B. General considerations.....	11
C. Indoor displays.....	11
D. Outdoor displays.....	12
E. Fire watch for displays.....	12
Tents:.....	13
Food trucks:.....	13
<b>FIRE EXTINGUISHERS.....</b>	<b>14</b>
Fire classifications:.....	14
How to use a portable fire extinguisher:.....	14
Fire extinguisher types:.....	15
Fire Extinguisher Tips:.....	16
<b>FIRE REPORTING.....</b>	<b>16</b>

# USF FIRE SAFETY MANUAL

GENERAL FIRE SAFETY REQUIREMENTS.....16

ELECTRICAL SAFETY .....17

    Power outage..... 18

SPACE HEATERS .....18

COMMON FIRE VIOLATIONS .....19

FIRE AND EMERGENCY EVACUATION DRILLS .....19

    P17j0 [-14BD.6-1 (I)-3.....119.004(G)-3.3 (EN)7.84.739.....21707 Td(G)-3.3 (EN)7.85..19.....)Tj(.....)Tj0 Tc 0 Tw ( )Tj0.004 Tc









## USF FIRE SAFETY MANUAL

- A. Slide a pan lid over flames to smother a grease or oil fire, then turn off the heat source and leave the lid in place until the pan cools.
- B. Make sure a dry chemical fire extinguisher is located near to the cooking area. Go to the page 11 for fire extinguisher op228 0 T26 ( 57.7 (-rE64.007 Tw 0.



# USF FIRE SAFETY MANUAL

## Cylinder handling and storage:

- A. All cylinders must have proper labeling and stored in an upright position.
  - B. Cylinders must remain secured to a wall, permanent fixture or an approved cart at all times.
  - C. One additional cylinder may be stored in a lab adjacent to the cylinder it will replace.
  - D. Empty cylinders shall be marked as empty and removed at next scheduled pickup.
  - E. Cylinders must not block exit routes from the lab or building.
  - F. Propane cylinders larger than 1 lb. shall be stored outside laboratory buildings.
  - G. Regulators must remain unobstructed.
- Chemicals shall be separated and segregated by hazard class (acids, bases, flammables, etc.) to prevent hazardous reactions.
  - Spray painting operations shall occur inside an approved paint spray booth.
  - Place used oily/solvent soaked rags in a metal container with a lid and manage as hazardous waste.

## Hazardous Waste:

- A. Do not combine or mix chemicals unless an evaluation for chemical compatibility has occurred.
- B. Label all chemical waste containers with the words "Hazardous Waste" and list the names of the chemicals within the container.
- C. Segregate hazardous wastes by hazard class.
- D. All hazardous waste containers must be kept closed unless you are adding or removing waste from the container.
- E. Contact EH&S when waste containers are full to avoid exceeding the maximum allowable quantity within the Satellite Accumulation Area (SAA).
- F. Consult USF Hazardous Waste Management Procedure for additional information. ([USF Hazardous Waste Management Procedure](#))
- G. Hazardous waste containers, labels, and pick-up request tags can be obtained through the EH&S office. You can request for any of these items through USF's chemical inventory system or by contacting the EH&S office at 813-974-4036.

## EVENTS

### Definitions:

**Event:** A scheduled activity open for the public to attend or participate including but not limited to exhibitions, expositions, fairs, festivals, entertainment, cause-related, fundraising, leisure activity. An activity that is advertised to the public by any communication means including social media that is not limited to the USF community is considered an event. An event may be a one-time or periodic, free or ticketed, educational, charitable or communication related hosted to attract revenue, support, awareness, and/or provide entertainment created by and/or for the public that will require review to ensure appropriate allocation of university business, resources, and personnel as required for the safe operation





## USF FIRE SAFETY MANUAL

2. **Prohibited Indoors – Comets.** A pellet of composition which is propelled from a mortar or shell and produces a long-tailed effect.  
**Large Waterfalls -**

## USF FIRE SAFETY MANUAL

3. Shows with multiple effect control points will require additional fire watch staff and must be indicated at the time of permit application/approval.
4. The fire watch person will ensure that the effects are brought in, arranged, set up, and discharged in a safe manner in accordance with the approved permit.
5. The fire watch person shall have the authority to instruct the pyrotechnics vendor to modify or cease use of the effects if they determine a hazard exists. Failure of the vendor's representative to comply with fire watch personnel's request may result in disapproval of future permits.
6. The fire watch person shall have the authority to initiate building evacuation.
7. The fire watch person should also be familiar with the facility, location of the fire alarm system panel and controls, location of fire extinguishers, and have means of contacting emergency forces.
8. All costs associated with fire watch expenses to be the responsibility of the facility management, sponsoring department or venue.

## USF FIRE SAFETY MANUAL

3. Cooking equipment that produces grease-laden vapors shall have protection supplied by fire-extinguishing equipment. Fire extinguishing systems must be current with certification within the last 6 months.
4. Food trucks must not park or block paved fire lanes adjacent to permanent buildings.

### FIRE EXTINGUISHERS

- Fire is a chemical reaction called combustion. Fire needs fuel, oxygen, heat and chemical chain reaction in order to burn. Fire extinguishers apply an agent that will cool burning heat, smother



# USF FIRE SAFETY MANUAL

## Multi-Purpose Dry Chemical

### Fire Extinguisher Tips:

- A. Always know the location of the nearest operable extinguisher and how to use it.
- B. Before using the fire extinguisher, evacuate the building by pulling the manual fire alarm pull station to alert other occupants of the facility. (Located near exits and stairs)
- C. If a fire alarm pull station is not available, yell or scream out loud "fire, fire, fire".
- D. Call 9-1-1 for University Police or have someone else call.
- E. Only attempt to extinguish small fires, if one extinguisher does not extinguish the fire, evacuate the area immediately.
- F. While fighting the fire, position yourself between the exit and the fire by keeping your back to the fire.

sgess (st) P. 6 (1) 206 (1) 2.3 (1) 2.3 (1)





## USF FIRE SAFETY MANUAL

- Keep electrical appliances away from wet floors and counters; pay special care to electrical appliances in the bathroom and kitchen.
- When buying electrical appliances look for products which meet the Underwriter's Laboratory (UL) standard for safety.
- If an appliance has a three-prong plug, use it only in a three-slot outlet.

Never overload wall sockets. Immediately shut off and then have replaced outlets and switches that are hot to the touch.

- Never leave coffee makers and all other appliances with exposed heating elements unattended.

# USF FIRE SAFETY MANUAL

- C. Before using the heater, inspect the electrical cord. Look for frayed wire or cracked insulation. If there are any defects in the cord or unit, DO NOT USE. Plug heaters directly into a wall electrical outlet. Never use an extension cord with the heater.
- D. Never leave the unit on while you are out of your office. Always check to ensure unit is off before leaving your office for lunch or at the end of the day.
- E. Do not place the heater near combustible materials such as papers, magazines or office furniture. Allow at least three feet clearance between the heater and combustible material.
- F. Do not place the heater in or near wet areas or in high traffic areas such as exits. G. Before operating the heater, always read and follow the manufacturer's operating instructions.
- H. NEVER USE SPACE HEATERS IN AN AREA WHERE FLAMMABLE VAPORS MAY BE PRESENT.

## COMMON FIRE VIOLATIONS

- Extension cord used as permanent wiring device. (Extension cords are for temporary use)
- Daisy Chain assemblies (plugging a power strip into another power strip).

### Blocked Exits.

- Furnishing and debris blocking egress.
- Excessive storage.
- Unsecured compressed gas cylinders.
- Improper storage of flammable liquids.
- Storage within 18 inches of ceiling in areas equipped with sprinkler heads (24 inches for ceilings without sprinklers).
- Propping open fire rated egress doors with a door wedge or other material.
- Unapproved portable space heaters not equipped with proper safety function. (Usually found under desks).

## FIRE AND EMERGENCY EVACUATION DRILLS

- Fire and emergency evacuation drills are required annually in all USF high hazard buildings (buildings with fire alarms) in accordance with the Florida Fire Prevention Code, Florida Statutes and [USF Policy #6-025 - USF Fire and Emergency Evacuation Drills](#). The purpose of the fire drill is to educate occupants on proper actions to take in the event of an actual fire or other building emergency. During a drill, all occupants must evacuate the building and the drill evaluated for effectiveness.

# USF FIRE SAFETY MANUAL

## USF FIRE SAFETY MANUAL

2. Ensures that individuals within the college, division, or unit are informed of policy requirements and comply with those requirements.

### **College or Division, Facility/Safety Liaison**

1. Coordinates drill schedule to ensure there is no disruption to major events (e.g. mid-terms, finals, conferences, etc.)
2. Schedules appropriate date and time for fire and emergency evacuation drill normally during first two weeks of the Spring or Fall Semesters.
3. Coordinates fire and emergency evacuation drill with EH&S, UPD, and Physical Plant.
4. Enlists building volunteers to monitor and encourage occupants to evacuate during the drill. At the specified time, activates fire alarm system for the fire and emergency evacuation drill to commence.
5. Designates gathering areas for building occupants in consultation with EH&S, usually a minimum of 150 feet away from the building.
6. Where practicable, maintains a record of staff or students that may require assistance during an evacuation and assists in identifying safe areas for persons with disabilities.
7. Receives comments from building occupants regarding drill procedures and fire alarm system deficiencies.
8. Completes Fire/Evacuation Drill Evaluation Form

# USF FIRE SAFETY MANUAL

- F. Close doors to limit the potential spread of smoke and fire.
- G. Terminate all hazardous operations and power off equipment.
- H. Close all hazardous materials containers.
- I. Remain outside of the building until the building is released for reentry.
- J. Do not restrict or impede the evacuation.
- K. Convene in the designated grassy gathering area and await instruction from emergency responders or drill volunteers. Avoid parking lots.
- L. Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- M. Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/ refuge.
- N. Never assume that an alarm is a "false alarm".
- O. **Treat all fire alarm activations as emergencies. Get out of the building!**

## FIRE SAFETY EDUCATION AND TRAINING

- Training the University community is a vital component of the fire safety program. This section will cover address fire and life safety topics and should serve as a resource for all faculty, staff and students.
- The goal of EH&S is to educate the University community in the following areas:
  - A. Fire prevention and safety measures.
  - B. Proper use of fire equipment.
  - C. Detection and reporting of fire and safety hazards.
  - D. Fire drill and emergency evacuation procedures.
  - E. To schedule training, please contact the EH&S office at (813) 974-4036.

## FIRE SAFETY EQUIPMENT

- Modern buildings today are equipped with fire detection and suppression equipment to protect life and property from fire. The fire safety systems include fire sprinkler systems, standpipe systems, point addressable fire alarm systems and special clean agent automatic suppression systems.
- USF maintains the fire safety systems in accordance with applicable National Fire Protection Association (NFPA) standards for service and maintenance.
- Any fire protection or life-safety system out of service for four (4) hours or more in a twenty-four (24) hour period shall have a fire watch performed in the building or the building shall be evacuated.

### Fire watch

1. Fire watch is a patrol of any building or building area having an impaired fire protection system. The designated personnel conducting the fire watch shall watch for signs of

## USF FIRE SAFETY MANUAL

fire that is, flames, smoke, burning odors, increased temperatures or other emergencies, i.e., water, gas leaks and power losses.

2. The fire watch personnel or any person shall sound an alert to other building occupants if fire, smoke or other noticeable signs of combustion or other emergencies requiring building evacuation are discovered and telephone 9-1-1 for emergency assistance.
3. Fire watch personnel must have the ability to telephone for emergency assistance from the local Fire Department by dialing 9-1-1.
4. Fire watch actions should be documented by using [USF's EH&S Fire Watch Forms](#).
5. The frequency of fire watch patrols shall be continuous throughout all building areas; that is, continuous patrol through corridors, common areas, mechanical and storage





# USF FIRE SAFETY MANUAL

operations create heat, sparks and hot slag that have the potential to ignite flammable and combustible materials in the area surrounding hot work activities.

- The Fire Prevention Code requires a permit for all hot work operations. OSHA requires contractors to initiate this permit for hot work and designate a permit-authorizing individual (PAI) to oversee hot work operations and to authorize hot work permits. The PAI cannot be the hot work operator (e.g., the person doing the work).
- EH&S issues [Hot Work Permits](#) for the University of South Florida. Anyone requiring a permit must make application forty-eight (48) hours before the start of work. A safety inspection of the work area prior to the start of work will be conducted by an EH&S representative.
- The permit shall be valid for a twenty-four (24) hour period and should be posted in the area of hot work for the duration of the activity.

## DOCUMENTS

The following documents provide additional information that will assist with Evacuation Drills and Events. Double click on the document to access the file:

[USF Fire and Emergency Evacuation Drill Policy](#)  
[USF Fire and Emergency Evacuation Procedures](#)  
[Fire](#)