

Environmental Health & Safety Policy Manual		
Issue Date: 11/12/2009	Updated: 2/21/2025	Policy # EHS-400.07
Fire Safety Policy		

1.0 PURPOSE

To establish a comprehensive program of procedures, testing, maintenance, training and drills that contributes to reduced fire risk & enhanced preparedness in the event of a fire.

2.0 SCOPE

This policy assigns responsibility and includes detailed procedures to reduce fire risk and ensure all personnel at LSUHSC are fully prepared in the event of a fire.

3.0 RESPONSIBILITIES:

3.1 University Police (UP) shall:

- Serve as Incident Command during all alarm events.
- Maintain a list of mobility impaired persons and chemical inventories at the Emergency Command Post (ECP).
- Serve as the primary liaison with all emergency responders.
- Ensure prompt notification to Environmental Health & Safety (EH&S) and Facility Services (FS) by radio in the event of an alarm or reported fire concern.
- Support EH&S as appropriate during routine fire drills.

3.2 Environmental Health & Safety shall:

- Hold recurring fire drills for all LSUHSC facilities and complete *After-Action* reports.
- Document that drills were held.
 - Drills will be held a minimum of once per year in each building.
 - In the dormitories, two drills will be held during each academic semester. One drill will be held during the day, the other during evening hours.
- Maintain lists of mobility impaired persons and provide to UP.
- Maintain an accurate list of Floor Leaders and ensure all are fully trained.
- Maintain chemical inventories by location and provide to UP.
- Identify fire hazards during lab/building inspections and follow-up to ensure timely correction.
- Ensure all fire extinguishers are maintained and operational.

- Through drills and recurring training, ensure the LSUHSC community is fully prepared in the event of a fire.
- Engage with FS and Planning and Construction to ensure knowledge of current hot work and fire safety system discrepancies.

3.3 Facility Services Department shall:

- Ensure annual fire safety system testing is completed at all LSUHSC facilities.
- Expedite any repairs required to maintain compliance with code. Keep EH&S informed of any discrepancies.
- Ensure Hot Work requirements are enforced.
- Ensure contractors have an evacuation plan and know the Emergency Evacuation Area(s) (EEA).

3.4 Deans and Supporting Departments shall:

- Maintain an accurate list of mobility impaired persons and Floor Leaders providing updated lists to EH&S.

3.5 Construction Coordinators shall:

- Ensure Hot Work permit requirements are enforced.
- Notify FS and EH&S of any Fire Marshal discrepancies found during final inspections. Provide notification when corrected.
- Ensure contractors have an evacuation plan are aware of their respective EEA.

4.0 IMPLEMENTATION PROCEDURES

The included appendices provide key information and guidance to ensure success of the fire safety program:

- Appendix A, Actions in the Event of a Fire Alarm, provides guidance to the LSUHSC population on how to respond to an alarm or actual fire. It includes a description on how all building alarms work and describes the area of refuge for all facilities. This information is posted to the EH&S web site.
- Appendix B, Internal Notification and Response Guidance, details how the University Police is notified of an alarm and how University Police, Facility Services and EH&S respond to the alarm. Furthermore, it shows the location of the fire control panels for all facilities.
- Appendix C, Fire Drill Procedures, provides guidance on all the steps required to ensure proper communication and execution of fire drills.
- Appendix D, Fire Safety and Hot Work Permit Policy, lists the requirements for hot work approval and execution.
- Appendix E, Fire Safety Procedures for Dormitories. This appendix also includes the Director of Student Housing's fire safety policies.
- Appendix F, Special Fire Safety Procedures, lists procedures specific to Animal Care and the School of Dentistry.
- Appendix G, Facility Requirements for Temporary Fire Watch.

5.0 TRAINING

Fire Safety Training is incorporated into the General Safety and Emergency Response training delivered annually through the Office of Compliance's CATS training system to all faculty, staff, and students.

6.0 RECORD KEEPING

All records, including Drill after Action Reports and Floor Leader Training shall be maintained for the current fiscal year plus the previous three fiscal years.

7.0 INSPECTIONS AND PROGRAM REVIEW

- Life safety equipment will be inspected periodically, as per Code and Fire Marshall directive.
- Drill performance will be assessed following each drill.
- This policy will be assessed periodically by EH&S.

8.0 REFERENCES

State of Louisiana Office of Risk Management General Safety Guidance

9.0 APPENDICES

- Appendix A - Actions in the Event of a Fire Alarm
- Appendix B - Internal Notification and Response Guidance
- Appendix C - Fire Drill Procedures
- Appendix D - Fire Safety and Hot Work Permit Policy
- Appendix E - Fire Safety Procedures for Dormitories
- Appendix F - Special Fire Safety Procedures
- Appendix G - Facility Requirements for Temporary Fire Watch

**BUILDING OCCUPANT ACTIONS IN THE EVENT OF A
FIRE OR FIRE ALARM**

University Policy (UP) will serve as the initial point of contact and incident command lead during all fire and alarm events at LSUSHC.

RESPONSE TO THE DETECTION OF SMOKE OR FIRE

1. If a fire or smoke is detected (beyond an extent that can be safely managed, i.e., fire is larger than typical trash can, must fight the fire while facing the escape exit, fire can block your only escape) immediately PULL the closest fire alarm pull station. Fire alarm pull stations are located by each stairwell and/or exit
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building.
3. Exit the building per the Emergency Evacuation Procedures as written below.
4. Once to a safe location, CALL the University Police at 568-8999 or 911 and provide the following information:
 - Your name and the telephone number
 - The exact location of fire or smoke (building, floor, and/or room number)
 - The type of fire (electrical, flammable liquid, trash, etc)
 - The extent of the fire (severity of the fire and/or amount of smoke)

BUILDING OCCUPANT EVACUATION PROCEDURES

1. Evacuate your office or visiting area. Close the door(s) to your office or classroom to confine the fire. Close public-space doors that may help prevent the spread of smoke and fire to other non- impacted areas.
2. Walk to the nearest stairwell exit. Emergency exits are marked by the red-lit “Exit” signs. Do not use the elevators.
3. Carefully walk down the stairs, remaining in the stairwell until exiting the building. Stay to the right side and allow for traffic from lower floors to enter.
4. Offer assistance to those who can move down the stairs but may still require some help. Do not lift or carry anyone up or down the stairs.
5. Upon exiting the building, go to your assigned Emergency Evacuation Area (EEA) and report to your Floor Leader. See table at end of appendix for EEA listings.
6. Remain at the EEA until an “all clear” is given by UP or an appropriate Incident Command.

**PRIMARY AND BACKUP FLOOR LEADER RESPONSIBILITIES DURING
ALARM ACTIVATION**

1. Upon alarm activation, alert others to immediately evacuate the building.
2. Direct all personnel, students, and visitors to the nearest and/or safest stairwell exit,

- not the elevators.
3. Rapidly verify that all office, meeting and storage room doors are closed to prevent the potential spread of fire and smoke.
 4. Ensure all mobility impaired personnel are moved to the nearest stairwell.
 - a. The primary Floor Leader will immediately report the location of mobility impaired personnel to UP or the appropriate authority at the EEA.
 - b. The responding fire department is the only authorized agent who will physically remove a mobility impaired person from the stairwell.
 5. Note any areas of smoke and fire and relay to UP upon arrival at the EEA.
 6. Upon the completion of the floor evacuation, the backup floor leader will immediately go to their department's meeting area within the assigned EEA and account for their department's personnel.
 7. Provide an accountability report to UP or other acting Incident Command authority.
 - a. Report any missing personnel to UP or appropriate Incident Command.
 - b. Give their last known location or office room.
 - c. No LSUHSC employee, student or visitor will conduct a missing person search or go into a building that is in alarm status. All searches must be conducted by UP or the responding Fire Department
 8. Once an all clear has been given by the UP or appropriate Incident Command, the Floor Leaders may begin escorting their department personnel back to their floors via elevator or stairwell in a calm and orderly fashion.

PRIVATE CONTRACTOR RESPONSIBILITIES DURING AN ALARM ACTIVATION

1. Prior to starting the project, the contractor will be advised by the Construction Coordinator or Contracting Officer of the designated EEA for the particular building.
2. Contractors will have planned an escape route in the event of a fire.
3. If an alarm sounds, the contractor will secure their equipment, evacuate to the area of refuge, and notify their construction coordinator or appropriate authority.

MOBILITY IMPAIRED PERSONNEL EVACUATION PROCEDURES

1. Evacuate your office while leaving the door open.
2. With the assistance of a floor leader or co-worker, exit to the nearest stairwell. Enclosed stairwells are safe refuge areas for people who cannot evacuate because stairwells have higher fire-resistant construction than the surrounding building and a separate ventilation system. Do not use the elevators.
3. Escorts should assist visiting mobility impaired personnel's movement to the stairwells. If the visitor has no escort, a Floor Leader or other building occupant shall assist. The escort (upon arrival at the EEA) shall report the location of the mobility impaired person to the Floor Leader.
4. Remain in the stairwell and your location will be provided to the emergency responders for rescue by the Fire Department.

ELEVATORS IN THE EVENT OF ALARM ACTIVATION

In the event of an alarm, do not use the elevators.

If you are on an elevator during an alarm, when the doors open, immediately exit and report to the designated EEA using the closest exit door. The speakers in the elevators will sound when a building alarm is activated. Depending on the building, the elevators will be recalled to the first or second floor. Once recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and speakers announcing activation of alarms. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset.

RESPONSE TO BEING TRAPPED IN A BUILDING FIRE

1. To determine your escape status, find the door leading to the nearest building exit.
 - a. Feel the door handle and then the entire door.
 - b. If the door handle or the door is hot, **DO NOT OPEN THE DOOR.**
 - c. If there is pressure on the door and “puffs” of smoke coming around the door, **DO NOT OPEN THE DOOR.**
2. If escape is precluded, stay at your location and do not panic.
3. Close all doors, windows, and any other openings that lead to the impacted area.
4. As a last resort, if there is a window(s) that can supply fresh air open or break it. Use extreme caution while breaking the window. Protect yourself from broken glass. Note that the large increase of air from the broken window may cause the fire to intensify.
5. If possible, use a wet towel or blanket to cover yourself.
6. Call the UP at 568-8999 or 911 and give specific information, including:
 - a. Your name.
 - b. Your exact location (building, floor, and/or room number).
 - c. Your pending circumstance and your condition.

ALARM SYSTEM FUNCTION WITHIN EACH BUILDING

Each building is equipped with fire system that detects smoke or fire and activates alarms in less than three seconds. The following are the two types of alarm systems at LSUHSC facilities:

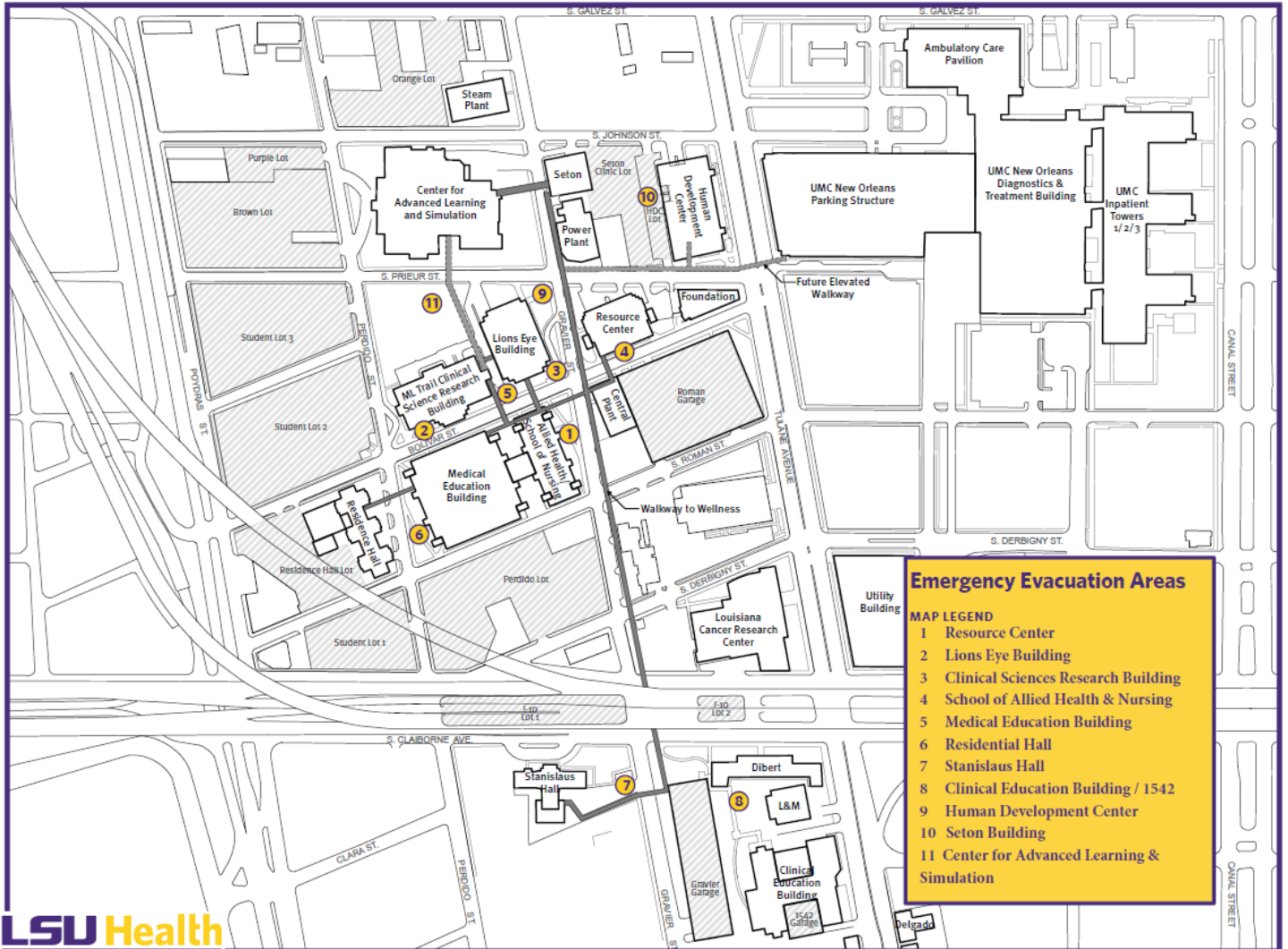
1. The Resource Center, Lion’s Eye, CALS, CSRB and School of Allied Health and Nursing are designed to high rise code and will **ONLY** sound on the impacted floor and on the floor above and below. For example, if a pull station is activated or a smoke detector goes off on the fourth floor, the alarm will only sound on the third, fourth and fifth floors. Once the Fire Department arrives, they will decide whether or not to sound the alarm on additional floors. If the alarm is not going off on your floor, you should not evacuate.
2. The MEB, Residence Hall, Stanislaus Hall, Clinical Education Building (1542), Human Development Center, all School of Dentistry facilities (Clinic, Administration, Advanced Clinical Care & Clinical Research Building, and the Powerhouse), Roman Street Garage, and Seton Building are general alarms. This means that if the life safety system detects a problem, then the entire building will enter alarm and all building occupants will evacuate immediately.

EMERGENCY EVACUATION AREAS

Each building has a respective “Emergency Evacuation Area” (EEA). Using the map location references below, these locations are displayed on the next pages. Also, these maps may be found [here for the Downtown Campus](#) and [here for the Dental School Campus](#).

Building	Emergency Evacuation Area	Map Location
Library, Administration and Resource Center	School of Allied Health and Nursing Building on Gravier Street.	1
Lions Eye	CSRB at corner of Bolivar and Perdido Streets.	2
Clinical Science Research Building	Lions Eye at corner of Gravier and Bolivar Streets.	3
School of Allied Health and Nursing	Library, Administration and Resource Center on Bolivar Street.	4
South Roman Street Garage	Library, Administration and Resource Center on Bolivar Street.	4
Medical Education Building	Between CSRB and Lions Eye on Bolivar Street.	5
Residence Hall	MEB on the corner of Perdido and S. Roman.	6
Stanislaus Hall	Stanislaus Parking lot along Gravier Street	7
Gravier Street Garage - Entwave Office	Stanislaus Parking lot along Gravier Street	7
Clinical Education Building (1542)	End of rear walkway near west end of Gravier Garage.	8
Human Development Center Building	Northwest side of Lions Eye Building	9
Seton Building	South side of Human Development Center	10
Center for Advanced Learning and Simulation	Grassy area behind CSRB	11
Dental School Admin, Clinic, Advanced Clinical Care & Clinical Research Building and Powerhouse	Green space west side of Admin Building	12

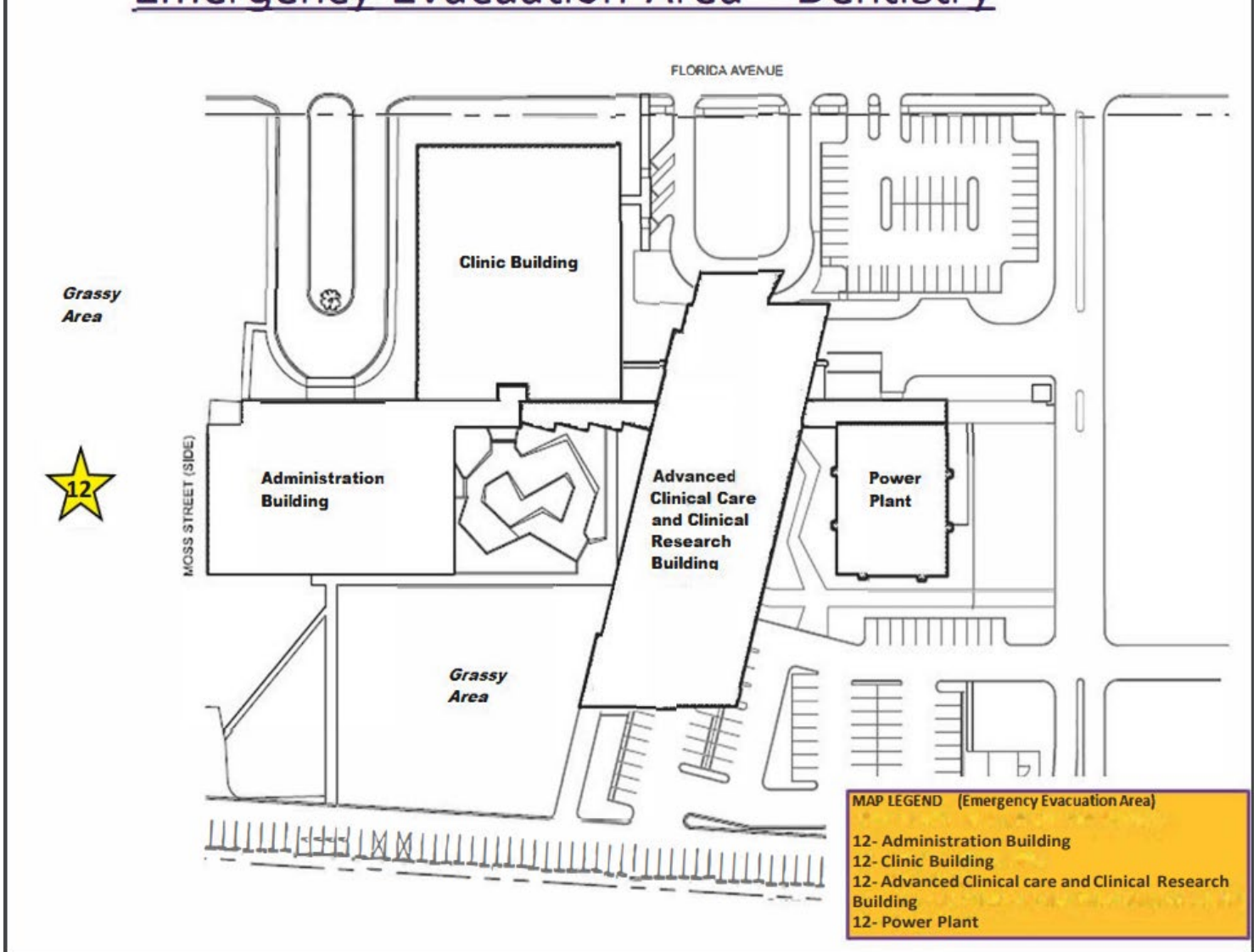
EMERGENCY EVACUATION AREAS - DOWNTOWN CAMPUS



EMERGENCY EVACUATION AREAS - DENTAL SCHOOL CAMPUS

Click on Area number to see "Aerial View"

Emergency Evacuation Area - Dentistry



INTERNAL NOTIFICATION AND RESPONSE GUIDELINES

Alarm notifications are transmitted to UP via two methods (email or phone call), dependent upon the building of alarm. The table below identifies the notification method for each campus building. University Police, once notified, dispatch a responding officer(s) to investigate the alarm cause.

Building	Notification Methods
Library, Administration and Resource Center	System generated email notification to UP
Lions Eye	System generated email notification to UP
Allied Health/School of Nursing	System generated email notification to UP
Clinical Science Research Building	System generated email notification to UP
Medical Education Building	System generated email notification to UP
South Roman Street Garage	System generated email notification to UP
Human Development Center	System generated email notification to UP
Residence Hall	In house University Police
Stanislaus Hall	Automated telephone to x8999 University Police
Clinical Education Building (1542)	System generated email notification to UP
Center for Advanced Learning and Simulation	AMS Company will call Emergency Command Post
Seton Building	AMS Company will call Emergency Command Post
Dental School Clinic	AMS Company will call Dental School UP Desk and x8999
Dental School Administration	AMS Company will call Dental School UP Desk and x8999
Dental School Powerhouse	AMS Company will call Dental School UP Desk and x8999
Dental School Advanced Clinical Care and Clinical Research	AMS Company will call Dental School UP Desk and x8999

Response Procedures

Active Hours:

When UP receives notification of a potential fire event during active University hours (7:00 am – 5:30 pm), the following procedure shall be implemented:

1. If smoke/fire has been directly reported or observed, UP shall immediately call 911.
2. UP shall notify EH&S (via radio or office phone at 504-568-6585) and the designated on-site Facility Services Electronic Technician(s) of the event and associated details, i.e., location of the alarm and room number (if known).
3. UP will then direct all involved personnel to switch radios to channel five for fire-related traffic and announce the following twice: “ATTENTION ON THE NET. THERE IS A FIRE ALARM IN THE X BUILDING (INDICATE FLOOR AS WELL IF KNOWN). EMERGENCY TRAFFIC ONLY ON THIS CHANNEL.”
4. The Lead Electronic Technician and EH&S Representative (or their reps) shall

acknowledge by indicating receipt of the transmission and estimated time of arrival at the facility. If UP does not receive a response, they should attempt further transmissions and as a last resort, make contact via cell phone from the ECP.

5. UP will provide a personnel response to the building and EEA adequate in scope to support accountability and road control efforts. EH&S will dispatch all available personnel to provide ancillary support to UP. All available Electronic Technicians will report to the fire control panel. If an Electronic Technician is unavailable, Facility Services will send an Engineer.
5. UP shall always dispatch an officer to the building's fire control panel (locations shown in below included table) to meet the responding Electronic Technician. The Officer and Electronic Technician will investigate the alarm as the situation dictates (i.e., if smoke/fire has been reported or is obvious, investigation is not required); if more than one technician is present, one will remain at the panel:
 - a. If smoke or fire is present, immediately call 911. Notify the EH&S Representative that the Fire Department has been called. Once the situation has been addressed and the Fire Department calls "All Clear", UP directs the Electronic Technician to reset the alarm and recall the elevators. UP then notifies the Floor leaders that all can re-enter the building.
 - b. If smoke or fire is not present, i.e., false alarm, the Electronic Technicians will reset the panel and recall the elevators. The University Police will then call "All Clear" and notify the Floor leaders that all can re-enter the building.

After Hours:

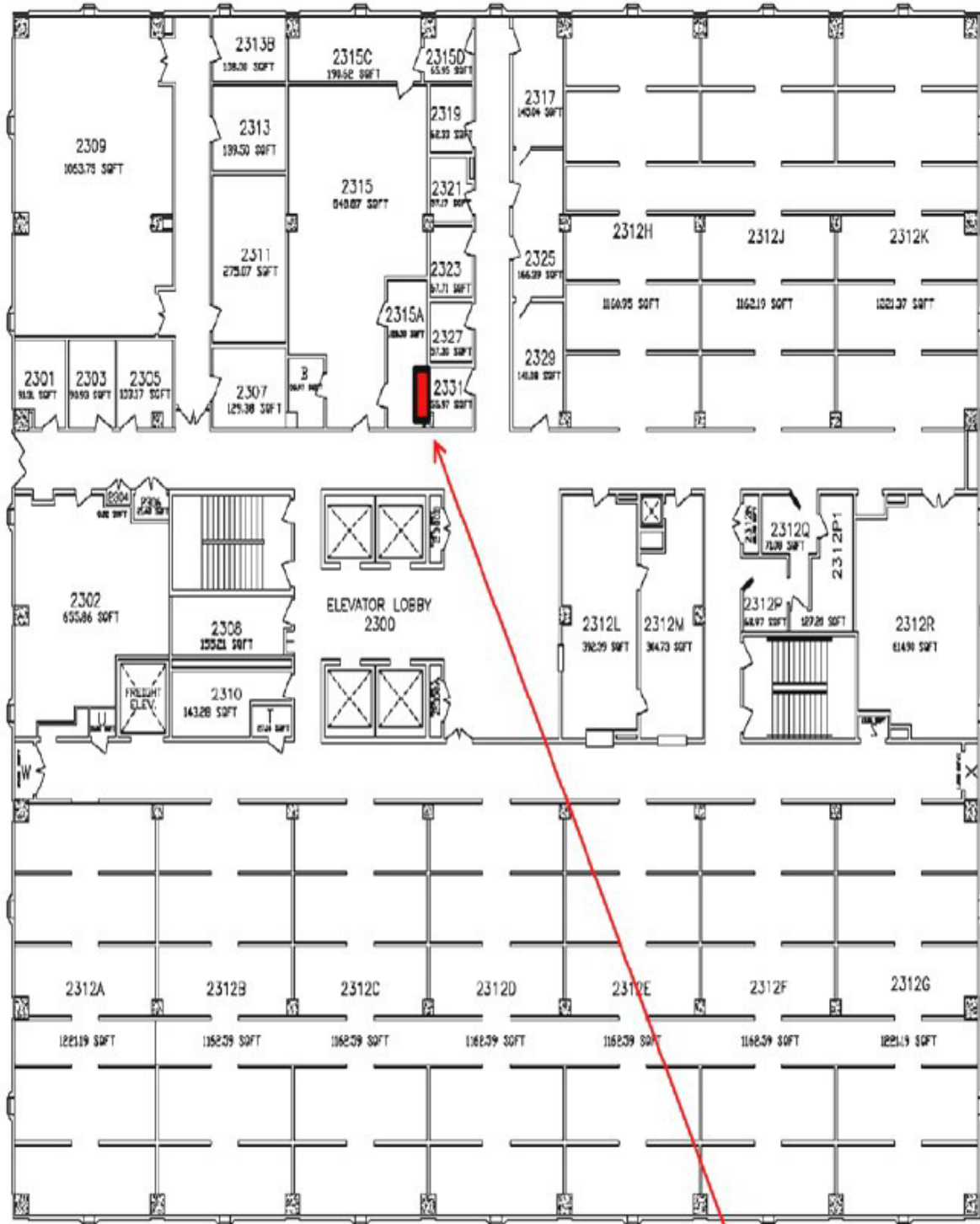
1. UP will immediately notify via radio the Watch Engineer and provide the location of the alarm and room number (if known).
2. As the situation dictates, the responding Watch Engineer and University Police Officer(s) will investigate the alarm:
 - a. If smoke or fire is present, immediately call 911. University Police will account for personnel and mobility impaired persons and their locations and provide this information to the Fire Department. UP will support as Incident Command until relieved by fire department, as situation dictates. Once the situation has been addressed and the Fire Department calls "All Clear", UP will direct the Watch Engineer/Electronic Technician to reset the alarm and recall the elevators. Any building occupants may re-enter once alarm reset has occurred.

Note that in the event of an actual emergency, the Watch Engineer will immediately attempt to notify the Primary Electronic Technician, Facility Services Director and the Executive Director, EH&S by phone.

- b. If no smoke or fire is present, i.e., false alarm, UP may direct the Watch Engineer to reset the panel, recall the elevators and notify the UP. UP shall check the status of mobility impaired persons. Any building occupants may re-enter once alarm reset has occurred. The Watch Engineer will immediately follow an email to Executive Director EH&S, Energy Engineer, Facility Services Director, and UP indicating the status of situation and cause of the alarm.

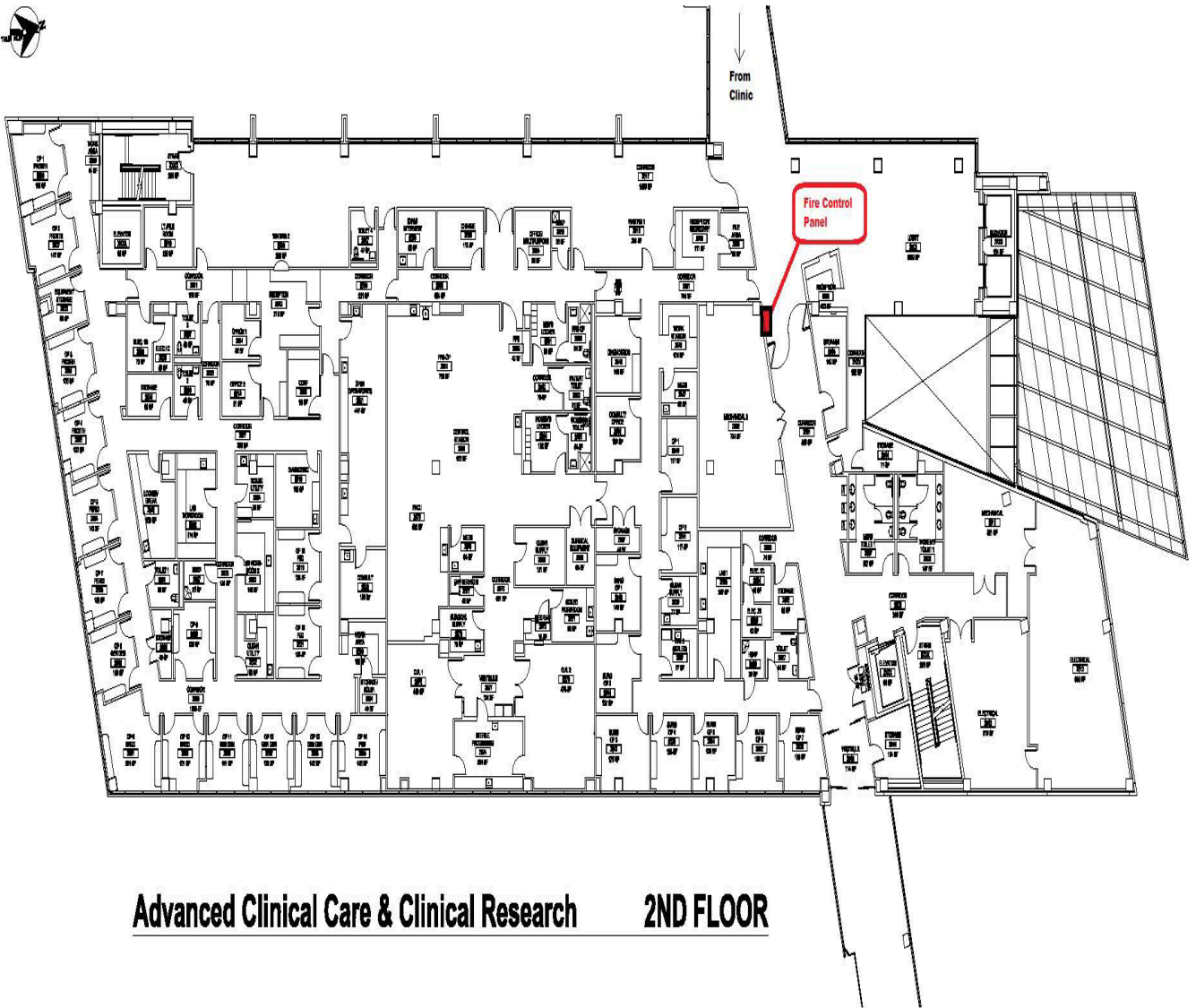
Main Fire Control Panel Locations

CAMPUS	BUILDING	LOCATION
DENTISTRY	Dental School Admin and Clinic Building	Second Floor – Room 2315A (Go through Room #2315 - first closet on right)
DENTISTRY	Dental School Advanced Clinical Care and Clinical Research Building	Second Floor – Main Hallway
DOWNTOWN	Allied Health	Second Floor - Room # 242 / # 231 (Fire Command)
DOWNTOWN	Clinical Education (1542)	First Floor- Room # 114 (In Security Office)
DOWNTOWN	Clinical Science Research (CSRB)	First Floor - Room # 102 (Just right of front security desk)
DOWNTOWN	Gravier Garage / Entergy	First Floor - Elevator #1 Lobby (On right wall)
DOWNTOWN	Lions Eye	Second Floor - Room # 262B (Go to front entrance take right through Room # 262; next right door)
DOWNTOWN	Medical Education (MEB)	3rd Floor - Room # 3102A (Near Stairwell)
DOWNTOWN	Residence Hall	Second Floor - Room # 214 (Near Reception Desk)
DOWNTOWN	Resource/ Administration/Library	First Floor - Room # 103 (Near Front entrance on left)
DOWNTOWN	Stanislaus Hall	First Floor – Room #119 (Near front Door)
DOWNTOWN	Human Development Center	First Floor - Room #1029 (Near middle of floor)
DOWNTOWN	Seton Building	First Floor - Room #118 (Near Security desk)



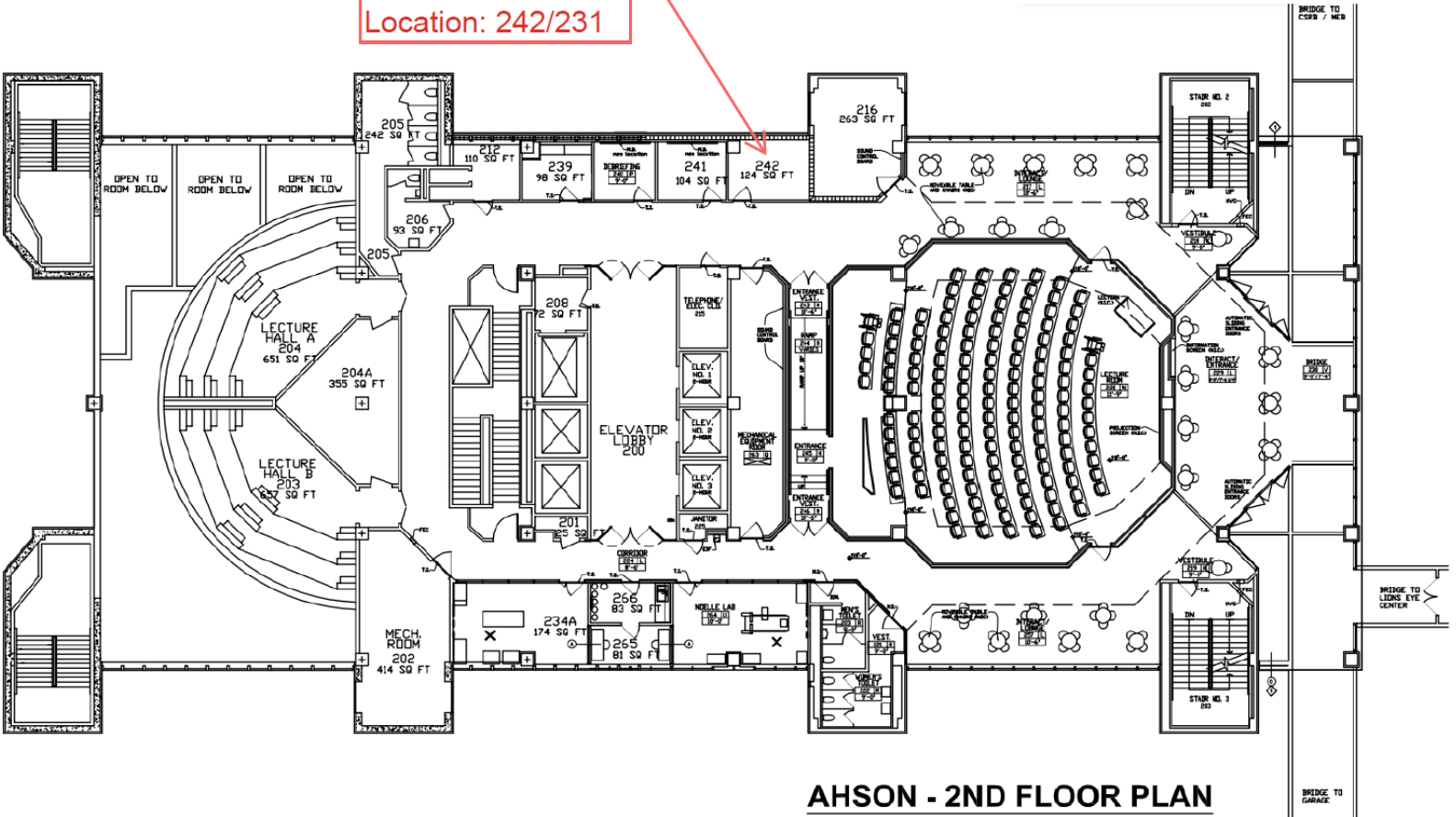
Dental School Clinic - 2nd Floor

**Fire Control Panel
Location: 2315 A**

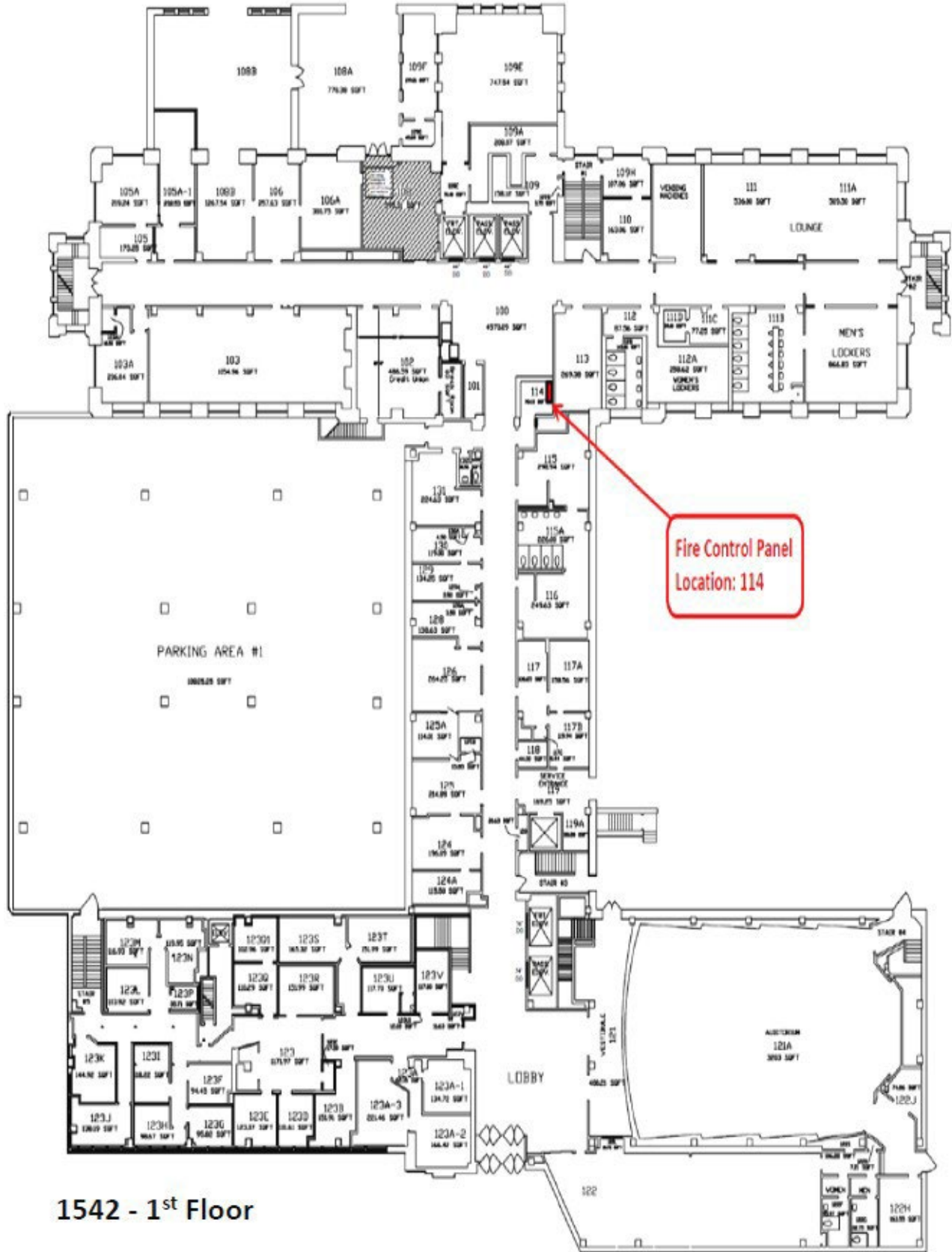


Advanced Clinical Care & Clinical Research 2ND FLOOR

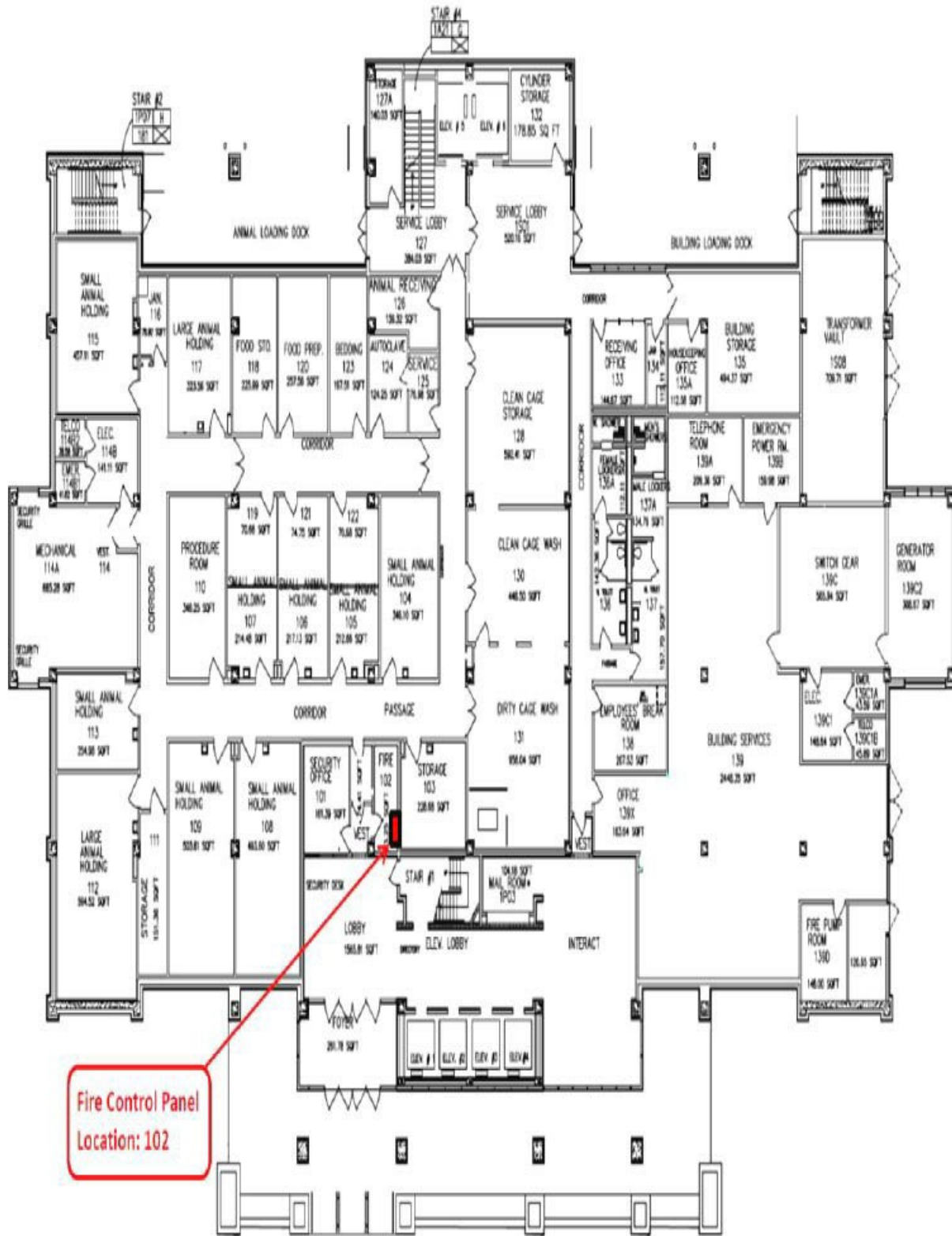
Fire Control Panel
Location: 242/231



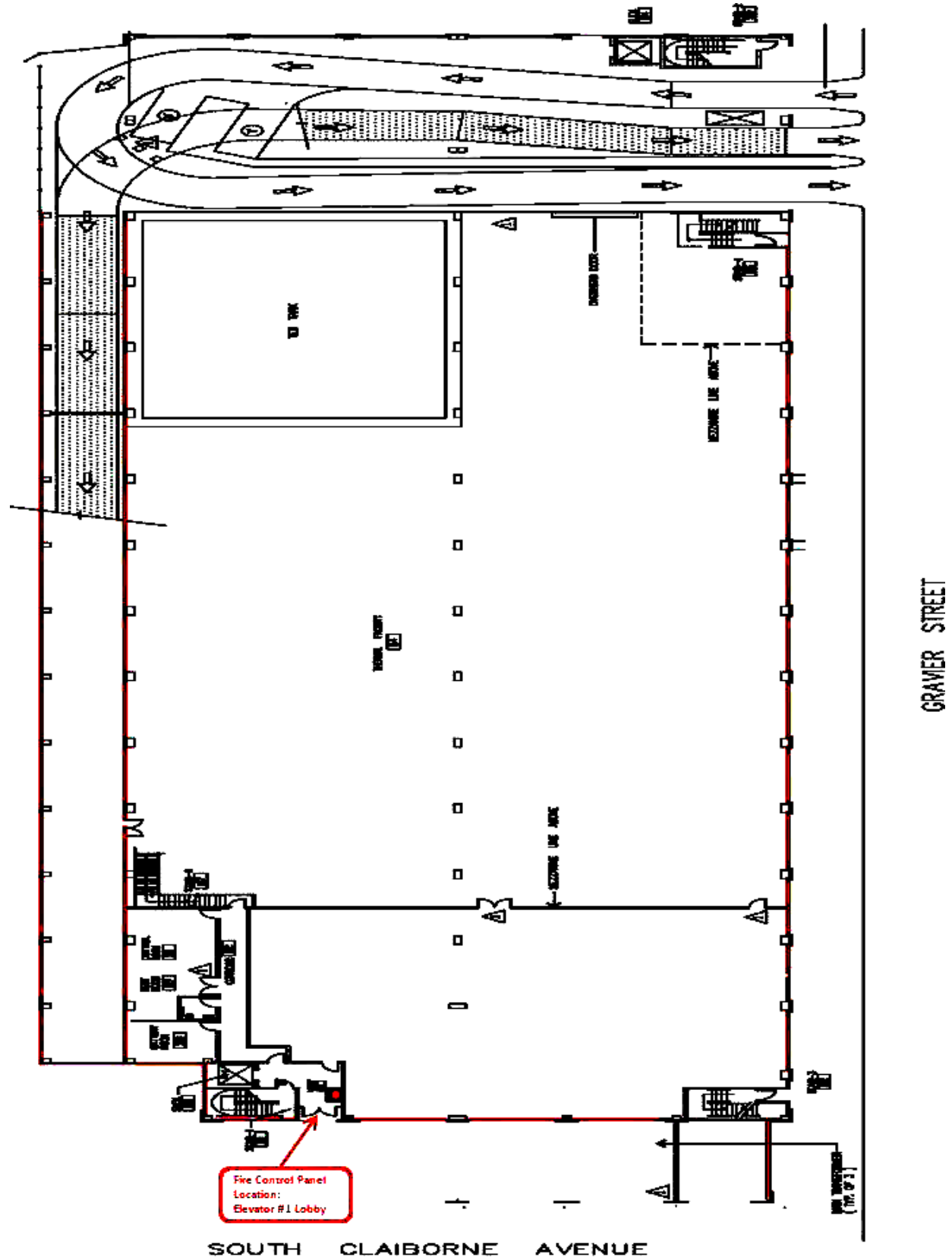
AHSON - 2ND FLOOR PLAN



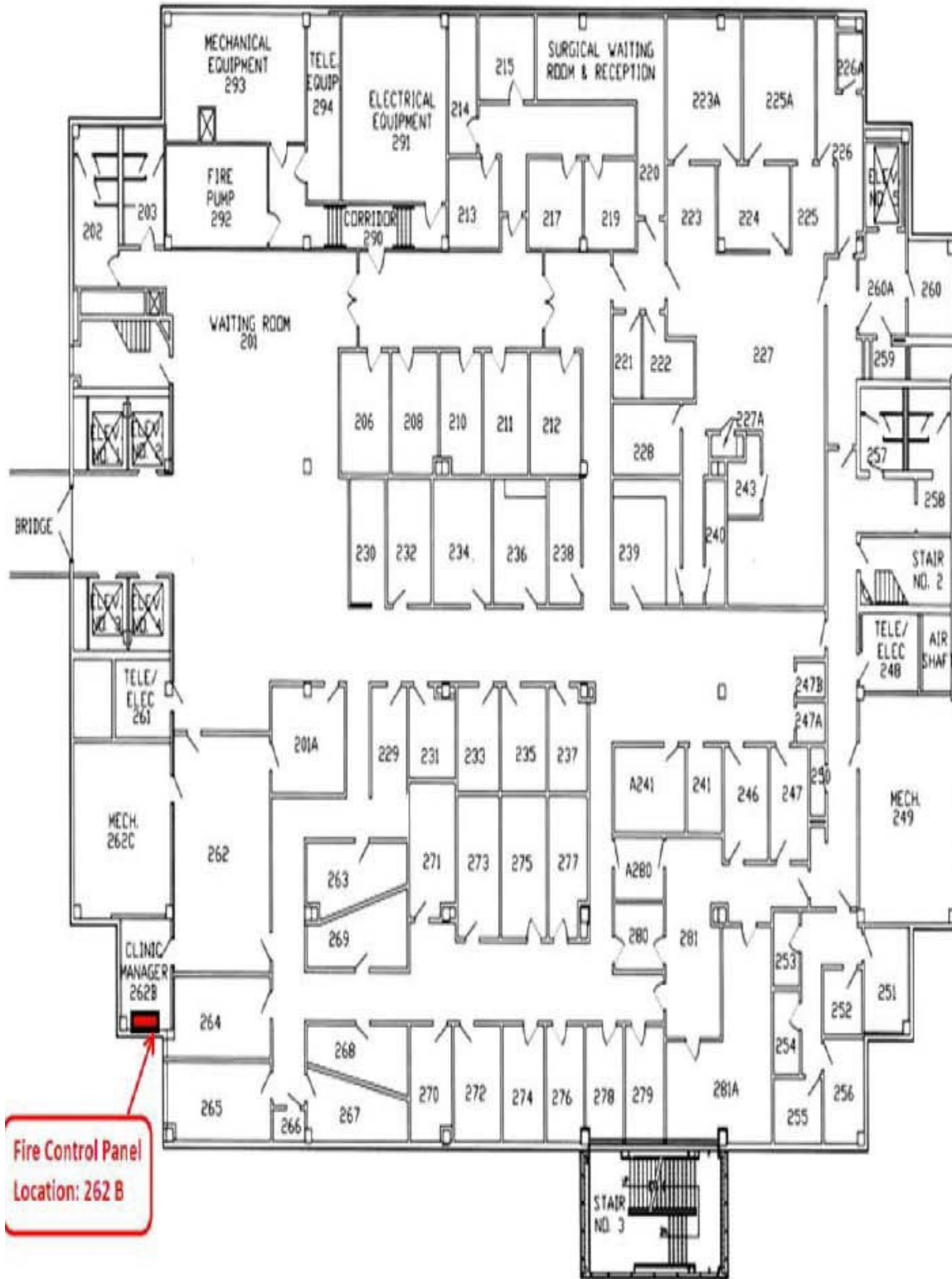
1542 - 1st Floor



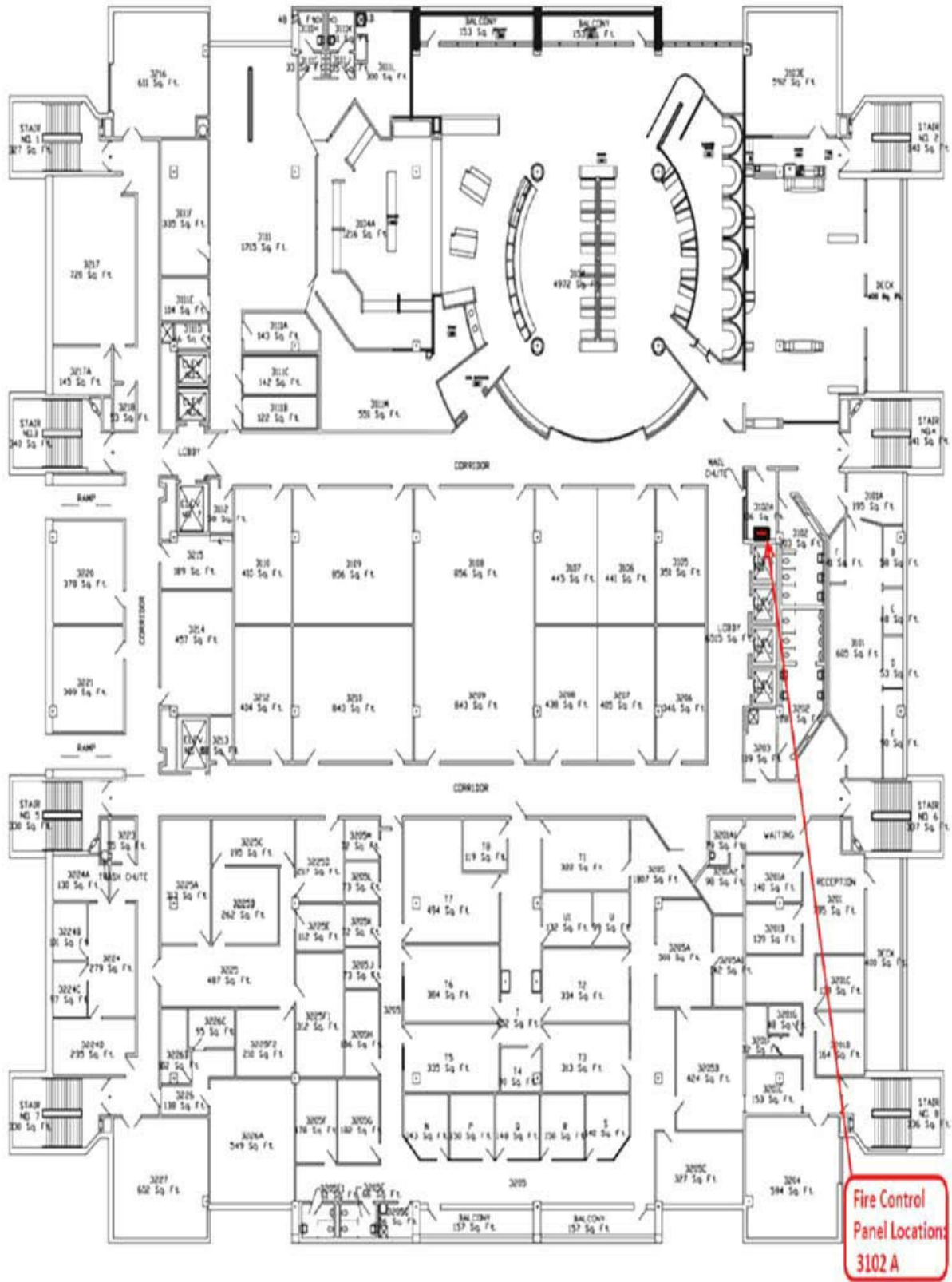
CSRB - 1st Floor



GRAVIER STREET GARAGE – FIRST FLOOR

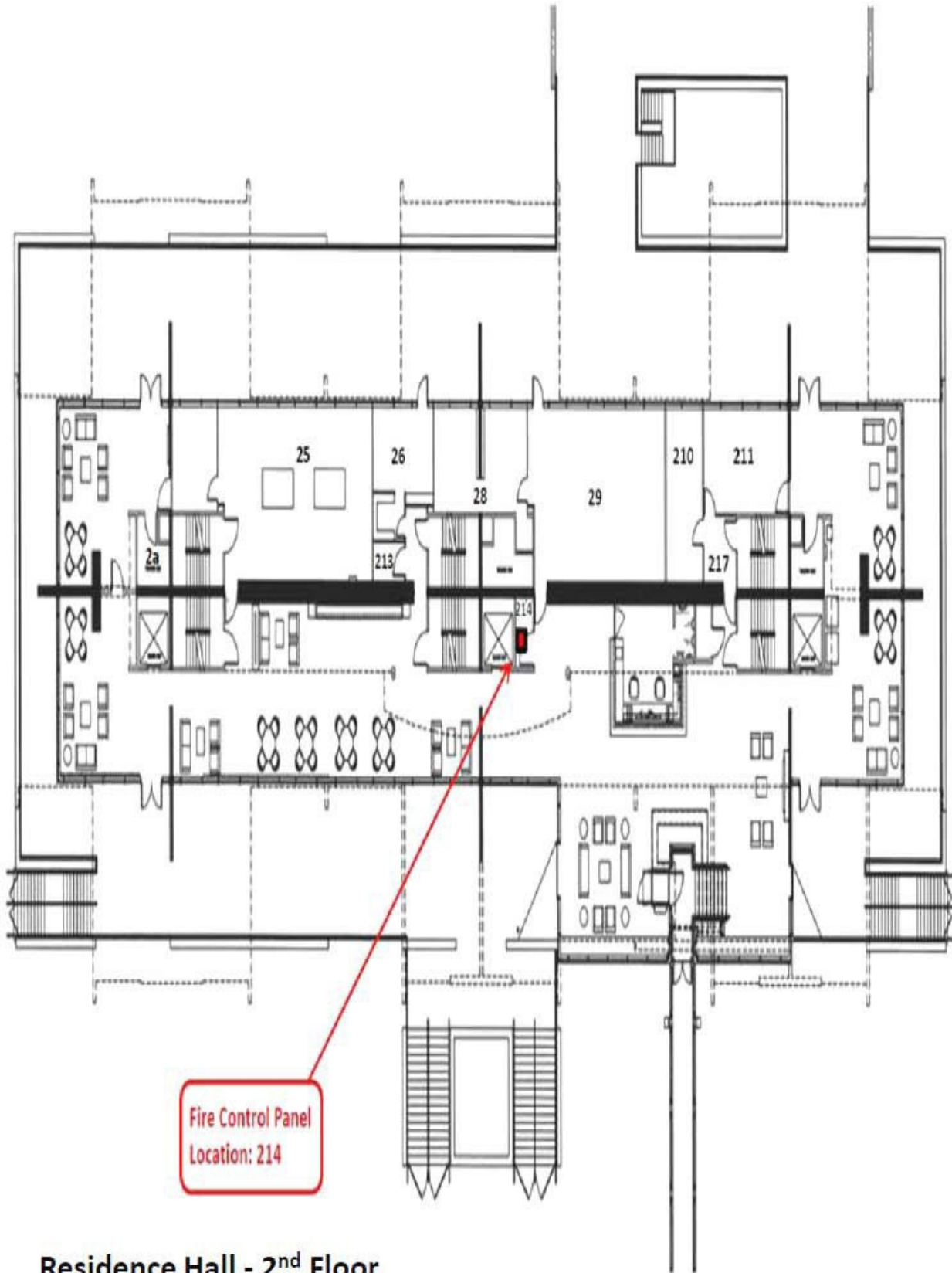


Lions Eye - 2nd Floor

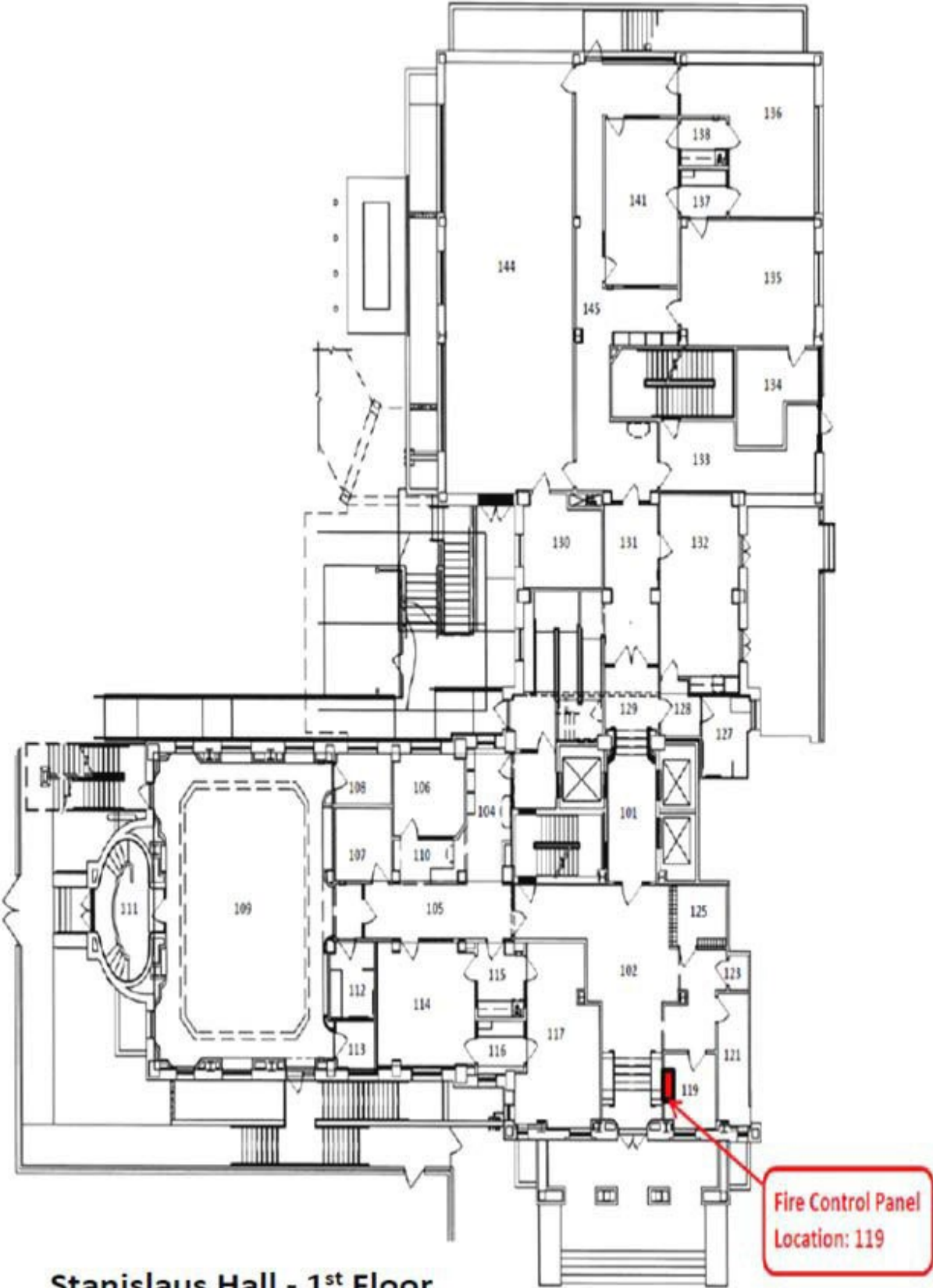


MEB - 3rd Floor

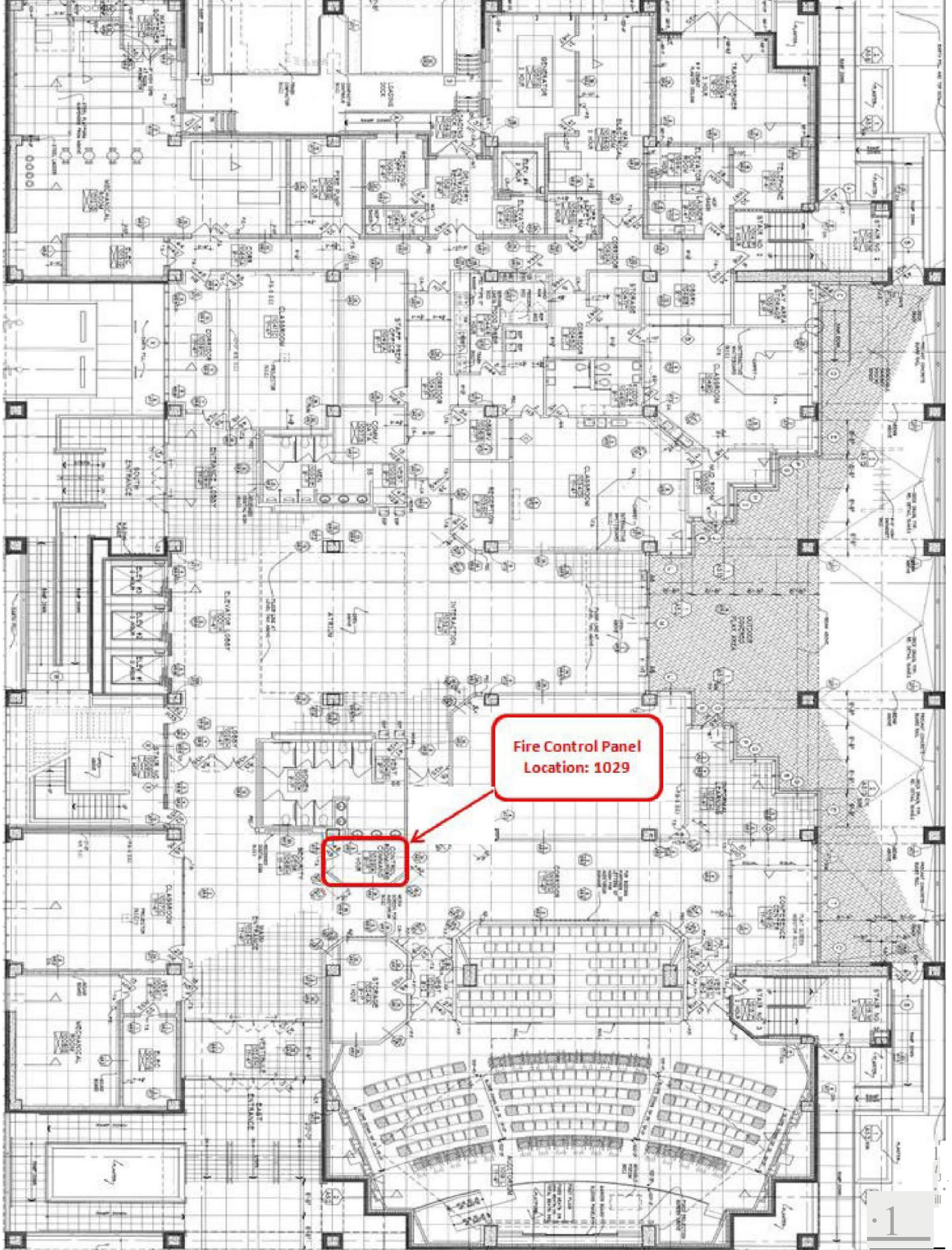
Fire Control
Panel Locations
3102 A



Residence Hall - 2nd Floor

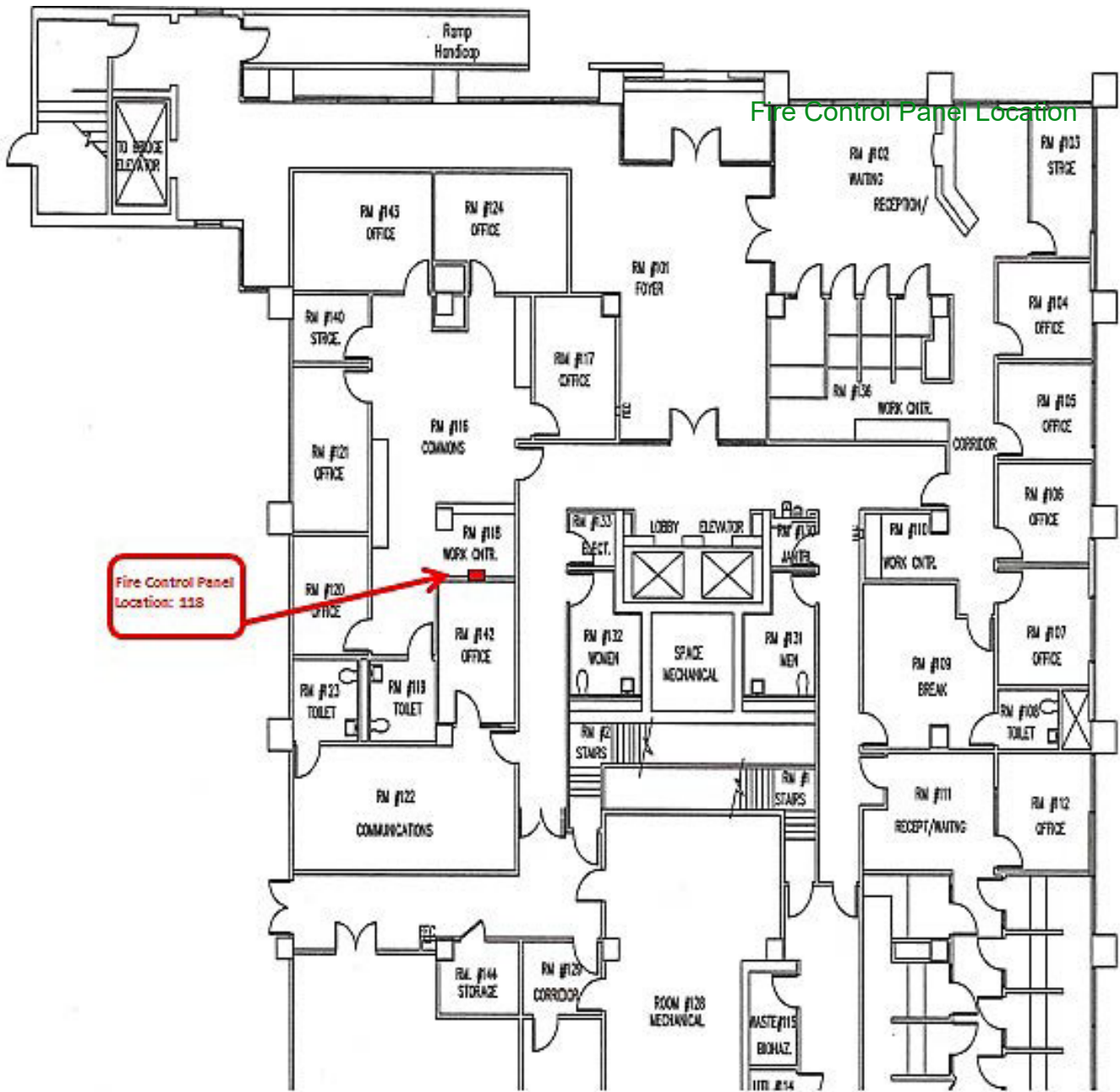


Stanislaus Hall - 1st Floor



Human Development Center- First Floor

Appendix B



FIRE DRILL PROCEDURES/RESPONSIBILITIES

1. All parties involved in fire drill shall meet at designated start locations at least 15 minutes prior to alarm panel activation.
2. Facility Services (FS) Primary Electronic (Fire Control Panel Trained) Technician is responsible for:
 - a. setting off the alarm and sequencing (if required)
 - b. notifying the EH&S Representative of the working status of the life safety system operation
 - c. recalling and resetting the elevators during and after the drill.
3. University Police (UP) are responsible for:
 - a. documenting active and inactive alarm status via the fire alarm notification system.
 - b. providing traffic control.
 - c. providing emergency aid as required including checking location of mobility impaired personnel while documenting and reporting status to EH&S Representative.
 - d. calling the building “all clear”
4. EH&S support staff (located in the building plus one at the Emergency Evacuation Area (EEA)) are responsible for
 - a. ensure all parties have arrived at designated locations prior to drill
 - b. ensuring communication devices such as radios are on appropriate channel
 - c. directing FS Primary Electrical Technician to activate fire alarm
 - d. assisting floor leaders when requested
 - e. documenting evacuation procedures, response, and time
 - f. documenting response of life safety system (speaker and strobe/stairwell and card access release)
 - g. completing the Fire Drill Procedure Report
 - h. overseeing the EEA and correcting any safety concerns
 - i. assisting w/ road control if required
 - j. check if any mobility impaired personnel remain in the stairwells.
5. Primary and Backup Floor Leaders are responsible for
 - a. evacuating and clearing assigned areas
 - b. assisting mobility impaired personnel to the stairwell
 - c. ensuring their personnel remain in EEA
 - d. documenting response findings (i.e., evacuation timeframe, issues identified with life safety systems, details related to mobility impaired individuals) within the Fire Drill Procedure Report
 - e. evacuating to EEA
 - f. Primary Floor Leaders will report real time issues to the EH&S Representative
 - g. Secondary Floor Leader will remain with their department personnel
6. EH&S Fire Safety Officer is responsible for:
 - a. ensuring that all of the above responsibilities are assigned
 - b. calling the start of the drill
 - c. monitoring the response time at the EEA
 - d. meeting with Primary Floor Leaders and determining accountability
 - i. documenting mobility impaired personnel and their location(s)
 - ii. documenting department personnel evacuation

- iii. documenting the number of evacuees
 - iv. document injuries and missing persons information
 - v. document overall time of evacuation (identify last person exiting building)
7. All parties involved in fire drill will meet for post drill debriefing at designated area.

Fire Drill Debriefing

1. EH&S Representative will meet with the FS Primary Technician, UP Primary Officer, and EH&S support staff to:
 - a. review Fire Drill Procedure Reports and address questions or concerns.
 - b. validate proper functioning of all components of the building's fire alarm system. Identified fire system issues will be reported to Facility Services for appropriate correction.
 - c. The EH&S Representative will develop a written report and maintain this record for six years.

Fire Safety and Hot Work Permit Policy

This policy is intended to prevent any fire that may result from hot work processes and to ensure an appropriate fire watch is provided when required. For the purposes of this policy, hot work is defined as any temporary operation involving open flames or producing heat, sparks or dust. This includes, but is not limited to, grinding, cutting, brazing, soldering, torch applied roofing and welding; and any dust or mist generating activity that may activate the fire alarm system. The secondary purpose of the policy is to facilitate identification and control of work activities that could contribute to poor Indoor Air Quality (IAQ) in occupied facilities.

This policy applies to all personnel, including contractors, involved with construction and maintenance activities and/or who may be involved in hot work activities on any LSUHSC campus. Follow the process below:

1. Permit Submittal.

A permit is required to be completed and approved for any hot work or operation that requires disabling of all or part of the fire alarm or fire sprinkler system. Persons who will perform this work will initiate the process by completing and submitting the Fire Safety and Hot Work Permit, enclosure (1). Permits must be submitted to Facility Services (via the Construction Coordinator for contract work) no later than five working days in advance of the work.

Care must be taken to ensure the permit is complete and accurate. The description of the work should be sufficient for the Electronic Control Technician to understand if flow and tamper switches or smoke detectors should be deactivated. It should also include specifics on the scope of work that are adequate to identify potential impacts to the IAQ of adjacent areas. When potential impacts to the IAQ of adjacent areas are identified, use the “Other Precautions Taken” section to identify planned controls. See III.11 of the [Contractor Safety Guidebook](#) for examples of IAQ impacts and control measures.

2. Permit Review and Approval.

Permit Authorized Individuals (PAI) oversee the permit program for operations under their supervision. PAIs are Facility Services foremen and Engineering Services construction coordinators. They are responsible for reviewing the permit for completeness and accuracy and inspecting sites prior to the start of operations. When a fire watch is required, the LSUHSC foreman or construction coordinator will validate that a qualified trained individual(s) is designated to serve as the fire watch and is aware of all the inherent hazards at the worksite and of the hot work. Once all requirements on the form have been satisfied and the form is signed by the PAI, the document is routed through Facility Services and EH&S for review and approval.

3. Executing the Work.

Work shall begin at the time indicated on the permit. Post the permit in a clearly visible location with the warning sign facing out for the duration of the activity. Prior to starting any hot work, the PAI and person performing the hot work shall inspect the site and confirm that adequate procedures are in place given the hazards. Smoke detectors in the area of hot work should be covered and/or disabled for the duration of hot work to prevent false alarms. Sprinkler heads in the area of hot work may be covered with a wet rag to prevent accidental activation. Prior to commencing work, the Electronic Control Technician(s) will log the time the fire alarm system was disabled/re-enabled and the specific devices that were disabled.

Upon completion of the work, the Technician will log the time the system was re-enabled. A copy of the permit shall be filed by the Electronic Control Shop and kept for a period of at least one year.

4. Fire Watch.

The fire watches are put in place to act as human fire notification systems. There are two types of fire watches:

- A standard fire watch is assigned to observe hot work operations for the sole purpose of watching the surrounding area to ensure a fire is not started. The fire watch must observe the area for a minimum of 30 minutes after the hot work is complete. This watch is required if combustible materials are within 35 feet of the work and when combustible materials are adjacent to the opposite side of partitions, walls, ceiling or roofs that have the potential to be ignited during hot work. The watch must maintain their own fire extinguisher and must have the authority to shut down operations if an unsafe condition exists. Furthermore, the PAI will ensure that the watch is aware of how to activate the alarm should a fire start.
- A roving fire watch is assigned to make rounds in a facility, or portion of a facility, when either:
 - the entire fire alarm system and/or entire fire suppression system will be inoperable for more than four hours in a 24-hour period.
 - the fire sprinkler system has been partially impaired for more than 10 hours.
 - the duct smoke detectors or fire notification system is partially impaired for more than eight hours.

If a roving fire watch is required, the PAI will take the following actions:

- Make the Facility Services Director and the Executive Director of Environmental Health and Safety aware. This is accomplished by submitting a Fire Safety/Hot Work permit request. The Director of Facility Services will then notify the State Fire Marshal, the NOFD Fire Protection Division (504-658-4700), alarm company, and all effected personnel in writing of the fire watch.
- Establish a fire watch designated solely for fire watch duties and designate routes in writing. The routes shall be approved by the State Fire Marshal. Brief the watch on their duties and responsibilities, including who to notify in the event of a fire or other emergency.
- The watch will:
 - Have a designated individual in charge.
 - Make rounds on designated routes in the affected area at a minimum one hour interval. The watch will look for signs of smoke, fire, and other hazardous conditions. During the rounds, the watch will make an inspection of all spaces in the affected area, including stairwells; common areas including basements, lounges, laundry rooms, and dining areas; and concealed areas, such as attics and unoccupied storage areas.
 - Sign a log sheet indicating the start and end time of each round.
 - Be familiar with the building's notification system, fixed fire protection systems, manual and automatic detection systems, where the manual pull stations are located in the affected area, and portable fire protection systems and understand their current operational condition.
 - Carry communication devices to maintain constant communication between each other and University Police. Contact with the New Orleans Fire Department will be made via University Police.
 - Have the ability to alert building occupants in the event of a fire.

5. **Record Retention.** The Director of Facility Services will maintain all records, to include log sheets, associated with the fire watch.

Name of Acting Associate Vice Chancellor Property and Facilities
Associate Vice Chancellor Property and Facilities

LSU Health Sciences Center – Fire Safety and Hot Work Permit

Updated October 7, 2016

All temporary operations performed by LSUHSC or contractors producing heat, flames, sparks or dust (e.g., brazing, cutting, grinding, soldering or welding) and work requiring the shutdown of sprinkler systems and/or fire alarms, or that could possibly activate the fire alarm system (dust/mist generating activities) require a completed and approved permit.

Indicate if the fire alarm system or fire sprinkler system will be shut down or impaired. If so, explain what parts of the building are impacted and for how long.

Check the appropriate box:

- A standard fire watch is required.
- A roving fire watch is required.
- No fire watch is required.

GENERAL INFORMATION

TODAY'S DATE	PROJECT NAME
LOCATION/BUILDING & FLOOR (Be Specific)	

DESCRIPTION OF WORK BEING PERFORMED (Be Specific and check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> SPRINKLER MODIFICATION | <input type="checkbox"/> OTHER (Explain Below) |
| <input type="checkbox"/> DUST, MIST GENERATING ACTIVITIES | _____ |
| <input type="checkbox"/> SOLDERING | _____ |
| <input type="checkbox"/> WELDING | _____ |
| <input type="checkbox"/> CUTTING & GRINDING | _____ |

NAME OF PERSON(S) PERFORMING HOTWORK	PHONE #
--------------------------------------	---------

- Daily Continuously

START TIME: Date: Time: AM/PM

COMPLETION TIME: Date: Time: AM/PM

VERIFICATION

The information contained in this hot work permit has been examined, the precautions checked on HotWork Checklist will be taken to prevent fire, and permission is authorized for this work.

SIGNED _____
(Person Performing Hot Work)

SIGNED _____
(For Permit Authorized Individual, i.e. Construction Coordinator/Foreman)

SIGNED _____
(For Facility Services)

SIGNED _____
(For Environmental Health and Safety)

HOTWORK CHECKLIST

- | | Yes | No | n/a |
|--|-------------------------------------|--------------------------|--------------------------|
| Sprinklers operational during work period. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire Alarm system operational during work period | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Multi-purpose fire extinguisher on hand. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

REQUIREMENTS WITHIN 35 FEET OF WORK

- | | | | |
|--|--------------------------|--------------------------|-------------------------------------|
| Dust, lint, debris, flammable liquids and oil deposits removed; floorswept clean. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explosive atmosphere in area eliminated. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Combustible floors (e.g., wood, carpeting) covered with fire blankets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remove flammable and combustible material where possible otherwise protect with fire blankets, guards, or metal shields. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All wall and floor openings covered. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walkways protected beneath hot work. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

WORK IN CONFINED SPACES

- | | | | |
|--------------------------------------|--------------------------|--------------------------|--------------------------|
| Follow LSUHSC confined space policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------|--------------------------|--------------------------|--------------------------|

WORK ON WALLS OR CEILING

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| Combustibles moved away from other side of wall. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

FIRE WATCH/HOTWORK AREA MONITORING

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| Standard Fire watch will be provided during and for 30 minutes after hot work is complete. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire watch is trained in use of fire extinguishers and familiar in procedures for sounding building fire alarm. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire watch is required for opposite side of walls, above and below floors and ceilings. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OTHER PRECAUTIONS TAKEN TO PROTECT LSUHSC PERSONNEL

(e.g., local exhaust ventilation, physical barriers)

ELECTRONIC CONTROL TECHNICIAN SIGNOFF

DISABLED FIRE ALARM POINTS/FLOW and TAMPER SWITCHES

TIME SYSTEM DISABLED: Date: Time: AM/PM

TIME SYSTEM RE-ENABLED: Date: Time: AM/PM

SIGNED: _____

**Note: if multiple disabling times are utilized write additional time data on back of this form.*

WARNING!

HOT WORK IN PROGRESS WATCH FOR FIRE!

IN CASE OF AN EMERGENCY:

CALL: _____

AT: _____

LSUHSC Campus Police: 504-568-8999
LSUHSC Facility Services: 504-568-7715 or
504-568-7716
LSUHSC Safety Department: 504-568-2851

WARNING!

Fire Safety Procedures for LSUHSC Dormitories

Education

- The Director of Student Housing will ensure all residents and Student Housing staff are provided with and acknowledge receipt of Appendix A of the LSUHSC Fire Safety Policy, "Actions in the Event of a Fire Alarm."
- All residents acknowledge receipt of LSUHSC Housing's fire safety related policies (attachment 1), including Fire Safety, Fire Drill Policy, Sprinkler Policy, Standards of Conduct, and Use of Housing Facilities Property by Tenants.
- As required by the Higher Education Act, by Oct 1, 2010, the University Police Department will publish an annual safety report and make available to all. The report will include statistics regarding the number/cases of fires, number of fire injuries and deaths, and value of property damage. The report will also include information on each on-campus student housing fire safety system, the number of mandatory fire drills, fire safety and education programs, and plans for any needed fire safety improvements.

Preparedness

- Two fire drills will be conducted shortly after the beginning of each semester in each dormitory.
 - EH&S will compile a written report after each drill/actual alarm indicating lessons learned.
 - The Director of Student Housing will ensure on-duty staff, University Police and EH&S have an accurate listing for each building that shows room number and occupant. In the event of an alarm, this listing will be used to assist with accountability.
- The University Police Officer posted at the Residence Hall have on-hand the access cards to rooms in the dormitories. The University Police Officer stationed at the Residence Hall will also have a key to the fire panel room to ensure quick access.
- The Director of Student Housing will provide EH&S and University Police with a current listing of mobility impaired personnel. The Director of Student Housing's "Fire Policy" will explain to occupants the requirement to provide notification if they are temporarily or permanently mobility impaired. The Director of Student Housing will ensure mobility impaired personnel are assigned to the lowest floor possible.
- EH&S will conduct monthly smoke detector/fire extinguisher inspections of all dormitory berthing rooms, kitchens and common spaces.
- The Director of Student Housing or designated housing staff member, assisted by EH&S, will inspect each room/common space on a quarterly basis (using attachment 2) to ensure compliance with RHP 8 (Use of Housing Facilities Property by Tenants), RHP 9 (Standards of Conduct), RHP18 (Fire Safety) and RHP 20 (Sprinkler Policy). The Director of Student Housing will follow up to ensure discrepancies are corrected, and keep records of all inspections.

Response

- In the event of an alarm at any time at the Residence Hall, the University Police Officer stationed on the second floor will immediately respond by checking the fire panel and proceeding to the location causing the alarm. The Facility Services Technician will follow immediately thereafter. The Officer shall access all rooms on that tower/ floor to determine the cause of the alarm and ensure all personnel on that floor are notified to evacuate as appropriate. University Police is responsible for notifying the fire department in the event of an actual fire.
- After working hours, University Police Officer stationed at the Residence Hall will take accountability at the area of refuge. During working hours, this will be accomplished by EH&S assisted by Student Housing Staff. Use the "Occupant Listing" to assist with accountability.

RHP 9 - Use of Premises by Occupant

Occupant is responsible for knowing all policies and procedures as specified herein as well as those of the university, in addition to the handbook of their specific school and all official LSUHSC-NO publications including official memos/correspondence from any LSUHSC-NO department or school.

Occupant must abide by the following:

- Reasonable efforts should be made to keep the noise level down. Disturbing noise between 10:00 p.m. and 8:00 a.m. will not be tolerated. Complaints about excessive noise should be directed to University Police (**568.8999**). Excessive noise complaints will result in a \$100 fine.
- Occupant may not alter the structure of the premises, its furnishings or its surroundings. No outside radio or television antennas. No painting walls, no installation of floor tiles or carpet. No modifying or tampering with electrical outlets fixtures, plumbing, heater, stove, refrigerator, air-conditioner. Any tampering with these devices is cause for eviction.
- No holes will be drilled in the walls or floors, nor placement of hooks, tie racks, etc. on walls or woodwork. Violation of policy will result in a \$100 fine.
- Pets (whether fish, mammals, or amphibians) are not allowed inside or within the vicinity of the Residence Halls. The pet will be removed and a \$100 fine will be assessed to occupant who allows a pet into their residence under any circumstances for any length of time.
- Certain electrical appliances, including electrical (space) heaters, deep freezers, toaster ovens, hotplates, clothes dryers, washing machines, dishwashers or any appliance deemed unacceptable by the Student Housing administration may not be operated in the common areas, apartments or dormitory rooms. Failure to adhere to the policy will result in a \$100.
- Garbage or trash is to be disposed of only in the containers provided by Facility Services. Occupant is responsible for disposing of their trash. Trash found in the hallways, stairwells or laundry rooms will result in a \$100 fine for each offense.
- The State Fire Marshal mandates, NO live Christmas trees are permitted in the Residence Halls or premises within.
- All apartments, dorm rooms and dorm suites including dorm kitchens must be kept reasonably clean at all times by occupants in order to prevent insect infestation. Occupants are responsible for cleaning up after themselves in all areas of the Residence Halls. Violations will result in a \$100 fine.
- Fire doors on all hallways must always remain closed. DO NOT PROP OPEN ANY DOOR or FIRE DOOR including doors to common areas such as bathrooms or kitchens. A \$100 fine will be charged to each occupant residing in the premises if the door closer is dislodged or removed.
- Occupants found tampering with smoke detectors, fire extinguishers, sprinkler pipes, sprinkler heads, or fire hoses will be evicted. DO NOT HANG ANYTHING FROM THE SPRINKLER PIPES OR SMOKE DETECTORS. A \$100 fine will be charged if anything is found hanging from the sprinkler pipes.
- Occupant cannot store gasoline, gasoline motors, oil, paints, varnishes, or any other explosive or flammable materials in their premises or Residence Halls. Violators will be assessed a \$100 fine.

- Candles are not permitted. A \$100 fine will result if the policy is violated.
- Firearms, weapons, explosives, fireworks and hazardous materials are prohibited. Violators will be evicted.
- Occupants MUST vacate the Residence Halls when the general fire alarm is activated. Any occupant that does not leave the Residence Halls will be fined \$100. See RHP 20; Fire Drills.

RHP 10 - Standards of Conduct

Occupant is responsible for knowing all policies and procedures as specified herein as well as those of the university, in addition to the handbook of their specific school and all official LSUHSC-NO publications including official memos/correspondence from any LSUHSC-NO department or school.

Occupants must be aware of the rights of others and avoid activities that unnecessarily disturb individuals or interfere with the normal activities of the Residence Halls or University.

Acts of intolerance and/or harassment due to race, ethnicity, gender, religion, disability or sexual orientation are neither appropriate nor tolerated. This includes, but is not limited to, intimidating behavior, physical assault, hazing, verbal abuse and inappropriate or boisterous conduct.

- Guests are not permitted to stay more than three (3) consecutive nights and only one (1) guest per premises unless permission for additional guests is granted by the Director of Student Housing. All guests must sign in at the dorm office or police desk when visiting the Residence Hall. All guests must be escorted to and from the residential floors by occupant. No males are allowed on the Residence Hall female dorm floors and no females are allowed on the Residence Hall male dorm floor.
- Children are expected and welcome; however, occupant is responsible for their children and their actions. Children must be supervised at all times by an adult. Children are not allowed in the Residence Hall game room unsupervised.
- Everyone is responsible for notifying security of dangerous or inappropriate behavior in all areas of the Residence Halls.
- Sales and solicitation are prohibited and any such attempts should be reported to Student Housing office. Occupant is not allowed to sell or solicit from the premises or in the immediate vicinity of the premises.
- Possession and consumption of alcoholic beverages within the public areas of the Residence Hall will be in accordance with LSUHSC-NO Chancellor's Memorandum 36 (**CM-36**), sec. III (policy) and sec. IV (guidelines).
- The possession or use of illegal drugs or drug paraphernalia is prohibited in the Residence Halls and is considered a serious violation of University regulations. The possession or use of illegal drugs will result in **immediate removal** from the Residence Halls and may result in further disciplinary action by the University.
- Smoking is not allowed. Use of any form of tobacco is prohibited on the LSU Health Sciences Center New Orleans campus both indoors and out in accordance with LSUHSC-NO Chancellor's Memorandum 58 (**CM-58**), *Tobacco Use Policy*.

RHP 19 - Fire Safety (I)

Be aware of special fire hazards that exist on campus and cooperate with campus authorities in fire prevention efforts. You should know proper emergency procedures and phone numbers should a fire occur. Fires can occur by carelessness of smoking materials, candle flames, decorations, trash, flammable liquids, furniture, electrical appliances, and arson. Candles are not permitted. Do not store combustibles and check all electrical appliances carefully. A \$100 fine will be charged to anyone who tampers with or covers smoke detectors. Report and remove accumulated trash. Be alert for suspicious activities. Report them to University Police 504-568-8999.

Note that the Residence Hall complied with fire code requirements at the time of construction: however, the audible fire alarm can't be heard at 75 decibels in apartment bedrooms. To increase sound transmission, residents are advised to keep their bedroom doors open.

To be fully prepared in the event of an emergency, the Student Housing Staff is required to have current information on mobility impaired persons (persons who can't descend the stairs to the ground floor in a timely manner without assistance). Notify the Director of Student Housing if you are mobility impaired or become temporarily mobility impaired.

The Environmental Health and Safety Department conducts monthly checks of the smoke detectors and fire extinguishers in each apartment. Furthermore, the Director of Student Housing or a designated housing staff member, accompanied by an Environmental Health and Safety person will inspect all premises on a quarterly basis to check for fire hazards, including:

- Hazardous materials
- Certain electrical appliances as per **RHP 9**
- Broken door closures
- Impeded sprinkler heads
- Overloaded electrical circuits
- Impeded egress

Know about all the facilities safety features. Such features include:

- Fire extinguisher locations
- Fire alarm locations
- Fire escapes
- Smoke detectors. **Note:** If a smoke detector in a hallway is activated, this will set off the general fire alarm throughout the entire building. If a smoke detector inside an apartment or dorm is activated, this will not set off the general alarm fire throughout the entire building. If there is an actual fire, the occupant must activate the nearest pull station to set off the building's general fire alarm.
- Fire doors
- Sprinkler head locations
- Emergency numbers

In case of a fire, act quickly, stay calm, sound the alarm in the hallway, contact University Police (**568.8999**). All fires should be reported. In case of fire in your housing facility, all persons will evacuate the building as quickly and orderly as possible using the stairwells and NOT the elevators. Move to the "area of refuge" at the Medical Education Building on the corner of Perdido and South Roman Streets and report your name and room number to the individual in charge (University Police Officer, Environmental Health and Safety representative of Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal.

DO NOT attempt to drive out of the parking lot during a fire alarm. There are evacuation plans for each floor posted on the wall next to the elevator. Occupant should familiarize there self with this plan. IT MAY SAVE LIVES.

RHP 20 - Fire Safety (II) - Fire Drill Policy

- All occupants must vacate the premises during a Fire Drill and report immediately to the area of refuge. Failure to report to the area of refuge will impede accountability of personnel. The area of refuge for the Residence Hall is located outside the Medical Education Building at the corner of South Roman and Perdido Streets. Upon arrival at the area of refuge, provide your name and room number to the individual in charge (University Police Officer, Environmental Health and Safety representative of Housing Staff representative). Do not leave the area of refuge until given the "all clear" signal.
- LSUHSC-NO Housing Facilities will have scheduled and unscheduled fire drills. There will be a \$100 fine if occupant does not leave the building during the drill. There are no acceptable excuses for not leaving. Refusal by occupant to leave may result in eviction.
- The Director of Student Housing will have the University Police escort the occupant from the premises.
- If there is a fire alarm, every LSUHSC Housing Facility staff member should evacuate the building quickly and calmly.

RHP 21 - Fire Safety (III) - Sprinkler Policy

- DO NOT hang anything from the sprinkler pipes and do not stack any material near sprinkler heads, as such actions may impact the function of the sprinkler system. A \$100 fine will be levied if something is hanging from the head or pipes.
- The Director of Student Housing reserves the right to evict anyone who tampers with the sprinkler system.
- LSU Health Sciences Center is not liable for any damages to property caused by water.
- If the sprinkler system is activated call University Police immediately at 504-568-8999.

Quarterly Inspection Report Residence
Hall Dormitory Rooms:

Date:		Housing Rep:						
		Housing Rep:						
Floor/Room Number	Fire Extinguishers	Doors Close Properly	Hallways/Stairwells clear	Tested Smoke Detector	Dorm Sprinkler heads unobstructed	Electrical Hazards	Other Hazadous	Comments
3rd floor"A TOWER"								
A31								
A35								
A36								
4th floor"A TOWER"								
A41								
A42								
A43								
A44								
A45								
A46								
5th floor"A TOWER"								
A51								
A52								

Animal Care Response to a Fire Alarm in CSRB

All personnel not engaged in a critical evolution will evacuate the building and report to the Emergency Evacuation Area located at the SW corner of Gravier and Bolivar.

Unless there is a known immediate threat to health and safety, personnel engaged in an evolution that if left unattended would cause a loss of research or endanger animals will remain until the evolution can be secured. Leave only the absolute minimum number of personnel behind. Ensure the Floor Leader reports the names and locations of those remaining to the EH&S person in charge (or to University Police) at the Emergency Evacuation Area.

Once the cause of the alarm is known, contact the following personnel to communicate the status of the potential threat and the location of Animal Care personnel:

Current Director of Animal Care, DVM, Director of Animal Care
Current Facility Manager, Facility Manager, Animal Care

School of Dentistry Response to Fire Alarms

In the instance of a credible fire event:

1. All Dental School personnel, students, patients, and visitors, including School of Dentistry personnel engaged in dental procedures where the patient is capable of self-render and preservation will evacuate the buildings and report to the Emergency Evacuation Area (EEA) during a fire alarm.
2. During a fire alarm, all School of Dentistry personnel engaged in a surgical procedure, where the patient is rendered as incapable of self-preservation related to that treatment, shall remain in place and inform the Floor Leader of their location. Floor Leaders will report the names and locations of those remaining to the University Police (UP) Officer at the EEA.
3. In the event of an actual fire or smoke intrusion, School of Dentistry personnel must be capable of removing the patients that are incapable of self-preservation from the surgical area and transport them to the closest accessible stairwell and remain inside the stairwell landing with the door to the stairwell closed. New Orleans Fire Department will perform appropriate rescue missions.
4. UP will keep the senior person from the School of Dentistry staff at the EEA informed of status.

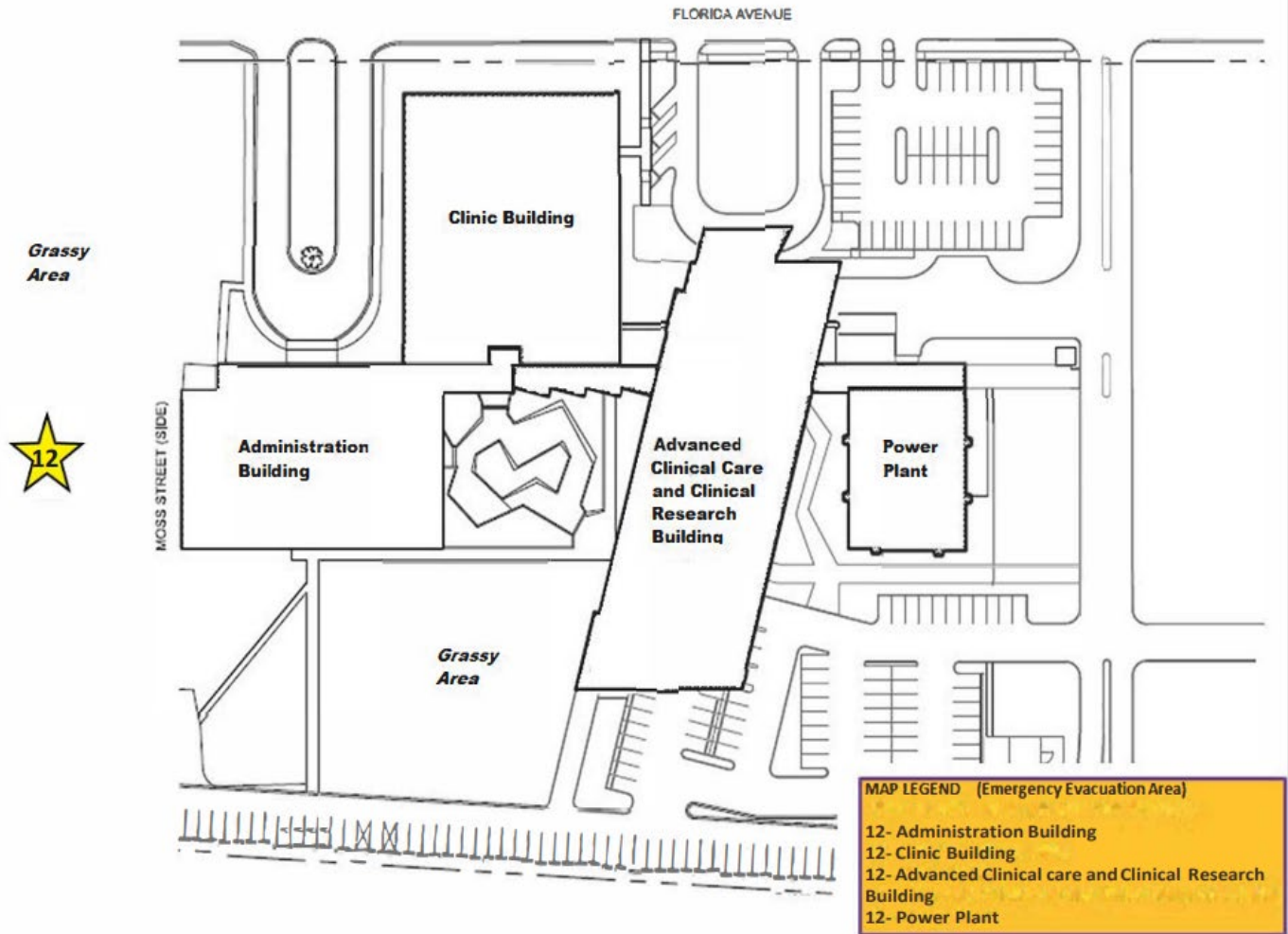
For Announced Fire Drills

1. All School of Dentistry personnel, students, patients, and visitors not engaged in a dental procedure are required to evacuate the building and report to the EEA (see map below) during the drill. Those personnel and patients engaged in dental procedures may remain in their location and continue with the dental or surgical procedure; however, their locations (e.g., “50 personnel in second floor clinics”) must be documented by the responding Floor Leader and reported to the EH&S representative at the EEA.
2. All visitors and staff (not undergoing a dental procedure) not capable of evacuation will be escorted to the closest stairwell and remain inside the stairwell until the “All Clear” is given. Floor Leaders will report the names and locations of those personnel remaining to the EH&S representative at the EEA.
3. UP will keep the senior member of the School of Dentistry staff at the EEA informed of status.

Click on Area number to see "Aerial View"

Emergency Evacuation Area - Dentistry

Fire Control Panel Location



School of Dentistry Fire Alarm Procedures

- **Purpose.** To ensure a timely and effective response to a fire alarm at the School of Dentistry. Note that the Clinic and Admin buildings are “General Alarm.” This means if an alarm is triggered anywhere in either building, the alarm will sound in all floors of both buildings.
- **Communication.** The primary means of communication between UP and FS is via radio. UP shall perform a radio check with Watch Engineer in the Powerhouse at the beginning of each shift. If the radio is not functioning properly, contact FS for a replacement. Ensure the radio is on channel one and perform check outside the building. Note that inside the building’s transmission strength can be spotty.
- **In the event of an alarm, UP serves as the Incident Commander and will lead the response.** Once the alarm sounds, UP will broadcast (from Outside the building) over the radio “Fire alarm activated at School of Dentistry at (time)” and coordinate an investigation of the alarm with FS. UP will continue to call on the radio (or through cell phone) until a response is received from Facility Services representative or the Operating Engineer Supervisor. If Facility Services ultimately does not respond, UP will contact the New Orleans Fire Department for support.
- **Facility Services leads the investigation regarding the source of the alarm and keeps UP informed of status.** FS will notify UP that they are investigating the source of the alarm. Note that two FS personnel are required to investigate. FS will keep UP informed of the status of their investigation. If a fire or potential fire is confirmed, UP will contact 911 immediately. If there is a false alarm, FS will reset the panel and notify UP that all is clear for reentry into the building.
- **UP manages the Emergency Evacuation Area (EEA) and keeps School of Dentistry leadership informed.** When the alarm is sounded, a UP officer proceeds to the EEA with clipboard, pen and paper. This officer is responsible to:
 - Account for personnel, including noting location of mobility impaired personnel unable to evacuate. Note that personnel undergoing surgical procedures may remain in the building. Floor leaders shall provide timely reports to the on-site UP officer, indicating that their area is clear and providing information on mobility impaired personnel. In the event of an actual fire, this information must be passed to the Fire Department.
 - Maintain contact with FS personnel who are investigating the cause of the alarm.
 - Notify the New Orleans Fire Department if a building occupant or FS indicates there is a fire.
 - Keep the senior School of Dentistry person aware of current status.
 - After all clear is given by UP (or the Fire Department if applicable):
 - Allow a return to the building.
 - Brief senior School of Dentistry as to the cause of the alarm.
 - Lead a sweep of the stairwells of all impacted buildings (using Facility Services personnel to assist if required) to ensure no mobility impaired personnel remain.
- **Follow-Up.** UP will contact the Executive Director, Environmental Health and Safety to inform of the event and any problems encountered.

Facility Requirements for Temporary Fire Watch

In the event that a required fire alarm/sprinkler system is determined to not be in working order for more than (4) four hours in a (24) twenty four hour period or is not installed, the following actions shall be taken by the facility or the building shall be evacuated:

1. Notify the State Fire Marshal District Office, the local fire department and all facility personnel, in writing, that the fire alarm system is not operational.
2. Establish a temporary fire watch by individuals who are **dedicated solely to fire watch duty**.
3. A fire watch shall be established to:
 - a. Prevent entry of unauthorized persons.
 - b. Control the activities of people authorized to be on the property, but who are not aware of procedures established for the prevention of fire.
 - c. Control pedestrian and vehicular traffic throughout the normal working day as directed by management, and during exit drills, and evacuation of the property due to emergencies.
 - d. Control gates and vehicular traffic to facilitate access to the property by the public fire department, members of any private fire brigades, law enforcement, emergency medical services, and off-duty management personnel in the event of fire and other emergencies.
4. Provide fire watch personnel with a means of identifying themselves as authorized representatives of the facility.
5. Each route to be covered by fire watch personnel shall be designed by the facility and approved by the State Fire Marshal Inspector.
6. The route shall be explicitly defined to ensure that the fire watch personnel patrol the correct area.
7. The fire watch personnel assigned to each route shall be provided with instructions, all details regarding route, and the functions to be carried out in covering the route.
8. Fire watch personnel shall make rounds at one-half hour intervals. When operations in the property normally are suspended, officers shall make rounds hourly. **During the rounds, the fire watch personnel shall make a thorough inspection of all buildings or spaces including concealed areas, such as attics, unoccupied storage areas, etc.** Fire watch personnel shall sign a log sheet maintained in the facility main office or other location approved by this office or fire department. **Log sheet shall state begin time and end time of each individual round.**
9. Procedures shall be established for orderly conduct of the operations at the property including procedures for fire loss prevention both by employees of the property protected and by outside contractors, and the prompt reporting of any fires discovered by calling the public fire department and the fire brigade of the property (if available on the shift).

10. Each facility shall establish programs for fire watch personnel to ensure they are familiar with the property being protected, including:
 - a. All buildings, occupancies, and hazards;
 - b. Fixed fire protection systems;
 - c. Manual and automatic detection and alarm systems;
 - d. Portable fire protection equipment;
 - e. Emergency shutdown procedures and equipment for which they are responsible;
 - f. The facility emergency action plan.
11. Each facility shall ensure that fire watch personnel are familiar with the site-specific emergency plans for dealing with fires and other emergencies.
12. Each facility shall ensure that fire watch personnel are familiar with the procedures to follow in the recognition and reporting of an emergency, including:
 - a. When and how to use radio equipment, telephone, and private or public alarm boxes to summon aid
 - b. How to notify the fire brigade, the municipal fire department, and other emergency response organizations.
 - c. The personnel to be contacted.
13. Fire watch personnel shall be provided with a means for continuous communication (i.e., two way radio; walkie-talkies; etc.) with a constantly attended location such as the administrative office where a public address announcement can be made throughout all buildings in the event of an emergency.
14. Each facility manager/administrator shall ensure that:
 - a. Fire watch personnel are not permitted to change the time record charts.
 - b. The changing and review of time record charts is done by the manager/administrator or the manager/administrator's responsible designee.
 - c. Time record charts of fire watch personnel are promptly reviewed.
 - d. Files are maintained for review by representatives of any authority having jurisdiction.
 - e. All irregularities are investigated, recorded, and corrective action is taken.
15. A continuously updated directory of names, telephone numbers, and other information to assist in making emergency calls shall be kept at the facility's administrative office. This directory shall include the telephone numbers of key facility personnel to be notified in an emergency, fire, police and emergency medical service departments, and other outside agencies needed in an emergency.

PLEASE BE ADVISED THAT THE DURATION OF THE TEMPORARY FIRE WATCH WILL BE DETERMINED ON A CASE BY CASE BASIS.