Fire Safety Policy

1.0 PURPOSE

A comprehensive program of testing, maintenance, training and drills contributes to reduced fire risk and 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 Environmental Health & Safety (EH&S) shall:

- Hold recurring fire drills for all LSUHSC facilities and complete After Action reports. Document that drills were held in leased facilities.
  - 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 University Police.
- Maintain an accurate list of Floor Leaders and ensure all are fully trained.
- Maintain chemical inventories by location and provide to University Police.
- Identify fire hazards during lab/building inspections and follow-up to ensure timely correction.
- Ensure all fire extinguishers are maintained and operational.
- Through drills, the General Safety Committee and recurring training, ensure the LSUHSC community is fully prepared in the event of a fire.
- Engage with Facility Services and Facility Planning to ensure knowledge of current hot work and fire safety system discrepancies.

3.2 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.
3.3 University Police shall:
• Maintain a list of mobility impaired persons and chemical inventories at the Emergency Command Post.
• Serve as the primary liaison with all emergency responders.
• Ensure prompt notification to EH&S and Facility Services by radio in the event of an alarm.

3.4 Deans and Supporting Departments shall:
• Maintain an accurate list of mobility impaired persons and Floor Leaders and provide these lists to EH&S.

3.5 Construction Coordinators shall:
• Ensure Hot Work permit requirements are enforced.
• Notify Facility Services and EH&S of any Fire Marshall discrepancies found during final inspections. Provide notification when corrected.
• Ensure contractors have an evacuation plan and know the Emergency Evacuation Area.

4.0 IMPLEMENTATION PROCEDURES

Six documents 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, lists special requirements for Residence and Stanislaus Halls. 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 via the Knowledge Delivery System to all faculty, staff, and students. EH&S will provide training to all Emergency Response Floor Leaders.

6.0 RECORD KEEPING

All records, including Drill after Action Reports, Fire Marshall Discrepancy and Correction 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

Drill performance will be assessed using the After Action Reports from each drill.

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
ACTIONS IN THE EVENT OF A FIRE ALARM

WHAT SHOULD I DO IF I SEE, SMELL, OR FEEL SMOKE OR FIRE?

1. If a fire or smoke is seen immediately PULL the closest fire alarm pull station
   • Fire alarm pull stations are located by each stairwell and/or exit
   • If possible, close all doors to prevent the spread of smoke and fire to other non-impacted areas
2. ALERT others of the pending emergency and begin a calm and immediate evacuation of the building. Close the door(s) to your office or classroom to confine the fire
3. CALL the University Police at 568-8999 or 911 and give specific information, such as,
   • 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)
4. Immediately begin following the Emergency Evacuation Procedures as written below.

WHAT SHOULD BUILDING OCCUPANTS DO WHEN AN ALARM SOUNDS?

1. Evacuate your office or visiting area while leaving the door open.
2. Walk to the nearest stairwell exit. Do not use the elevators.
3. Carefully walk down the stairs. Stay to the right side and allow for traffic 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 (formerly referred to as "Area of Refuge") and report to your Floor Leader.
6. Remain in your Emergency Evacuation Area until an “all clear” is given by the University Police.

WHAT SHOULD A MOBILITY IMPAIRED PERSON DO WHEN AN ALARM SOUNDS?

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. Your location will be provided to the emergency responders.
3. Remain inside the stairwell until assisted by Fire Department personnel or the University Police gives you an “all clear” to return to your office.
   Note: Escorts should assist visiting mobility impaired personnel’s movement to the stairwells. If the visitor has no escort, any building occupant can assist. The escort (upon arrival at the Emergency Evacuation Area ) shall report the location of the mobility impaired person to the Floor Leader.
WHAT HAPPENS TO THE ELEVATORS IN THE EVENT OF AN ALARM?
The speakers in the elevators will sound. The elevators may or may not be recalled to the first or second floor of the building. If they are recalled, they will remain on the first or second floor (depending on the building and the floor in alarm) with doors open and speakers that announce there is a fire alarm. The elevators will not return to normal operation until the life safety system is taken out of alarm and the elevators are reset.

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 get off and go to your outside Emergency Evacuation Area using the closest exit door.

WHAT SHOULD I DO IF I AM TRAPPED IN A BUILDING FIRE?
1. Stay where you are and do not panic
2. Feel the door handle and then the entire door.
3. If the door handle or the door is hot, DO NOT OPEN THE DOOR.
4. If there is pressure on the door and “puffs” of smoke coming around the door, DO NOT OPEN THE DOOR.
5. Close all doors, windows, and any other openings that lead to the impacted area.
6. As a last resort, if there is a window(s) that can supply fresh air open or break it.
7. Use extreme caution while breaking the window. Protect yourself from broken glass.
8. Exercise extreme caution as the large increase of air from the broken window may cause the fire to intensify. Additionally, the breaking glass may cause injury to you or bystanders on the ground.
9. If possible, use a wet towel or blanket to cover yourself
10. Call the University Police 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.

HOW DOES THE ALARM SYSTEM WORK IN MY BUILDING?
Each building is equipped with fire detection system that detects smoke or fire and notifies occupants in less than three seconds. There are two types of alarm systems at LSUHSC facilities.

The Resource Center, Lion’s Eye, 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. Once the Fire Department arrives, they will decide whether or not to sound the alarm in additional floors. If the alarm is not going off on your floor, you should not evacuate. For example, 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. Upon arrival, the Fire Department will decide whether or not to alarm additional floors.

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 goes into alarm and all building occupants will evacuate immediately.
WHERE SHOULD I EVACUATE TO IN THE EVENT OF AN ALARM?
Evacuate to the outside “Emergency Evacuation Area” for your building per the following table. These locations are shown graphically below.

<table>
<thead>
<tr>
<th>Building</th>
<th>Emergency Evacuation Area</th>
<th>Map Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Administration and Resource Center</td>
<td>School of Allied Health and Nursing Building on Gravier Street.</td>
<td>1</td>
</tr>
<tr>
<td>Lions Eye</td>
<td>CSRB at corner of Bolivar and Perdido Streets.</td>
<td>2</td>
</tr>
<tr>
<td>Clinical Science Research Building</td>
<td>Lions Eye at corner of Gravier and Bolivar Streets.</td>
<td>3</td>
</tr>
<tr>
<td>School of Allied Health and Nursing</td>
<td>Library, Administration and Resource Center on Bolivar Street.</td>
<td>4</td>
</tr>
<tr>
<td>South Roman Street Garage</td>
<td>Library, Administration and Resource Center on Bolivar Street.</td>
<td>4</td>
</tr>
<tr>
<td>Medical Education Building</td>
<td>Between CSRB and Lions Eye on Bolivar Street.</td>
<td>5</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>MEB on the corner of Perdido and S. Roman Streets.</td>
<td>6</td>
</tr>
<tr>
<td>Stanislaus Hall</td>
<td>Stanislaus Parking lot along Gravier Street</td>
<td>7</td>
</tr>
<tr>
<td>Gravier Street Garage - Entwave Office</td>
<td>Stanislaus Parking lot along Gravier Street</td>
<td>7</td>
</tr>
<tr>
<td>Clinical Education Building (1542)</td>
<td>End of rear walkway near west end of Gravier Garage.</td>
<td>8</td>
</tr>
<tr>
<td>Human Development Center Building</td>
<td>Northwest side of Lions Eye Building</td>
<td>9</td>
</tr>
<tr>
<td>Seton Building</td>
<td>Outside southeast corner Gravier (under walkway)</td>
<td>10</td>
</tr>
<tr>
<td>Dental School Admin, Clinic, Advanced Clinical Care &amp; Clinical Research Building and Powerhouse</td>
<td>Green space west side of Admin Building</td>
<td>11</td>
</tr>
</tbody>
</table>
Emergency Evacuation Areas - Downtown

MAP LEGEND
1. Resource Center
2. Lions Eye
3. Clinical Science Research Building
4. School of Allied Health and Nursing
5. Medical Education Building
6. Residence Hall
7. Stanislaus Hall
8. Clinical Education Building / 1542
9. Human Development Center
10. Seton Building
Emergency Evacuation Area - Dentistry

MAP LEGEND (Emergency Evacuation Area)
- 11 - Administration Building
- 11 - Clinic Building
- 11 - Advanced Clinical Care and Clinical Research Building
- 11 - Power Plant

Grassy Area
Clinic Building
Advanced Clinical Care and Clinical Research Building
Administration Building
Power Plant
WHAT WILL PRIMARY AND BACKUP FLOOR LEADERS DO WHEN AN ALARM SOUNDS?

1. Alert others and tell them 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 that areas are free of smoke and fire. Only when you see smoke or fire should a fire pull station be pulled.
5. 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 the (EH&S) Environmental Health and Safety Representative at the Emergency Evacuation Area. Note that at the School of Dentistry, until the EH&S Representative arrives, University Police will move between/supervise the Emergency Evacuation Area.
   b. The EH&S Representative will notify the University Police of the location of the mobility impaired personnel.
   c. As the situation dictates, the University Police may respond to the mobility impaired personnel’s location to advise them of the situation.
   d. The responding fire department is the only authorized agent who will physically remove a mobility impaired person from the stairwell.
6. Upon the completion of the floor evacuation, the backup floor leader will immediately go to their department’s meeting area within the assigned outside area of refuge and account for their department’s personnel.
7. Provide an accountability report to the EH&S Representative.
8. Once an all clear has been given by the University Police, the Floor Leaders may begin escorting their department personnel back to their floors via elevator or stairwell in a calm and orderly fashion.

WHAT WILL THE FLOOR LEADER DO IF THERE ARE KNOWN MISSING PERSONNEL?

1. Report any missing personnel to the EH&S Representative (or University Police if after hours).
2. Give the last known location or office room.
3. The EH&S Representative will coordinate searching procedures with University Police and/or the responding Fire Department.
4. 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 University Police or the responding Fire Department.

WHAT SHOULD PRIVATE CONTRACTORS DO DURING AN ALARM?

1. Prior to stating the project, the contractor will be advised by the Construction Coordinator or Contracting Officer of the designated Emergency Evacuation Area 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 the EH&S Representative.
INTERNAL NOTIFICATION AND RESPONSE GUIDELINES

WHAT IS THE NOTIFICATION PROCESS AND WHO RESPONDS TO AN ALARM?
Each building has a different method for alerting University Police during active and after hours (see the table that follows).

1. Alarm signal is transmitted to the Emergency Command Post (ECP) inside the University Police Office at the Roman Street Garage. University Police are alerted to this message and dispatch a responding officer(s), or
2. A University Police Officer(s) is permanently stationed at the LSUHSC building. If an alarm sounds, the officer(s) will hear it and dispatch accordingly, or
3. The alarm signal is sent to a third party monitoring company who calls University Police via telephone. University Police dispatches a responding officer(s) accordingly.
4. Note that for both dormitories, Stanislaus and Residence Halls, the fire department will be contacted immediately to respond. This applies during active and after hours.

<table>
<thead>
<tr>
<th>Building</th>
<th>Notification Methods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library, Administration and Resource Center</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Lions Eye</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Allied Health/School of Nursing</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Clinical Science Research Building</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Medical Education Building</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>South Roman Street Garage</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Human Development Center</td>
<td>Emergency Command Post</td>
</tr>
<tr>
<td>Residence Hall</td>
<td>In house University Police</td>
</tr>
<tr>
<td>Stanislaus Hall</td>
<td>Automated telephone to x8999 University Police</td>
</tr>
<tr>
<td>Clinical Education Building (1542)</td>
<td>In house University Police</td>
</tr>
<tr>
<td>Seton Building</td>
<td>AMS Company will call Emergency Command Post</td>
</tr>
<tr>
<td>Dental School Clinic</td>
<td>AMS Company will call Dental School University Police</td>
</tr>
<tr>
<td>Dental School Administration</td>
<td>Police Security Booth and x8999</td>
</tr>
<tr>
<td>Dental School Powerhouse</td>
<td>AMS Company will call Dental School University Police</td>
</tr>
<tr>
<td>Dental School Advanced Clinical Care and Clinical Research</td>
<td>AMS Company will call Dental School University Police Security Booth and x8999</td>
</tr>
</tbody>
</table>

Active Hours: University Police will immediately notify via radio the EH&S Representative and all Electronic Technicians and provide the location of the alarm and room number (if known). Furthermore, UP will direct all to use channel one for fire-related traffic - all personnel involved in the response will remain on channel one for the duration of the event (Facilities Services routine work will shift to channel five). THE UP OFFICER WILL ANNOUNCE TWO TIMES: “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.” The Lead Electronic Technician and EH&S Representative (or their reps) will
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.

Note that if smoke/fire has been directly reported or observed, University Police should call 911 immediately. University Police will dispatch an officer to the building’s fire control panel (locations shown below) 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”, the EH&S Representative will direct the Electronic Technician to reset the alarm and recall the elevators. Once complete, the Technician will notify the EH&S Representative, who will then notify the Floor Leaders that all can re-enter the building.

b. If no smoke or fire is present, the Electronic Technicians will reset the panel and recall the elevators. The University Police will then call “All Clear” and then notify the EH&S Representative, who will then notify the Floor leaders that all can re-enter the building.

All EH&S personnel will respond to assist at the Emergency Evacuation Area, to include accountability and road control. The EH&S Representative will gather accountability information and will gather data on mobility impaired personnel who remain in the stairwells and report this information to the Fire Department. All available Electronic Technicians will respond and assist. If no technician is available, Facility Services will send an Engineer.

**After Hours:** University Police will immediately notify via radio the Watch Engineer (and EH&S Representative and all Electronic Technicians if they are on campus) and provide the location of the alarm and room number (if known). Furthermore, UP will direct all to use channel one for fire-related traffic--all personnel involved in the response will remain on channel one for the duration of the event (Facilities Services routine work will shift to channel five). THE UP OFFICER WILL ANNOUNCE TWO TIMES: “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.” The Watch Engineer (and Lead Electronic Technician and EH&S Representative if available) will acknowledge by indicating receipt of the transmission and estimated time of arrival at the facility. If UP does not receive a response, they will notify the watch Engineer via phone. 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. Once the situation has been addressed and the Fire Department calls “All Clear”, the University Police Officer will direct the
Electronic Technician to reset the alarm and recall the elevators. Once complete, the Technician will notify the Officer, who will then notify the building occupants that all can re-enter the building. Note that in the event of an actual emergency, the Watch Engineer will notify the Primary Electronic Technician, the EH&S Representative, Facility Services Director and the Executive Director, Environmental Health and Safety by phone as soon as practicable.

b. If no smoke or fire is present, the Watch Engineer will reset the panel, recall the elevators and notify the University Police. UP shall check the status of mobility impaired persons. The UP Officer will then call “All Clear” and allow personnel to re-enter the building. The Watch Engineer will send an email to the EH&S Representative, Executive Director EH&S, Energy Engineer, and Facility Services Director indicating the cause of the alarm as soon as practicable.

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

Fire Control Panel
Location: 102
Fire Control Panel
Location: 114
Fire Control Panel
Location: 102

CSRB - 1st Floor
Lions Eye - 2nd Floor
Residence Hall - 2nd Floor

Fire Control Panel Location: 214
Fire Control Panel Location: 118
FIRE DRILL PROCEDURES

15 minutes Prior to Fire Drill – Pre Drill Meeting (to review responsibilities)

1. 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.

2. University Police are responsible for
   a. documenting active and inactive alarm status on the ECP printer. Perform routine checks to ensure printer is functional.
   b. ensure public order
   c. checking on status of mobility impaired personnel and reporting their status to the EH&S Representative
   d. providing emergency aid as required
   e. calling the building “all clear”

3. EH&S Officers (located in the building plus one in the Emergency Evacuation Area to assist the EH&S Representative are responsible for
   a. assisting floor leaders when requested
   b. documenting evacuation procedures, response, and time
   c. documenting response of life safety system (speaker and strobe/stairwell and card access release)
   d. leaving with the floor leader and exit the building
   e. immediately reporting to the EH&S Representative
   f. completing the Fire Drill Procedure Report
   g. overseeing the Emergency Evacuation Area and correcting any safety concerns
   h. assisting w/ road control

4. Primary and Backup Floor Leaders are responsible for
   a. evacuating and clearing assigned areas
   b. assisting mobility impaired personnel to the stairwell
   c. documenting timeframe for their evacuation
   d. documenting response of the life safety system
   e. filling out the Fire Drill Procedure Report
   f. evacuating to Emergency Evacuation Area
   g. Primary Floor Leaders will report to the EH&S Representative
   h. Secondary Floor Leader will remain with their department personnel

5. EH&S Representative 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 Emergency Evacuation Area
   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

Appendix C 1
Fire Drill

1. EH&S Representative will
   a. ensure FS Primary and Backup Electronic Technicians, ES&H Safety Officers, and University Police are at their assigned locations ten minutes prior to start of the drill
   b. call for switch to appropriate channel on the radios for those involved in the drill.
   c. direct the FS Primary Electronic Technician to pull the alarm and document the start time
   d. document the time of first person exiting the building
   e. direct all personnel to Emergency Evacuation Area as they are exiting the building

2. Primary and Backup Floor Leaders will
   a. ensure that their personnel remain in Emergency Evacuation Area
   b. get a head count of department personnel
   c. determine that personnel are safe and secure within the Emergency Evacuation Area
   d. Primary Floor Leader will report status to the EH&S Representative
      i. document mobility impaired personnel and their location(s)
      ii. document injuries and missing persons information
   e. Backup Floor Leader will stay with department personnel

3. University Police will
   a. check the location of the mobility impaired personnel. Document and report status to the EH&S Representative
   b. call the building “all clear” after coordinating with the EH&S Representative

4. Primary Electronic technician will:
   a. Activate the alarm when directed by the EH&S Representative
   b. Sequence the alarm (if building is high rise code)
   c. Upon direction from the EH&S Representative:
      i. Reset the panel
      ii. Validate all life safety systems are back on line
      iii. Reset the elevators if necessary
   d. Notify EH&S Representative that panel has been reset, system is online and elevators have been recalled

5. EH&S Representative will
   a. document the time of the last person seen leaving the building
   b. once all personnel have left the building, contact the FS Primary Electronic Technician and
      i. direct resetting of the alarm panel
      ii. request status update when the life safety system is back online and in normal operation
      iii. direct the resetting of the elevators
   c. After verifying with the F.S. Primary Electronic Technician that all of the above are complete, request “all clear” approval from University Police
   d. After “all clear” is granted, notify Primary Floor Leaders that personnel can now return to work.
Fire Drill Debriefing

1. EH&S Representative will meet with the FS Primary Technician, University Police Primary Officer, and EH&S Officer at the Emergency Evacuation Area to
   a. review Fire Drill Procedure Reports, address questions or concerns, and determine if refresher training is required
   b. validate proper functioning of all components of the building’s fire alarm system. Facility Services will follow up with work requests to correct discrepancies.
   c. The EH&S Representative will develop a written report and maintain this record for six years.
Fire Safety and Hot Work Permit Policy (Updated October 21, 2016)

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 insure 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.

J. L. BALL
Associate Vice Chancellor Property and Facilities

Enclosure: Fire Safety and Hot Work Permit
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.

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### HOT WORK CHECKLIST

<table>
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<tr>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>🗸 Sprinklers operational during work period.</td>
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<tr>
<td>🗸 Fire Alarm system operational during work period</td>
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<tr>
<td>🗸 Multi-purpose fire extinguisher on hand.</td>
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### REQUIREMENTS WITHIN 35 FEET OF WORK

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

### WORK IN CONFINED SPACES

Follow LSUHSC confined space policy.

### WORK ON WALLS OR CEILING

Combustibles moved away from other side of wall.

### FIRE WATCH/HOT WORK AREA MONITORING

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

### OTHER PRECAUTIONS TAKEN TO PROTECT LSUHSC PERSONNEL

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

---

**VERIFICATION**

The information contained in this hot work permit has been examined, the precautions checked on Hot Work 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)

---

### ELECTRONIC CONTROL TECHNICIAN SIGNOFF

#### DISABLED FIRE ALARM POINTS/FLOW and TAMPER SWITCHES

<table>
<thead>
<tr>
<th>TIME SYSTEM DISABLED:</th>
<th>Date:</th>
<th>Time:</th>
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<tr>
<th>TIME SYSTEM RE-ENABLED:</th>
<th>Date:</th>
<th>Time:</th>
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</table>

**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!
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 are 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 fine.

- 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 Stanislaus or 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 Residence Hall and Sister Stanislaus Memorial 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. The area of refuge for Stanislaus Hall is located in the parking lot area of the Stanislaus Hall loading dock. 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:

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<tr>
<th>Date:</th>
<th>Housing Rep:</th>
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<tr>
<th>Floor/Room Number</th>
<th>Fire Extinguishers</th>
<th>Doors Close Properly</th>
<th>Hallways/Stairwells clear</th>
<th>Tested Smoke Detector</th>
<th>Dorm Sprinkler heads unobstructed</th>
<th>Electrical Hazards</th>
<th>Other Hazards</th>
<th>Comments</th>
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Rev 7/5/13
# Quarterly Inspection Report Sister
## Stanislaus Dormitory Rooms

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<th>Room Number</th>
<th>Tested Smoke Detector</th>
<th>Fire Extinguishers</th>
<th>Doors Close Properly</th>
<th>Hallways/Stairwells Clear</th>
<th>Dorm Sprinkler heads unobstructed</th>
<th>Electrical Hazards</th>
<th>Other Hazardous</th>
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Animal Care Response to a Fire Alarm in CSRB  (Updated May 30, 2016)

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, use the following numbers to pass information on the status of the potential threat and the location of Animal Care personnel:

Dr. Leslie Birke, DVM, Associate Director of Animal Care  
James Oliver, Manager – Animal Care  
Bob Fahey, EH&S  
James Davis, EH&S  
University Police 568-8999
School of Dentistry Response to Fire Alarms  (Updated May 12, 2014)

In the event of an actual alarm:

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 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 Officer at the Emergency Evacuation Area.

3. In the event of an actual fire or smoke intrusion, School of Dentistry personnel must be capable of removing the patient from the surgical area and transport him/her 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. The University Police will keep the senior person from the School of Dentistry staff at the Emergency Evacuation informed of status.

5. The senior person from the School of Dentistry staff will use the following phone numbers to communicate the status of the alarm to the School of Dentistry personnel remaining inside the building:

<table>
<thead>
<tr>
<th>Dental School Emergency Contacts</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Helen Schoenberger, RN</td>
<td></td>
</tr>
<tr>
<td>Dr. Toula A. Palaiologou “Dr. Toula”</td>
<td></td>
</tr>
<tr>
<td>Dr. Pooja Maney, B.D.S, M.P.H, Ph.D</td>
<td></td>
</tr>
</tbody>
</table>
School of Dentistry Response to Fire Alarms  (Updated March 1, 2017)

For Announced Fire Drills

When the alarm sounds:

- 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 Emergency Evacuation Area #10 (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 Emergency Evacuation Area.
- 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 Emergency Evacuation Area.
- The University Police will keep the senior member of the School of Dentistry staff at the Emergency Evacuation Area informed of status.

[Map of Emergency Evacuation Area]
School of Dentistry Fire Alarm Procedures (Updated Jan 31, 2017)

- **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 University Police and Facility Services is via radio. University Police (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 Ben Chan immediately for a replacement. Ensure the radio is on channel one and perform check outside the building. Note that inside the buildings 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 request confirmation from Facility Services that the cause of the alarm is being investigated. UP will continue to call on the radio until a response is received from Elton Whitehead or Joe Harris. Elton and Joe’s cell phone numbers are listed below and should be used as an alternate means of contact. If Elton and Joe are unavailable, University Police will contact the New Orleans Fire Department to respond. Since Ben Chan and Justin Maggiore monitor radio traffic, one of them will proceed to the School of Dentistry to assist if Elton and Joe are unavailable.

- **Facility Services leads the investigation regarding the source of the alarm and keeps UP informed of status.** Elton or Joe will notify University Police that he/she is investigating the source of the alarm. Note that two Facility Services personnel (Elton and Joe, or Elton or Joe plus another) are required to investigate. Facility Services 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, Elton or Joe will reset the panel and notify UP that all is clear for reentry into the building.

- **UP manages the Emergency Evacuation area and keeps School of Dentistry leadership informed.** When the alarm is sounded, one UP officer proceeds to the Emergency Evacuation Area (grass area west of the Admin building, see enclosure 1) 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 (see enclosure 2). Floor leaders should report to you indicating their area is clear and provide any info on mobility impaired personnel. In the event of an actual fire, this information must be passed to the Fire Department (see enclosure 2).
  - Maintain contact with Facility Services personnel who are investigating the cause of the alarm.
  - Keep the senior School of Dentistry person aware of current status.
  - Notify the New Orleans Fire Department if a building occupant or Facility Services indicates there is a fire.
  - After all clear is given by Facility Services (or the Fire Department if applicable):
    - Let School of Dentistry personnel know it is ok to return to the building.
    - Let the senior School of Dentistry person know the cause of the alarm.
    - Lead a sweep of the stairwells of both the Admin and Clinic buildings (using Facility Services personnel to assist if required) to ensure no mobility impaired personnel remain.

- **Follow-Up.** University Police (via Chief Joseph) will contact Bob Fahey (Steve Zimmerman if Fahey is not in) and pass the details of the event and any problems encountered.

- **Points of Contact.** Support personnel (note all carry radios) are as follows:
  - Elton Whitehead, Dental School Site Manager (cell 218-3259) – primary for reset
  - Joe Harris, Dental School Powerhouse Manager (cell 235-5617) – primary for reset
  - Ben Chan (cell 654-8458) and Justin Maggiore (cell 912-6800) – reset support
  - Bob Fahey, Director EH&S (cell 905-6316) and Jim Davis, Fire Safety Officer (cell 314-5989)
Facility Requirements for Temporary Fire Watch

In the event that a required fire alarm/sprinkler system is determined to be not 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 facilities 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.**