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1. STATEMENT OF POLICY

Westminster College is committed to providing a safe and healthy campus for its faculty, staff, students, and guests. This will be accomplished through employing fire prevention and mitigation measures, promoting safe use and living habits among the campus community and guests, and through compliance with established state fire and life safety codes.

2. PURPOSE

The purpose of this document is to establish the responsibilities, authority, and procedures for ensuring fire and life safety compliance, specifically compliance with the codes and standards adopted by the State of Utah and Salt Lake City.

3. SCOPE

The scope of this plan applies to the Westminster College campus, Westminster on the Draw, and all College-owned residences managed by Westminster College.

4. DEFINITIONS

As part of compliance with the International Fire Code adopted by the State of Utah, Westminster College adopts the terms and definitions included in IFC Section 202. A selection of critical and/or commonly-used terms and definitions are included in this section for ease of reference.

Emergency Evacuation Drill: an exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency evacuation procedures.

Fire Alarm System: a system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.

Fire Lane: A road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus.

International Fire Code (IFC): a fire code developed by the International Code Council (ICC), which establishes requirements intended to safeguard life and property from fire and explosion hazards.

Means of Egress: a continuous and unobstructed path of vertical and horizontal egress travel from any occupied building or structure to a public way. A means of egress consists of three separate and distinct parts:
Exit Access: that portion of a means of egress system that leads from any occupied portion of a building or structure to an exit.

Exit: that portion of a means of egress system between the exit access and the exit discharge or public way. Exit components include exterior exit doors at the level of exit discharge, interior exit stairways and ramps, exit passageways, exterior exit stairways and ramps, and horizontal exits.

Exit Discharge: that portion of a means of egress system between the termination of an exit and a public way.

Public Way: a street, alley or other parcel of land open to the outside air leading to a street, that has been deeded, dedicated or otherwise permanently appropriated to the public for public use and which a clear width and height of not less than 10 feet (3048 mm).

Unwanted Fire: a fire not used for cooking, heating or recreational purposes or one not incidental to the normal operations of the property.

5. ROLES AND RESPONSIBILITIES

College Leadership

College leadership is responsible for enacting its commitment to provide a safe and healthy workplace for faculty, staff and students by endorsing the content of this plan and allocating the necessary resources to comply with its requirements.

Campus Fire Marshal

The Campus Fire Marshal is responsible for the following aspects of this plan:

- Periodic inspection of College facilities
- Consultation and assistance in fire prevention, life safety education and training
- Consultation and assistance in reviewing plans for new structures on campus, and significant remodeling of existing structures
- Development of appropriate policies and programs for campus fire and life safety
- Recommendation of corrections for fire and life safety hazards
- Interpretation of applicable fire and life safety codes
- Maintain records related to campus fire and life safety
- Shut down operations, discontinue events or evacuate buildings if there is judged to be a severe danger to life or property if such action is not taken

Campus Community (including Faculty, Adjunct Faculty, Staff, Students and Visitors)

The Campus Community is responsible for complying with applicable fire and life safety codes, as well as College policy, when on campus and/or using College facilities.
Residential Students and Guests

Students living in residential halls and houses owned and managed by Westminster College are required to adhere to the rules intended for fire prevention and life safety, and may be subject to fines and/or disciplinary measures for violations of these rules. Students are responsible to ensure that any guests visiting the residential halls owned and managed by Westminster College also adhere to those rules.

6. PROCEDURES

A. General Fire Prevention

Fire prevention describes the proactive measure taken by the College to protect against potential fire and life safety hazards. Members of the College community, including faculty, staff, and students, are encouraged to be aware of and report any potential fire safety hazards. This can be accomplished by following 504 Environmental Health and Safety Incident Reporting and Investigation Policy and Procedure, and completing a 504A EHS Incident Report Form.

The following rules are intended to prevent fire and life safety hazards from developing:

- Open flames are not permitted in any College building or facility. Hot Work must be conducted with a permit and according to College policy and procedure. Variances to the open flame policy are described in section 6.C.

- Building, stadium, theater and other assembly occupancy limits shall not be exceeded.

- Permanent electrical equipment must be plugged directly into wall outlets. The use of extension cords to provide electrical power to permanent equipment (meaning equipment in place longer than 90 days) is prohibited.

- Power strips and extension cords may not be plugged into each other in series. These must be plugged directly into wall outlets. Power strips and extension cords must be approved by a nationally-recognized testing laboratory, such as Underwriters Laboratory (UL), the Canadian Standards Association (CSA), or Intertek (EL).

- Flammable and combustible liquids must be stored in containers and cabinets or rooms which are designed for safe storage of flammable liquids. Incompatible chemicals or materials which may produce a chemical reaction capable of causing or contributing to a fire must be safely stored in a manner which prevents these chemicals from interacting with each other, such as in separate cabinets or areas.
- Oily rags or other oil-soaked materials must be stored in a covered metal container before being properly disposed.

- Mechanical rooms and stairwells must not be used for storage. Storage in specially-constructed rooms underneath stairs which are equipped with a fire sprinkler head is permitted.

- The use of devices such as doorstops, wedges, or restraints to hold fire doors open is prohibited. The only approved means of holding fire doors open is the use of magnetic devices which are connected to the fire alarm system, which deactivates these devices and allows the doors to close when the fire alarm is activated.

- In rooms with sprinkler heads, a distance of at least 18 inches must be maintained between the lowest part of the sprinkler head and any furniture, storage or other materials.

- Corridors and stairways leading to means of egress must be kept clear at all times. All doors included in the means of egress must be operable without the use of keys, tools, or special knowledge.

- Exit signs must be clearly visible and illuminated at all times.

- Live Christmas trees and other natural decorative greenery are prohibited in any College buildings, including residence halls. Artificial trees and other holiday decorations must be flame retardant. Strings of holiday lights must be approved by a nationally-recognized testing laboratory, such as Underwriters Laboratory (UL), the Canadian Standards Associate (CSA), or Intertek (EL), and inspected for any defects prior to use.

- Portable electric heaters, or space heaters, must be equipped with an automatic shut-off feature which activates when the heater is tipped over or reaches the desired temperature. The heating elements of these heaters must be sealed, and heaters may not powered by fuel or capable of producing flames or fumes. Heaters must be kept clear of all combustible materials, plugged directly into a wall outlet, and turned off when the room is unoccupied (especially for the evening or weekend). These types of heaters are not permitted in student residence halls.

- Fire alarm systems, sprinkler systems, or any other components of building fire protection must not be tampered with or modified. The Campus Fire Marshal must be contacted for consultation if modifications may be necessary. Modifications include, but may not be limited to, painting, demolition, construction, and remodeling. Tampering includes, but may not be limited to, hanging items from fire sprinkler heads, hanging or attaching items to fire sprinkler pipes, and covering smoke detectors or other devices.
• The use of electrical appliances used in food preparation or storage (such as microwaves, toaster ovens, refrigerators, coffee makers, etc.) in Hogle Hall and Carleson Hall is restricted to the shared kitchen areas. In residential halls which feature suite kitchens, these items must be stored and used in kitchen areas only. These appliances must be approved by a nationally-recognized testing laboratory, such as Underwriters Laboratory (UL), the Canadian Standards Associate (CSA), or Intertek (EL).

• Smoking is strictly prohibited inside campus buildings, and may only take place outdoors, at least 25 feet from any entrance in accordance with Utah state law. This includes the use of e-cigarettes, vaping devices, and hookah.

B. Building Inspections

Westminster College is required to comply with the fire safety regulations enforced by the state of Utah and the Utah State Fire Marshal’s Office, as well as accrediting and insurance agencies. Inspections may be conducted by these agencies at various times.

The Campus Fire Marshal will also conduct inspections of all buildings on Westminster College campus at least on an annual basis, and inspections of all residence halls at least on a quarterly basis. Any code violations or issues which present a fire and life safety hazard will be communicated to the department responsible for correcting the violation or eliminating the hazard. Previous inspection documents will be reviewed before the next inspection is conducted, in order to identify recurring issues.

C. Open Flame Policy

Open flames are prohibited in all College buildings and facilities. Open flames include, but may not be limited to, the following:

• Smoldering burners, grills, camp stoves, or other outdoor cooking devices
• Ignition devices such as lighters, or any devices which produce flame
• Candles
• Incense
• Oil lamps
• Fireworks
• Other combustible materials which may be activated by sparks or heat

Approved Exceptions

The following activities are listed as approved exceptions to this policy, and do not require prior approval from the Campus Fire Marshal:
• Commercial cooking in designated food preparations areas, within compliance with applicable standards
• Outdoor cooking devices provided by the College as part of a College-approved event
• Heating devices used by Dining Services and approved service providers
• Supervised open flame burners used in approved College laboratories
• Hot Work conducted according to College policy and procedure
• Designated grill areas on campus
  o Grills must have 10 feet of clearance from trees and overhead branches or building roofs
  o Coals/ashes must be contained in the grill
  o Coals/ashes must be completely extinguished, wrapped in aluminum foil, and deposited in a trash receptacle

**Variance Requests**
Requests for variance to the open flame policy must be submitted to the Campus Fire Marshal at least 7 days prior to the planned event, and include all of the information required on 505B Open Flame Fire Policy Variance Approval Form. At minimum, the form must include:

• Date and location of the event
• Name(s) of the responsible individual(s), and their contact information
• A description of the event, including start and stop time, venue, layout, and whether it is open or closed attendance
• Designated event supervisor(s) – must be faculty or staff members, NOT students

The Campus Fire Marshal will review the request and provide a timely response and approval status:

• Approved, no conditions
• Approved, with conditions
• Denied

If the request has been approved with conditions, all of the conditions included in the Campus Fire Marshal’s response must be met prior to the event, and continue to be met until the end of the event.

**D. Fire Safety Systems**

**Fire Alarm Systems**
Campus buildings equipped with fire alarm systems are monitored. The fire alarm system may be activated when a heat or smoke detector detects the condition of fire or smoke, or if a manual
pull station is activated. Activation of fire alarm systems is automatically communicated to the local fire department.

**Sprinkler Systems**
Campus buildings equipped with sprinkler systems are activated when a sprinkler head detects a temperature above a certain threshold in the area and begins spraying water. When the fire alarm system detects water flowing through sprinkler pipes, the fire alarm will activate. This is automatically communicated to the local fire department. Fire sprinkler systems are inspected and tested annually.

**Fire Doors**
Fire doors act as barriers to smoke and flames, providing a level of containment in the event of a fire. Fire doors which are held open by magnetic door holders will automatically close when the fire alarm system activates.

**Fire Extinguishers**
Portable fire extinguishers of the appropriate size and type are provided in all campus buildings. Fire extinguishers are inspected and tagged on an annual basis, and tested as required. Monthly checks are conducted to ensure that fire extinguishers are in a ready-to-use state. Fire extinguishers are intended for use in incipient-stage fires only, and any use of fire extinguishers must be reported to Campus Patrol (801-832-2525) as soon as it is safe to do so. Missing fire extinguishers must be reported to Campus Patrol or the Campus Fire Marshal (801-832-2529) as soon as possible.

### 7. TRAINING

Training in fire and life safety is provided by the Campus Fire Marshal and members of the Risk Management team to College faculty, staff and students through fire/emergency evacuation drills, fire extinguisher training, student orientations, faculty and staff meetings, and other coordinated training as necessary. Topics covered in fire and life safety training include:

- Evacuation procedures
- The importance of being aware of locations of means of egress
- How to activate fire alarm systems through the use of manual pull stations
- The safe use of fire extinguishers
- Evacuation for persons with disabilities and areas of refuge
- Assembly locations
- How to check in after an emergency

Additional training and/or consultation can be arranged by contacting the Campus Fire Marshal (801-832-2529).
8. RECORDKEEPING

The Director of Campus Safety is responsible for ensuring that all records are maintained in accordance with this policy. Records required to be maintained include:

- Building inspections
- Sprinkler system inspections and tests
- Fire alarm system inspections and tests
- Fire extinguisher inspections and tests
- Fire/emergency evacuation drill reports
- Training records

9. RESPONSIBLE ADMINISTRATOR

The Director of Campus Safety is responsible for administering this policy and for reviewing and revising this policy as needed.

10. RELATED DOCUMENTS

Documents related to this procedure are as follows:

- 504 EHS Incident Reporting and Investigation Policy and Procedure
- 504A EHS Incident Report Form
- 505A Building Inspection Checklist
- 505B Open Flame Fire Policy Variance Approval Form
- 505C Fire/Emergency Evacuation Drill Report Form
- 512 Hot Work Policy and Program
- 512A Hot Work Permit

11. HISTORY

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<td>Fire and Life Safety Policy APPROVED</td>
<td>President’s Cabinet</td>
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12. SIGNATURE, TITLE, AND DATE OF APPROVAL

Approved: /s/_________________________________________

Bethami A. Dobkin, President