What to do.

If There Is a Fire:

• SOUND THE ALARM If you discover or suspect a fire, sound the building alarm by activating the nearest pull station. If the building is not equipped with a fire alarm system, warn the other occupants by knocking on doors and shouting a warning as you leave (KNOCK ON DOORS AS YOU EXIT ONLY). Call 911 or Security immediately.

• Leave the building and go to the building’s Evacuation Assembly Point (EAP). An EAP has been determined for all campus buildings. Determine who is missing or unaccounted for. Try to help others only if you can do so safely. After exiting the building, remain at least 100 feet away from it.

DO NOT go back into the building until a representative of the Department of Safety & Security or Fire Department indicates it is safe to do so.

To Survive A Building Fire:

• CRAWL IF THERE IS SMOKE.

If you get caught in smoke, get down on the floor and crawl on your hands and knees. Cleaner, cooler air will be near the floor.

• FEEL DOORS BEFORE OPENING.

Before opening any doors, Feel the metal knob. If it is HOT, don’t open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not enter and immediately close the door.

• GO TO THE NEAREST EXIT OR STAIRWAY.

If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Most elevators have features that deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time. Stairway fire doors will keep out fire and smoke—if they are closed—and will protect you until you get outside. Close as many doors as possible as you leave, this helps to confine the fire.

• IF YOU GET TRAPPED

KEEP THE DOORS CLOSED. If you are trapped in a room, open the windows from the top to let out the heat and smoke and from the bottom to let in fresh air. If the window only opens from the bottom, open the window and stay on the floor, away from the window. Seal cracks and vents so smoke cannot enter the room.

SIGNAL FOR HELP. Hang an object out the window (Bed sheet, jacket, etc.) to attract attention. If there is a phone in the room, call for help dialing 911 or Security at (865) 548-
9067 and report you are trapped. Be sure to give your room number and location.

DO NOT JUMP FROM THE ROOM. Any rescue attempts will be made by the Fire Department.

**If Your Clothing is On Fire:**

- **STOP DROP AND ROLL.**

  If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.

- **COOL BURNS.**

  Use cool tap water on burns immediately. Do not use ointments, butter or lard. If you are burned, call the Department of Safety & Security at (865) 548-9067 and they will dispatch an ambulance.

**FIRE SAFETY IS IMPORTANT**

1. Extinguish smoking material properly.
2. If you are cooking, watch what you cook.
3. Use extreme care if using heating appliances such as stoves and space heaters.
4. Do not overload electrical outlets.
5. Use care with using open flames such as candles.
6. Store flammable liquids, such as gasoline, away from the house.
7. Teach children not to play with matches or fire.
8. Only use barbecue grills outdoors.
9. Only refuel gas-powered equipment when it is cool.
10. Do not store old magazines and newspapers and discard after use. Keep attic and basement clear of unnecessary storage.

For additional Home Fire Safety tips, contact your local fire department.

**Fire Safety Inspections**

All of Carson-Newman’s facilities are inspected annually by the State Fire Marshal’s Office and the Jefferson City Fire Department. All fire protection equipment is tested separately in accordance to State Regulations. Fire Safety Inspections are also conducted in high risk campus buildings on a scheduled basis.

**HELP ELIMINATE COLLEGE FIRE HAZARDS**

The Department of Safety & Security is dedicated to providing a safe atmosphere for all members of the campus community. However, as members of the community there are things that you can do to prevent fires from occurring and protecting yourself.

**Cooking**

- Cook in approved areas only and stay with your food while appliances are on.
- Make sure cooking area is well ventilated, or if a stove is equipped with a fan, turn it on.
• Clean grease and appliances as soon as possible.
• Do not allow food to burn.
• If food begins to smoke, turn to a lower heat. If fire alarm system is activated, turn food off and meet the responding Safety & Security officer to lead him/her to where you were cooking.

**Appliances**

• Appliances should never be left unattended.
• Unplug appliances when not in use.
• If appliances have broken wires, or don’t work properly, unplug and do not use. Label items as broken and report them to the appropriate personnel.

**Storage**

• Boxes, bicycles, furniture, etc. should not be stored in hallways, stairwells, or block doors. These areas should be clear at all times for occupants to exit the facility in case of fire.
• Surplus furniture, paper, and equipment need to be disposed of in accordance to campus regulations.

**Smoking**

• Smoking is allowed only in designated outdoor areas.
• Do not dispose of cigarette butts in garbage can or dumpsters.

If you see unsafe practices, please report them to the Department of Safety & Security at (865) 548-9067.

Thanks to the National Fire Protection Association for providing information for this section.

**Evacuation Drills**

Emergency Evacuation Drills (sometimes known as fire drills) are conducted on a periodic basis in all resident halls and facilities. The purpose of these drills is to insure an orderly and controlled building evacuation through practice, to determine the time required to complete a full building evacuation and to analyze the evacuation process in order to identify and address any problems.

Participation in these drills are mandatory for occupants. Although this exercise may seem an inconvenience, the Department of Safety & Security believes the process to be an important part of our emergency planning as well as providing for your well-being during an actual fire emergency. Your cooperation and understanding are gratefully appreciated.

**Drill Procedures**

When the building alarm sounds, your responsibilities are:

1. Shut down any experiments, procedures, etc. that should not be left unattended. Extinguish any open flames and shut off any noxious or flammable gas supply valves.
2. Secure any valuables. Purses and wallets should be taken with you when you leave. Close your office or lab door.
3. Leave the building via the nearest available exit as soon as possible. DO NOT ATTEMPT TO USE THE ELEVATORS; they will not work while the alarm is active.
4. Upon leaving the building, go to the building’s Evacuation Assembly Point (EAP). Determine if co-workers, residents or staff is missing or unaccounted for.
5. DO NOT re-enter the building until advised by Safety & Security Officers or designated college officials.

Training Programs

The Department of Public Safety offers Fire Safety and Disaster Preparedness training programs upon request of Carson-Newman College departments or organizations. The Jefferson City Fire Department assists in all training on campus grounds. To schedule a program contact the Director of Safety & Security.

Topics Include

- Fire Safety & Prevention (General)
- Fire Extinguisher Training
- Emergency Egress and Evacuation
- Emergency Plan Preparation and Implementation
- Laboratory Safety
- Bloodborne Pathogens
- Hazardous Materials Procedures

Guidelines for Holiday Decorations

Natural Christmas Trees:
Natural Christmas trees are not permitted in any college facility. Most Christmas trees are cut well in advance of use, they dry out considerably and are too combustible.

Artificial Trees:
Artificial trees should be labeled as constructed of non-combustible materials. Use only Underwriter’s Laboratories approved cool bulbs in light strings. Tree decorations must also be fire resistant. Electric lights must not be used on metallic trees.

Other Decorations:

- Do not use burning candles.
- Do not use boughs cut from natural trees.
- Do not place trees or any materials in hallways, stairways, or in front of doors.
- Do not use straw or corn fodder inside any campus facility, under balconies or overhangs.
- Do not use cotton batting, flock or paper unless the materials have been treated and listed as fire resistant.
- Use paper decorations sparingly.
- Do carefully inspect any electrical decorations for frayed cords or exposed metal parts. Dispose of any which have defects.
- Do use only non-combustible materials such as foil, glass, and metal when decorating doors and walls.

Guidelines for Electrical Outlet Usage
With increasing technology, there has been a trend toward greater electrical usage. This greater usage increases the potential of fire if outlets are overloaded. To lessen the chance of fire, the following guidelines are provided:

**Power Strips / Surge Protectors**

1. Use strips/protectors that have a built-in circuit breaker. These units should trip the breaker if the strip is overloaded or if there is a surge in electricity. Power strips/surge protectors which do not have built-in circuit breakers are not allowed.
2. Do not plug another strip/protector into an existing strip/protector (piggybacking).
3. Strip/protector must be UL (Underwriters Laboratory) approved.
4. There shall not be more than one strip/protector plugged into a dual electrical outlet.
5. UL approved strips/protectors can be purchased at any major department or hardware store.
6. Replace strips/protectors that do not have a built-in breaker if there are any frayed wires, or if the unit is not otherwise working properly.

**Extension Cords:**

1. The use of extension cords is discouraged and should only be used temporarily.
2. Extension cords should be no longer than 6' in length for interior use and no longer than 100' in length for exterior use.
3. Extension cords should be used in their correct designated environment. Interior designated extension cords should be used inside and exterior-designated outside.
4. Only use UL (Underwriters Laboratory) type 12/3 heavy duty extension cords are approved for usage in college facilities.
5. Extension cords should not be plugged together to make a longer than authorized cord.
6. If there is a problem with accessibility to electricity, or electrical outlets, please contact the Physical Plant Department at (865) 471-3552.
7. The use of multi-plug electrical outlet adapters to obtain more outlets is not permitted.
8. Replace worn or frayed extension cords and discard them. DO NOT run extension cords under carpets and tile.
9. Whenever possible, unplug extension cords when they are not in use.

Anyone with questions or seeking clarification, concerning these fire safety guidelines should contact the Office of Safety & Security.

**Guidelines for Space Heaters**

Carson-Newman College recognizes that individuals have different levels of comfort associated with temperature and heat. The use of electric space heaters as a temporary measure is permitted if the following guidelines are followed:

**Space Heater Specifications:**

1. Space heaters must be electric-powered; fuel-powered (propane, kerosene) space heaters are not permitted. Space heaters must not take more than 120 volts of electricity to operate.
2. Space heaters must have a Tip-Over Shutdown feature. If the space heater is knocked over, then the unit must automatically shut off.
3. Any space heaters used must be UL (Underwriters Laboratory) approved.
4. Space heaters must have a thermostat that automatically shuts off when a certain temperature is reached.
5. Approved space heaters must be fan-driven. Space heaters with heated coils are not permitted.

**Space Heater Operation:**

1. Heater must be kept at least 3 feet away from any combustible material.
2. Heater must always be turned off and unplugged when area being heated is not occupied.
3. Space heaters are not allowed in sleeping units of student residence facilities.
4. Nothing should ever be placed on top of or touching a space heater.
5. If used, space heaters should always be plugged into a wall receptacle.
6. If used, space heaters should be located in plain sight and clearly visible.
7. Hot plates and toaster ovens should never be used for space heating.
8. The Physical Plant should be contacted if it is felt there is inadequate heat in a work area or living facility.
9. Never plug space heaters into dedicated data receptacles.

The Safety & Security Department, Physical Plant Department, and Residence Life Department expressly reserve the right to inspect and declare "unapproved" any space heater that creates a hazard or are inappropriate to a particular location based on specific circumstances, or code and/or legal requirements, or do not comply with this guideline.

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**Procedures for Fires and Fire Alarms**

- *Report all incidents immediately to the Security Patrol Officer* (Replace with Call 911) and sound the building fire alarm.

- Evacuate the building and go to the Evacuation Assembly Point (EAP). Attempt to determine if anyone is missing or unaccounted for.

- As a general rule, smoke first accumulates in a room at the ceiling. Keep low to avoid it.

- Check all doors by touch prior to opening. If warm, do not open; there may be a fire on the other side. Close any interior doors to prevent the spread of fire and smoke.

- **DO NOT** attempt to use elevators. Most are wired to automatically return to the main floor and stay there during a fire situation.

- Report hazards (i.e. chemical, high voltage lines, structure damage, etc.) to responding emergency personnel.

- Remember sounding of a building fire alarm constitutes an order to leave, even if you personally believe the alarm to be false. Violation of this policy could lead to your arrest.

- All fires no matter what size or type (unintentional, etc.) must be reported to the Fire Department.
POLICY FOR USE OF OPEN FLAME
Originator: Department of Safety & Security
Vice President for Student Affairs
Issued: June 25, 2007

Policy:
The burning of candles, sparklers, incense, paper leaflets, combustible figurines or pyrotechnic devices is prohibited on Carson-Newman College property and is subject to confiscation. Theatrical performances and ritualistic ceremonies involving the use of open flames, smoke foggers, and barbecue grills must be pre-approved by the Department of Safety & Security. Legally held contraband may be retrieved at the Department of Safety & Security within 30 days following confiscation. Contraband not retrieved within 30 days will be discarded.

Exception No. 1: Pyrotechnic special effect devices shall be permitted to be used on stages before proximate audiences for ceremonial or religious purposes, as part of a demonstration in exhibits, or as part of a performance, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material and use of the pyrotechnic device complies with NFPA 1126, Standard for the Use of Pyrotechnics before a Proximate Audience.

Exception No. 2: Flame effects before an audience shall be permitted in accordance with NFPA 160, Standard for Flame Effects before an Audience.

Exception No. 3: Open flame devices may be permitted for use in the following situations, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material or injury to occupants:
   A. Where necessary for ceremonial or religious purposes.
   B. Battery operated candles may be approved for use in lieu of open flame candles.
   C. On stages and platforms as a necessary part of a performance.
   D. Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected.

Exception No. 4: This requirement shall not apply to heat-producing equipment complying with 9.2.2 of NFPA 101.

Exception No. 5: This requirement shall not apply to food service operations in accordance with 12.7.1 or 13.7.1 of NFPA 101.

Exception No. 6: Gaslights may be permitted for use, provided that precautions subject to the approval of authority having jurisdiction are taken to prevent ignition of any combustible materials. (101:12.7.2; 101:13.7.2)
The Authority Having Jurisdiction (Jefferson City Fire Department) regulates the use of all open flame devices on campus. Approval must be received from the AHJ prior to the use or ignition of any device.

Rationale:
Open flames are being used for various reasons to accomplish a variety of objectives that may range from air quality enhancement to scientific laboratory experimentation. This policy is not intended to govern the use of open flames used by the Dept of Physical Plant nor commercial establishments, but shall refer to applicable NFPA guidelines. The purpose of this policy is designed to enhance the overall fire safeness of the interior and exterior of our aging buildings and the life safety of its occupants through the governed use of open flame devices, equipment, and materials. Open Flame Devices and Pyrotechnics shall not be used in any assembly occupancy.

Definitions:

**Candles**
Candles are commonly used as an alternative light source in lieu of battery powered flashlights during building power outages. Scented candles and incense are frequently used to enhance air fragrance qualities where potpourri and/or aerosol sprays would be a safer and more acceptable alternative to mask undesirable odors.

**Combustibles**
The burning of ritualistic and/or ceremonial items, including but not limited to printed materials on the interior/exterior of buildings, often create smoke and airborne fire brands that may cause structural and/or grass fires.

**Barbecue Grills**
The use of barbecue grills and stoves often involve the production of smoke and hot embers. Activities involving the use of this type of equipment must be approved by Department of Safety & Security prior to the event so that the Fire Marshal can accomplish a site and equipment inspection if need be. Barbecue grill restrictions do not apply to commercial establishments, or residence halls having established patio areas.

**Statistics**
An increasing number of Carson-Newman College buildings are being equipped with fire alarm and/or sprinkler systems, which creates a margin of safety by providing early warning evacuation signals to its occupants. Nationwide fire statistics show that candle fires account for an average of 9400 fires, $120.5 million in losses, 90 deaths, and 950 injuries annually. Almost half or 45% of fires caused by candles originate in the bedroom and 41% of candle fires originate from unattended candles placed too close to combustibles.

SCOPE:
This policy applies to any individual or organization not other recognized as a Carson-Newman College physical plant, commercial establishment, educational/scientific
laboratory or clinic that is involved with the uses open flame to accomplish work assignments and procedures.

**RESPONSIBILITIES:**

*Jefferson City Fire Department*
- The Jefferson City Fire Department shall have the right to inspect equipment and make site visits prior to the event, unless otherwise pre-approved.

*Deans, Directors, Department Chairs, Requestor*
- Shall notify the office of Safety & Security prior to the scheduled event so that proper authorities can be notified and an inspection of the site and equipment can be conducted if need be.
- Shall have an extinguisher agent such as water or a fire extinguisher readily assessable throughout the activity.