Fire Safety Policies

Department of Safety and Risk Management

June 2000
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According to the United States Fire Administration, fire kills thousands of Americans each year, injures hundreds of thousands, destroys billions of dollars in property, and costs tens of billions of dollars overall. Unfortunately, colleges and universities are not immune to the ravages of fire. In 1997, universities nationwide reported over 1,500 fires, injuring 33 individuals and costing over $7,000,000 in losses.

As a means of assuring a proactive stance toward fire safety at Georgia State University, the Department of Safety and Risk Management and the University’s Fire Safety Committee have developed this Fire Safety Policy Manual. The purpose of the manual is to provide the members of our campus community with the basic requirements of the University’s fire safety program. All faculty and staff members are subject to the requirements in this manual.

It is hoped that these policies will provide our students a safer college experience and also protect our faculty, staff and visitors to the campus.

Carl V. Patton
President
73-00-00 FIRE SAFETY POLICY/PROCEDURE STATEMENT

PURPOSE
Georgia State University is committed to creating an environment that is safe for its employees, students, visitors and the environment. The purpose of this document is to establish an organizational structure to ensure the effective implementation of this policy at all University locations.

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with students, contractors and vendors of Georgia State University.

REQUIREMENTS
All employees, students, visitors, vendors and contractors are expected to comply with the statements that follow. Each department or unit may supplement this policy document with specific procedures about hazards in their workplace and the precautions necessary to control and prevent these hazards. These supplements, prepared in cooperation with the Department of Safety and Risk Management, may be in the form of, as examples, written procedures or training programs.

The responsibility for the administration of the University's fire safety program is assigned to the Department of Safety and Risk Management. Implementation of this policy is the responsibility of the entire University community - staff, faculty, students, vendors and contractors.

Applicable federal and state laws and regulations, together with policies and procedures issued by or through the Department of Safety and Risk Management (DSRM) will provide the guidance under which the University will conduct its fire safety program.

RESPONSIBILITIES
Administrative Officials
Administrative Officials have the primary responsibility for maintaining a safe work environment within their jurisdiction, by monitoring and exercising control over their assigned areas.

Administrative Officials (President, Vice Presidents, and Deans) will:

1. Communicate to all faculty members, employees and students that the safety of persons in the workplace and environment are of the highest priority at Georgia State University.

2. Ensure that fire safety policies are carried out in the academic departments or administrative units for which they are responsible.
3. Ensure that fire safety policies established are applicable to their program are carried out. This includes assuring compliance with applicable state and national fire safety rules, regulations, standards and procedures. Included, for example, are regulations of the State Fire Marshal, the National Fire Protection Association, and policies and procedures established by the Department of Safety and Risk Management.

4. Monitor implementation of programs designed to ensure fire safety:
   a. Consult with the Department of Safety and Risk Management with respect to new, existing or planned facilities or equipment that may present a fire safety hazard to determine specific measures that may need to be implemented to control these hazards before exposure to these hazards may occur.
   b. Support measures such as training, use of protective devices and resources to control and prevent hazards.

5. Provide appropriate financial support for fire safety improvements, or request assistance from the next higher level of supervision regarding these requests.

Supervisors
All supervisors (department chairs, faculty and other employees with direct oversight of University activities and employees or students) have a specific responsibility to provide for the fire safety of those supervised. They are in important positions in the organization to carry out the University's safety policies and to prevent injuries to their employees.

Supervisors will:

1. Be knowledgeable of appropriate University and Departmental fire safety policies, rules and procedures and how they specifically apply to their responsibilities and authority.

2. Inform all new and current employees and students that fire safety is a priority at Georgia State and inform them about fire safety policies, rules, regulations and procedures, as well as their specific responsibilities (see section on Employees and Students).

3. Ensure that required fire safety equipment, devices and personal protective equipment and apparel are provided and maintained, and are properly used by individuals working in their operations.

4. Provide employees and students with instruction and assistance in the proper operation of equipment or materials involved in any operation that may be potentially hazardous.
5. Take prompt corrective action when unsafe conditions, practices or equipment are reported or observed.

6. Encourage prompt reporting of fire safety concerns.

7. Coordinate or conduct fire inspections to maintain safe conditions, and address any deficiencies that are identified.

8. Provide for fire safety training.

9. Provide appropriate financial support for fire safety improvements, or request assistance from the next higher level of supervision regarding these requests.

10. Follow-up on all identified problems until resolved.

**Employees and Students**

Employees, students, vendors and contractors have specific responsibilities to comply with established fire safety policies, standards, rules, procedures and regulations. Compliance with these is essential to create and maintain a safe environment at all University locations.

Employees, students, vendors and contractors will:

1. Comply with applicable fire safety policies, standards, rules, regulations and procedures. These include safety-related signs, posters, warnings and written/oral directions when performing tasks.

2. Not perform any function or operation that is considered hazardous, or is known to be hazardous without proper instructions and authorization.

3. Only use equipment and materials approved or provided by the supervisor or instructor and for which instruction has been provided.

4. Become thoroughly knowledgeable about potential hazards associated with the work area; knowing where information on these hazards is maintained and how to use this information when needed.

5. Wear or use prescribed protective equipment.

6. Report all unsafe conditions, practices or equipment to the supervisor, instructor or safety officer when deficiencies are observed.
PURPOSE
Providing clear, safe exit access allows for students, faculty, staff, vendors and contractors to evacuate campus buildings in case of fire or other emergency. The hazards to firefighters when doing search and rescue or trying to reach and extinguish fires within University buildings are minimized when exits are properly maintained.

GOVERNING REGULATIONS
• O.C.G.A. Title 25, Chapter 2
• National Fire Protection Association (NFPA) 101, Code for Safety to Life from Fire in Buildings and Structures

IMPACT ON CAMPUS COMMUNITY
Section 5-1.9 of the Code for Safety to Life from Fire in Buildings and Structures, which applies to all campus buildings, states that "Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency. No furnishings, decorations, or other objects shall be placed to obstruct exits, access thereto, egress therefrom, or visibility thereof". This includes intervening room spaces, doorways, hallways, corridors, passageways, balconies, ramps, stairs, enclosures and lobbies.

This policy applies to all faculty and staff members, along with vendors and contractors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

For use within this policy, the following definition shall apply:

Means of Egress: A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (a) the exit access (corridors), (b) the exit, and (c) the exit discharge (public street or area).

REQUIREMENTS
1. No storage of any type will be allowed in any part of the means of egress.

2. Surplus or broken items must remain in their original area or space until moved to the storage warehouse by Physical Plant personnel. Departments with surplus items are responsible for completing the required form and forwarding it to the Work Management Center of the Physical Plant. Each building on campus is scheduled for surplus pickup once per week.
3. The extension of departmental activities or equipment from adjoining spaces into the corridor is prohibited, regardless of the corridor width.

4. Flammable liquids or other hazardous material storage will not be permitted in any means of egress including corridors and stairwells.

5. No storage or furniture of any type is allowed in stairwells.

6. Storage should not obstruct safety showers, eye washes, fire extinguishers, exit doors, fire alarm pull stations, electrical panels, or any other building safety feature.

7. The working day utilization of a corridor to temporarily place equipment or supplies when they are being delivered is permitted if items are kept to one side of the corridor and free clearance is maintained. Overnight storage of equipment or supplies is not allowed by State Law.

8. All doors designed to be kept closed for fire safety in a means of egress shall not be propped open at any time with wooden wedges, doorstops, chairs, books or similar items. The Physical Plant Department shall consult with the Fire Safety Officer before installing doorstops on any door. The Physical Plant Department shall not provide wooden wedges to any person or department.

9. Questions and requests for guidance concerning this policy should be directed to the Department of Safety and Risk Management.

**MONITORING PROCEDURES**

Department of Safety and Risk Management personnel will conduct periodic surveys of all means of egress components. Items stored in means of egress areas contrary to this policy will be addressed in the following manner:

1. Department of Safety and Risk Management personnel will tag items found to be stored contrary to the means of egress policy as a fire hazard. Moving of items improperly stored will be coordinated with the Physical Plant.

   Every effort will be made to contact the owner of the item(s) by checking inventory tags and talking with floor occupants.

   Any items encroaching on the minimum required egress path (44") shall be moved immediately. Similarly, any item found either hazardous or blocking a safety feature shall be moved immediately.

2. Disposition of equipment, other than trash, that is not properly stored will be discussed with the appropriate representatives of the school involved.

   a. Trash will be removed by Housekeeping Services.
   b. Surplus equipment will be moved and stored or disposed of per established surplus property disposal policies and procedures.
c. Hazardous materials will be moved to an appropriate storage area.

3. If a department submits proper forms to have an item moved that has been identified by the Fire Safety Officer as improperly stored and the moving crew fails to remove the item, the department submitting the item should call the Director of Safety and Risk Management to facilitate the removal.

4. If a department or the Fire Safety Officer submits the request to have an item moved that has been identified as improperly stored and a member of the department responsible for the item objects to the moving crew removing the item, the supervisor of the moving crew should call the Director of Safety and Risk Management to facilitate the removal.
73-00-02 BUILDING EVACUATION POLICY

PURPOSE
For their safety, all occupants of a building are required to evacuate the structure during times of fire, fire alarms, or other emergency if able to do so.

GOVERNING REGULATIONS
- O.C.G.A. Title 25, Chapter 2

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with contractors and vendors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS
Evacuation of Buildings
If the evacuation of one or more buildings is necessary, emergency personnel will begin to alert occupants by one of the following methods: fire alarm system, telephone, door-to-door or public address system. Upon notification, occupants must immediately begin an orderly evacuation of the building by the nearest exit or as advised otherwise. Elevators must not be used.

All occupants must remain at a safe distance from the building (at least 20 feet) and may not re-enter until permitted by a public safety official. Persons having information regarding remaining occupants and mobility-impaired individuals should advise emergency personnel immediately of the situation or other vital information.

Exits
In order to conduct a safe evacuation, all exits must be free at all times of obstructions, including combustible materials, furniture, refuse, or other stored items. Exit doors may not be obscured or concealed in any way with decorations such as mirrors or draperies. Fire exit doors must remain closed at all times.

Evacuating Mobility-Impaired Individuals
The notification, protection, evacuation, transportation and medical attention of persons with special needs will be given the highest priority in all emergencies. Evacuation of mobility-impaired individuals should not be performed as part of a fire drill. For the purposes of this section, a mobility-impaired individual can be any of the following:
- Persons using wheelchairs
- Persons using crutches, canes, etc.
- Persons recovering from surgery
• Pregnant women
• Persons with significant hearing or sight impairment
• Cases of extreme obesity
• Anyone who is unable to evacuate a building using a stairwell

Faculty and staff members should make every reasonable effort to ensure that mobility-impaired persons needing assistance receives help in evacuating. If it is not possible to safely evacuate from the building, individuals should be assisted to the nearest stairwell landing and take position in the stairwell behind the closed fire door until rescue assistance arrives. As others evacuate the building, ensure that someone notifies a fire fighter or a police officer of the location of those not able to evacuate. If an enclosed stairwell is not available, mobility-impaired persons should wait for assistance outside of stairwell doorways.

If a fire occurs, or you detect smoke or a burning odor:

• Pull the closest fire alarm to initiate building evacuation.
• Exit the building and then call 911 (9-911 from a campus telephone) to report: the location of the fire, the suspected cause and current status of the fire, your name and phone number.
• Call University Police at (404) 651-3333 (1-3333 from a campus telephone) to report: the location of the fire, the suspected cause and current status of the fire, your name and phone number.
• DO NOT use elevators.
• If you are working in a research area and have sufficient time, ensure that your laboratory and experiment are in a safe condition before leaving the area. Report any hazardous conditions to responding fire department personnel.
• After all personnel have been cleared from the area, close all doors to the immediate area of the fire to help isolate the smoke and fire.
• Follow all instructions from the fire department and the police.
• DO NOT go back into the building. Re-enter only after permission is given by the fire department.
73-00-03 STORAGE IN MECHANICAL ROOMS AND OTHER AREAS POLICY

PURPOSE
Storage of materials in mechanical rooms or other similar areas can contribute to the severity of a fire and increase the spread of smoke throughout a building that is on fire. Additionally, access to critical building safety systems can be obstructed by the placement of such items.

GOVERNING REGULATIONS

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with contractors and vendors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS
1. Storage of equipment or supplies that are not owned by the Physical Plant Department is prohibited in mechanical rooms or other similar areas.

2. Flammable or combustible liquids are prohibited in all mechanical rooms.

3. Storage of items must remain at least 18 inches below fire sprinkler heads and smoke detectors in all areas of buildings.

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73-00-04 FIRE EXTINGUISHER USAGE POLICY

PURPOSE
Fire extinguishers should be used to fight fires by properly trained personnel in appropriate situations to control fire hazards. However, for their own and others’ safety, untrained personnel should not attempt to use fire extinguishers.

GOVERNING REGULATIONS
- National Fire Protection Association (NFPA) 10, Standard for Portable Fire Extinguishers

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with students, contractors and vendors of Georgia State University.

PROGRAM
Fire fighting is normally the responsibility of the fire department; however, employees who have been trained by the Department of Safety and Risk Management may try to extinguish or contain small fires where there is little risk to life, health, or personal safety. Students who have been trained by an academic instructor may attempt to extinguish a small fire while performing coursework for the class where the fire extinguisher training was received.

More than one third of all industrial fires are successfully controlled by use of portable fire extinguishers. Portable fire extinguishers are located throughout all buildings to provide immediate access upon discovery of a fire.

REQUIREMENTS
1. It is important to use the correct fire extinguisher on a fire. Use of improper extinguishing agents could lead to the spread of the fire and endanger lives. To control or extinguish a fire using a portable extinguisher, individuals must know the types of extinguishers, on what class of fire they can be used, and how to activate and discharge the extinguisher correctly. All extinguishers are labeled with rating and operating instructions.

2. Faculty and staff members, along with students who have not received training in fire extinguisher usage by the Department of Safety and Risk Management should evacuate the building or area of fire immediately.

3. Faculty and staff members needing fire extinguisher training should contact the Department of Safety and Risk Management.

4. Students needing fire extinguisher training will have the training provided by an academic instructor teaching a course that requires such training.

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73-00-05 EXTENSION CORD USAGE POLICY

PURPOSE
Fires caused by overloading electrical circuits or damage to electrical power cords should be prevented.

GOVERNING REGULATIONS
- O.C.G.A. Title 25, Chapter 2
- National Fire Protection Association (NFPA) 70, National Electrical Code

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with contractors and vendors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

PROGRAM
Extension cords shall not be used instead of permanent wiring of any electrical appliance or item. Multiple outlet adapters are not permitted.

REQUIREMENTS
1. Extension cords may only be used for immediate needs and for temporary usage.

2. When used, all extension cords must be U.L. or F.M. listed and must have three conductors that are at least 14-gage wire.

3. Do not place extension cords under carpets, under doors, through or behind walls or other concealed spaces.

4. Extension cords with frayed or broken wiring insulation should be replaced.

5. Surge suppressor type power centers are authorized for use with computers and computer peripheral equipment. Only one power center or strip may be used per computer location. One power center or strip may not power another power center or strip.

6. Extension cords intended for theatrical or performance usage and that are not intended to be replacements for permanent wiring are not covered by this policy.

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73-00-06 HOLIDAY DECORATIONS POLICY

PURPOSE
Decorations, if not properly designed, maintained, and/or displayed, can constitute serious hazards.

GOVERNING REGULATIONS
- O.C.G.A. Title 25, Chapter 2

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with students, contractors and vendors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS
1. Live Christmas trees shall not be used
2. Lighted candles and certain types of heat generating decoration are a fire hazard and therefore are prohibited.
3. Lights will not be used in combination with combustible materials (such as dried flowers, wreaths and so forth).
4. Decorations shall be of a manner as to provide safe accessibility and unobstructed view in or around passageways.
5. All materials shall be fire retardant.
6. All electrical decorations will have a U.L. listing.
7. Not more than two light sets may be connected to each other.
8. Lights or other decorations shall not be placed on fire sprinkler heads or piping.
9. All lights must be unplugged when not in use or the area is unoccupied.

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73-00-07 USE OF SPACE HEATERS POLICY

PURPOSE
Space heaters, if not properly designed, maintain and used, can constitute a serious fire hazard.

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members, along with vendors and contractors of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS
1. Space heaters must meet five criteria:
   a. A Tip-Over Switch. (Shuts unit off automatically if it is accidentally knocked over).
   b. No greater than 1500 watts. (Maximum energy output allowed).
   c. Certified safe by a testing laboratory. (Underwriters Laboratory, Factory Mutual or other certifying agency).
   d. The pattern on the grille facing must not have an opening greater than 1 inch. (To reduce the chance of combustible material coming in contact with heating elements).
   e. The Physical Plant Department’s policy on space heaters must be followed.
2. The front of space heaters shall be located at least 12 inches from combustible materials such as paper products and draperies. The bottom, top, sides, and back shall not come in contact with combustibles.
3. Space heaters should not be installed in a damp or wet locations unless suitable for such locations.
4. Space heaters shall not be used in laboratories or other areas where flammable/combustible gases are used.
5. Extension cords may not be used to power space heaters.
6. Do not place power cords under carpets, under doors, through or behind walls or other concealed spaces.
7. Power cords with frayed or broken wiring insulation should be replaced.

Version 1.0 June 2000
73-00-08 WELDING, CUTTING AND HOT WORK POLICY

PURPOSE
Welding, cutting and hot work operations, without taking proper precautions, can lead to serious fires.

IMPACT ON CAMPUS COMMUNITY
This policy applies to all Georgia State University departments as well as vendors and contractors working on University projects. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS

Welding, Cutting or Hot Work Approval:
1. All contractors must obtain approval from the Physical Plant Department Zone Manager responsible for the building where welding, cutting or hot work operations will occur before starting such an operation. Physical Plant Department zone employees shall be approved to perform welding, cutting or hot work operations by their zone manager. Such approval may be for all operations or on a case-by-case basis, at the zone chief’s discretion.

2. Academic instructors will oversee all welding, cutting, or hot work being performed by their students as part of normal coursework, subject to the requirements of this policy.

3. Any individual conducting welding, cutting or hot work operations must examine the location where the work is to be done and insure that all safety precautions have been taken. Contractor approval may be issued for the duration of a contract or specific job. Periodic inspections may be made. This requirement applies to all contract work, no matter what department the work is performed in.

General Safety Rules for Welding, Cutting and Hot Work
1. No device or attachment facilitating or permitting mixture of air or oxygen without combustible gases prior to consumption, except at the burner or in a standard torch or blowpipe, shall be allowed unless approved for the purpose.

2. The user shall not transfer gases from one cylinder to another to mix gases in a cylinder.

3. Under no conditions shall acetylene gas be generated, piped (except in approved cylinder manifolds), or utilized at pressure, except when dissolved in a suitable solvent in cylinders manufactured according to Interstate Commerce Commission requirements.

4. The use of liquid acetylene is prohibited.
5. Acetylene gas shall not be brought in contact with unalloyed copper except in blowpipe or torch.

6. Oxygen shall not be used from cylinders through torches or other devices equipped with shut-off valves, without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

7. Fuel gas shall never be used from cylinders through torches or other devices equipped with shut-off valves, without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.

8. Cylinders, valve regulators, hose and other apparatus and fittings containing or using oxygen shall be kept free from oil and grease. Oxygen cylinders, apparatus, and fittings shall not be handled with oily hands, gloves or greasy materials.

9. Oxygen and fuel gas cylinders and acetylene generators shall be placed far enough away from the welding position that they will not be unduly heated by radiation from heated materials, by sparks or slag, or by misdirection of the torch flame.

10. No gas welding or cutting shall be done in or near rooms or locations where flammable liquids or vapors, lint, dust or loose combustible stocks are so located or arranged that sparks or hot metal from the welding or cutting operations may cause ignition or explosion of such materials.

11. When such welding or cutting must be done above or within ten feet of combustible construction or material, or above a place where workers are employed, or where persons are likely to pass, noncombustible shields shall be interposed to protect such materials and persons from sparks and hot metal or oxide.

12. One or more first aid fire-extinguishing appliances of a suitable type shall be kept at the location where welding or cutting is being done.

13. When welding or cutting is done above or within ten feet of combustible construction or material, a fire watch shall be kept to make use of fire-extinguishing equipment, if needed.

14. A fire watch or guard shall be maintained for at least one half hour after completion of cutting or welding operations to detect and extinguish possible smoldering fires. This time may be increased in extremely flammable areas.
PURPOSE
To provide a means of ensuring that buildings are maintained in compliance with fire code requirements.

GOVERNING REGULATIONS
- O.C.G.A. Title 25, Chapter 2

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS
Storage of Materials
1. Storage or placing of materials in any corridor or obstructing building fire safety devices is prohibited at all times. This includes surplus furniture or equipment. If a department or division is found to be improperly storing materials, the Fire Safety Officer shall document such storage and will make every effort to contact the proper department chair or business manager. This person will be given a written notice of the problem identified. The offending department will then have 24 hours to move the item back to its original location or have removed the item. At the end of the 24-hour period, the Fire Safety Officer shall confirm that the item was removed. If the item was removed, no further action shall be taken.

2. If the responsible department has not removed the item, the Fire Safety Officer shall have the Physical Plant Department issue an emergency work order and have the item removed. The Fire Safety Officer shall notify the next highest administrative unit (dean, vice-president, or Provost) of the department involved. Upon request, the Physical Plant Department will return any item removed under this policy to an approved location, with the approval of the Fire Safety Officer.

3. If an improperly stored item is deemed an imminent danger to life or health, the Fire Safety Officer shall immediately have the Physical Plant Department issue an emergency work order to have the item removed.

4. If the responsible department owning a improperly stored item can not be determined, the Fire Safety Officer will contact the dean’s office or the vice president’s office of the area in question.
**Fire and Smoke Control Doors**

1. Doors identified as fire or smoke control doors shall not be held open by any means that would prevent the door from closing automatically in the event of a fire alarm activation.

2. Any fire or smoke control door found improperly held open will have the item or device holding the door open removed. The Fire Safety Officer shall notify the responsible department and shall dispose of the item or device holding the door open.

**Use of Extension Cords**

1. Extension cords, including multiple outlet power strips, shall not be used in lieu of permanent wiring. If a department or division is found improperly using extension cords, the Fire Safety Officer shall document such usage and will contact the proper department chair or business manager. This person will be given a written notice of the problem identified. The offending department will then have three calendar weeks to discontinue the use of the extension cord and have an approved electrical outlet added by the Physical Plant Department. At the end of the three-week period, the Fire Safety Officer shall confirm that the extension cord was removed. If the item was removed, no further action shall be taken.

2. If the department did not remove the extension cord and has not submitted a funded request to the Physical Plant Department, the extension cord shall be immediately removed and discarded.

3. The use of multiple outlet power strips with surge protection used on computers or other similarly sensitive equipment is approved.

**Appeals of State Fire Marshal Interpretations**

1. College Deans or Vice Presidents of departments objecting to a fire code interpretation of the State Fire Marshal must send a letter requesting a variance to the Director of Safety and Risk Management. The Fire Safety Officer will be available to assist the individual requesting a variance on the appropriate fire code requirements and any recommended alternatives.

The State Fire Marshal requires that “all petitions for variances and waivers must specify the rule from which a variance or waiver is requested; the specific facts of substantial hardship which would justify a variance or waiver for the petitioner, including the alternative standards which the person seeking the variance or waiver agrees to meet and a showing that such alternative standards will afford adequate protection for the public health, safety and welfare; and the reason why the variance or waiver requested would serve the purpose of the underlying statute.” Departments requesting the appeal or variance shall prepare the documentation for review.
2. If approved, the Director of Safety and Risk Management will request a variance or specific relief from the State Fire Marshal. If the request is not approved, the department cited shall immediately take appropriate steps to correct the disputed violation.

**Payment of Fines and Penalties**

1. Fines or other financial penalties imposed on the University by the State Fire Marshal will be assessed as determined by the Provost.
73-00-99 MODIFICATION OF FIRE SAFETY POLICIES/PROCEDURES

PURPOSE
To provide a means of changing and updating fire safety policies.

IMPACT ON CAMPUS COMMUNITY
This policy applies to all faculty and staff members of Georgia State University. It covers all University owned, operated, occupied or leased buildings.

REQUIREMENTS

Annual Review
1. The Fire Safety Taskforce shall meet annually to review existing policies and to recommend necessary changes. One month prior to the annual meeting, all College Deans and Vice President offices will be contacted and requested to submit recommendations for changes and additions to the fire safety policies.

2. At the annual meeting, the Taskforce will review each suggestion and incorporate the changes as appropriate.

3. The Chair of the Taskforce shall forward a copy of the revisions to the Provost and the Vice President of Finance and Administration.

4. Once approved, the revisions shall be communicated to the University community through established means.

Interim Changes
1. The Fire Safety Committee or Officer may recommend changes or additions to existing policies to be implemented before the annual review.

2. With the approval of the Assistant Vice President of Planning and Facilities, the changes or additions shall forward a copy of the revisions to the Provost and the Vice President of Finance and Administration.

3. Once approved, the revisions shall be communicated to the University community through established means.

4. During the annual review process, the Fire Safety Committee shall review and approve each change or addition.

Version 1.0 June 2000