

## Belmont University Fire Prevention Policy

### Purpose

The purpose of this Fire Prevention Policy is to safeguard the lives of students, faculty, staff, and visitors, as well as to protect Belmont University's property from fire hazards. This policy outlines the responsibilities, procedures, and preventative measures necessary to minimize the risk of fire and ensure compliance with fire safety regulations.

### Scope

This policy applies to all buildings, facilities, and properties owned, leased, or operated by Belmont University.

### Responsibilities

#### 1. Facilities Management and Office of Risk Management:

- Conduct regular inspections and maintenance of fire detection and suppression systems.
- Ensure compliance with all relevant fire safety codes and regulations.
- Coordinate and oversee fire drills and evacuation procedures.

#### 2. Department Heads and Supervisors:

- Ensure that employees and students are aware of fire safety procedures and policies.
- Conduct regular fire safety training and drills for their departments.
- Report any fire hazards or unsafe conditions to Facilities Management.

#### 3. Students, Faculty, and Staff:

- Familiarize themselves with the locations of fire exits, alarms, and extinguishers.
- Participate in fire drills and safety training sessions.
- Report any fire hazards or suspicious activities to Campus Security, Risk Management or Facilities Management.
- Follow all fire safety procedures and regulations.

## Fire Prevention Measures

### 1. General Housekeeping:

- Keep workspaces, dorm rooms, and common areas free of clutter and combustible materials.
- Store flammable materials in designated areas and proper containers.
- Dispose of waste materials in appropriate receptacles promptly.

### 2. Electrical Safety:

- Ensure that all electrical equipment is in good working condition and free from defects.
- Do not overload electrical outlets or use extension cords as permanent wiring.
- Turn off and unplug non-essential electrical equipment when not in use.

### 3. Cooking Safety:

- Use designated kitchen areas for cooking and never leave cooking equipment unattended.
- Ensure cooking appliances are turned off after use.
- Avoid using open flames or hot plates in dorm rooms or offices.

### 4. Smoking Policy:

- Adhere to the university's no-smoking policy in all buildings and designated smoke-free areas.
- Dispose of smoking materials in designated receptacles.

### 5. Decorations and Holiday Safety:

- Use flame-retardant materials for decorations.
- Do not block exits or fire equipment with decorations.
- Follow specific guidelines for holiday decorations and lighting.

## Fire Detection and Suppression Systems

- Maintain and regularly test fire alarms, smoke detectors, sprinklers, and extinguishers.
- Ensure fire doors and emergency exits are operational and unobstructed.
- Post evacuation maps and emergency contact information in visible locations.

## Emergency Procedures

### 1. Evacuation:

- When a fire alarm sounds, evacuate the building immediately using the nearest exit.
- Do not use elevators during an evacuation.
- Assist individuals with disabilities in evacuating safely.
- Proceed to the designated assembly area and do not re-enter the building until authorized by emergency personnel.

### 2. Fire Reporting:

- In case of fire, activate the nearest fire alarm and call Campus Security 6911.
- Provide details of the fire's location and severity.

## Training and Drills

- Conduct regular fire drills to ensure preparedness.
- Provide fire safety training to all new students, faculty, and staff.
- Offer refresher training sessions annually.

## Compliance and Review

- Regularly review and update the fire prevention policy to ensure compliance with current regulations and best practices.
- Conduct periodic audits and inspections to assess fire safety measures and identify areas for improvement.

By adhering to this Fire Prevention Policy, Belmont University aims to create a safe and secure environment for all members of its community.