

## Fire Safety Plan

### Purpose

The purpose of this plan is to comply with OSHA regulation 1910.38 (b) (1-5). This plan differs from the campus Emergency Response Plan by focusing on fire prevention and life safety planning issues as opposed to the direct handling of campus emergencies which is handled by the Security Department. It is expected that there will be a working relationship between the Security Department and Building Services which is responsible for managing this portion. As always, all staff at Normandale are responsible to report any safety concerns to the Building Services department for correction.

### Fire Prevention Inspections

The City of Bloomington provides annual inspections of our campus. Any deficiencies are reported to the Safety Program Supervisor as well as the Physical Plant Director for Correction. In addition the City of Bloomington Fire Inspectors also serves as a resource for any questions regarding state fire marshal regulations. All corrections come in the form of an order from the City of Bloomington with specific guidelines and dates for these corrections to be completed by. In addition to inspections, MnSCU has a requirement of local fire departments to be familiar with our campus. These inspections ensure that we are meeting these expectations.

### Portable Fire Extinguishers

All campus portable fire extinguishers will be inspected on a monthly basis to make sure they are always ready for use. A yearly required inspection will happen on an annual basis as required by the State Fire Marshall. All extinguishers that do not pass this inspection will be inspected by a state fire marshal approved vendor. Normandale will provide training to the campus



Security Department and select Building Service employees. If the fire has reached a point where an employee feels unsafe extinguishing a fire, they should immediately vacate the Building and dial 911 on a phone away from the fire. If the alarm is already going off the Security department will acknowledge the alarm.

## Fire Drills

Effective no later than fall semester of 2008, Normandale will hold one fire drill annually requiring faculty, staff and students to evacuate the campus. The timing will be coordinated with the Science Faculty to minimize disruptions to their labs and to minimize the safety hazard of leaving burners on during the evacuation. Instructors and College Lab Assistants will be given further instruction regarding the issues of chemicals as well as the natural gas shut offs. This fire drill will be coordinated with the Vice President of Administrative Services as well as the Physical Plant Director, Security Director, Campus Safety Officer and the Dean of Natural Sciences. The requirement for this drill is OSHA regulation 1938.10, requiring that this safety plan be tested. The Emergency evacuation procedures are initiated by the Security Director and are part of the Campus Incident response Plan.

## Fire Alarm/ P.A. Testing

Maintenance of these systems is the responsibility of the Security Director.

## Fire Suppression System

The fire suppression system is the responsibility of Building Services to maintain and ensure inspections. All fire suppression systems will be tested on an annual basis.

## Hot Work

The following are the necessary requirements for performing "hot work" on Normandale's campus as determined and provided by the State of Minnesota Department of Administration:



## A. Permits

1. A Hot Work Permit should be filled out for each hot work job. Permit cards are available by calling 651-201-2594.
2. Fire Hazards: If the object to be welded or cut cannot be moved, all flammable material in the vicinity should be taken to a safe place away from the area (at least 25 feet).
3. Guards/ Welding Blankets. If the object to be welded or cut cannot be removed, and all the fire hazards cannot be removed, then guards should be used to confine the heat, sparks and slag, and to protect the immovable fire hazard. Approved welding blankets should be used cover combustible materials.
4. Automatic Sprinkler Protection. If hot work operations are to be conducted in a building protected by automatic sprinklers, it should be verified that the sprinkler system is in-service prior to conducting any hot work operations.
5. A fire watch shall be continuously present during the entire hot work activity and 30 minutes after completion. In addition, the work area should be monitored every 30 minutes for 4 hours after the welding or cutting is complete.

## B. Authorization

Authorization will be provided by the Physical Plant Director, Building Maintenance Foreman or the State Program Supervisor.

- Authorization shall not be given for hot work operations until all safety precautions have been met. Under no circumstances is a permit to be issued sight unseen. An inspection of the worksite must be made by the authorizing agent prior to authorization.



- Authorization shall not be granted for hot work if:
  - a. The welder or cutter is not trained in welding or cutting operations
  - b. Fire watch is not identified and present at work site
  - c. If welding or cutting equipment is not in proper operating condition and free from defect of damage
  - d. If the authorizing individual feels that the operation may jeopardize the safety and welfare of the workers, staff, students or visitors in the vicinity of the work.

*Reviewed 5/11/2015*