

Covenant College Annual Fire Safety Report 2016



COVENANT
COLLEGE

IN ALL THINGS CHRIST PREEMINENT

Covenant College Fire Safety Policies and Procedures

Responsibilities of the State Fire Marshal

The Fire Marshal of the State of Georgia is responsible for approving the following on campus:

1. New buildings and major renovations
2. Periodic campus inspections
3. Handicap accommodations.

Procedure for reporting a fire

The main buildings, Carter, Sanderson, Chapel, Barnes, Library, Founders, Maclellan/Rymer, Ashe, Probasco, Andreas, Brock and Mills Hall have networked fire alarm systems, centrally controlled from the Facilities Management Office. Carter, Mills, Founders, Probasco, Andreas, Ashe, Brock and Maclellan/Rymer have automatic dialers that report alarms directly to Dade County dispatch. Sanderson, Chapel, Library, and Barnes systems report to the Carter panel, which, in turn, dials dispatch. A call may be canceled by the Safety and Security Coordinator if the fire department is not on the scene and the situation is known to be a false alarm. Jackson Hall has a fire alarm system that will dial the fire department but it is not connected to the main campus center. The Art building, Garage and Fire Hall have smoke detectors only. These fire alarms must be phoned in by calling 911.

Safety exit drills

1. Fire drills: Each residence hall receives two fire drills annually.
2. General
 - a. Fire in one of our buildings could be a matter of life or death, therefore, it is necessary that all staff read and become familiar with the fire policy. Fire drills are held at unannounced times during the day and at night. The fire alarm is recognized by a constant sounding horn. There are signs in all hallways as to the direction of the exits. In the resident halls, the Resident Assistants are responsible for making sure that all residents evacuate the hall.
 - b. The fire alarm system may be utilized for all emergency evacuations (Health Threatening Emergencies such as fire, explosions, toxic chemical spills or release, gas cylinder failure, bomb threats, earthquakes, etc.). An alarm should be pulled rather than to try to deal with any situation for which a person has not been trained.
3. Before a Fire
 - a. There are evacuation maps posted on each floor or each section of the floor near elevators, stairs, and fire alarm pull stations. Each person should be aware of these alternate routes in case the main routes are blocked by fire or any other hazard (copies of these maps are in the appendix).

- b. Locate two ways out of any building, and become familiar with fire extinguisher locations.
- 4. Discovery of a fire
 - a. If a fire is discovered, the fire alarm is to be pulled at once and a call to the switchboard can be made as to the location of the fire after the discoverer has evacuated the building.
- 5. When a fire alarm sounds
 - a. When a fire alarm sounds everyone is to leave the building and go outside, or to a designated building if weather conditions are poor.
 - b. Staff and students should stay off the roads and remain outside or in the designated building.
 - c. Do not re-enter the building until a fire official indicates safe re-entry.
 - d. If the alarm is at night the residents are to report to their Resident Assistant once they are safely out of the building. No one is to re-enter the building until the “all clear” is given by the Fire Department (or the Office of Safety and Security in the event of false alarm when the Fire Department has been cancelled).

Table 1: Fire Evacuation Procedures

If the alarm is in:	Report to:
Carter Hall, Founders Hall, Sanderson Hall, Library, Ashe/Barnes Gym, Art Building, Mills Hall, Maclellan/Rymer Hall, Andreas Hall, Probasco Visitor Center, Jackson Hall, Brock Hall	Chapel auditorium and be seated. If the building is locked someone will unlock it as soon as possible. *
Chapel	Great Hall in Carter Hall and be seated. *

Fire safety inspections

The Georgia State Fire Marshal makes periodic inspections of the campus. The College’s insurance company makes annual fire and safety inspections. The supervisor of housekeeping makes daily inspections of hallways and exits to insure a safe exit in case of a fire. All safety and security personnel are to be aware of fire and safety issues, and either correct them or report them to the Office of Safety and Security. Anyone else on campus can report problems directly to the Office of Safety and Security by filling out an electronic work request.

Portable firefighting equipment

Portable firefighting equipment on campus consists of fire extinguishers placed in every campus building in accordance with the standards of the NFPA Life Safety Codes. All college owned vehicles are also equipped with fire extinguishers. In addition to the required fire extinguishers, there is also a standpipe and/or hose system in each of the residence halls.

In accordance with NFPA 10, all fire extinguishers are selected according to the hazards present in the area they protect. Since the possibility for class A, B, and C fires exist in most areas of campus, most of the fire extinguishers are multipurpose dry chemical extinguishers having a minimum rating of 2-A:10-B:C. Because of specific equipment in certain areas of campus, multipurpose extinguishers have been replaced by B:C dry chemical, CO₂, or Halon extinguishers depending on the hazards and equipment present. The maximum travel distance to the nearest fire extinguisher is at or below 75 feet depending on the hazard level. Fire extinguishers are inspected on a quarterly basis, and the records are on file in the Safety and Security office. Annual maintenance, hydrostatic testing, and recharging are all performed by an outside fire extinguisher service company. All extinguishers are hydrostatic tested every 5 or 12 years depending on the type of fire extinguisher (5 years for CO₂ extinguishers and 12 for dry chemical and halon). All Facilities Management Personnel are instructed in the use of fire extinguishers. Operating instructions are included on the fire extinguishers.

Inspecting and testing fire suppression systems

Inspecting and testing of fire hydrants is handled by the local fire department that is responsible for campus fire protection. Complete inspection and testing of the diesel fire pump is conducted annually by an outside company. In addition, the fire pump is inspected monthly by the preventive maintenance shop and allowed to run for 30 minutes.

There is a dry-pipe sprinkler system providing fire suppression protection for the kitchen area, and a dry-chemical fire suppression system for the grill hoods in both the kitchen and the Blink (snack bar). In accordance with NFPA 13A Inspection, Testing, and Maintenance of Sprinkler Systems, the sprinkler system is inspected, tested, and maintained on a quarterly basis by an outside sprinkler system service company. The controls for the sprinkler system are located in the dining hall storage room by the serving line entry. The grill hood fire suppression systems are tested every six months by an outside company that specializes in this type of system. Controls for these systems are located near the grills in the kitchen and Blink.

Fire reports

The fire department makes all records on actual fires. Any fire that does occur, such as a toaster fire in a residence hall, is reported to Student Development so that they can make the residents aware of these problems. Any other fire is discussed with the individuals involved so that they can be avoided. False alarms and their suspected causes are recorded by the Office of Safety and Security staff, and reported to the Office of Student Development.

Summary of Fires									
Name of Facility	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Andreas Hall	0	0	0	1	0	0	0	0	0
Carter Hall	0	0	0	0	0	0	0	0	0
Founders Hall	0	0	0	0	0	0	0	0	0
Maclellan Hall	0	0	0	0	0	0	0	0	0
Student Apartment 1-2	0	0	0	0	0	0	0	0	0
Student Apartment 3-4	0	0	0	0	0	0	0	0	0
Student Apartment 5-6	0	0	0	0	0	0	0	0	0
Student Apartment 7-8	0	0	0	0	0	0	0	0	0
Student Apartment 9-10	0	0	0	0	0	0	0	0	0
Student Apartment 11-12	0	0	0	0	0	0	0	0	0
Student Apartment 12-13	0	0	0	0	0	0	0	0	0
Student Apartment 14-15	0	0	0	0	0	0	0	0	0
Total	0	0	0	1	0	0	0	0	0