WESTERN CONNECTICUT STATE UNIVERSITY

FIRE SAFETY REPORTING AND RESPONSE

PROCEDURE S-102

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Please direct any questions or comments about the applicability of this document to
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1.0   INTRODUCTION
    1.1   PURPOSE
        This procedure establishes the reporting process to be undertaken by University personnel when any fire or smoke detection system or any component of said system is damaged, discharged or tampered with. This procedure has been established to ensure the safety of the University community and to ensure the timely repair or replacement of any damaged equipment.

    1.2   APPLICATION
        The reporting functions of this procedure apply to all University personnel. Response function will be coordinated through the Department of Public Safety.

    1.3   REFERENCES
        NFPA 101
        WCSU Police Department General Order 84-15

    1.4   DEFINITIONS
        Coordinator - Coordinator of Health, Safety, and Environmental Affairs
        NFPA - National Fire Protection Association

2.0   PROCEDURE
    2.1   REPORTING
        All authorized and unauthorized use of any fire or smoke protection equipment must immediately be reported to the WCSU Police Department. Reports can be filed in person or by dialing 911 or 79300 on any University phone.
        Reportable incidences may include, but are not limited to:
            a. Discharged fire extinguishers
            b. Damaged or missing fire extinguishers
            c. Tampering with smoke detectors
            d. Damaged or nonfunctional exit or emergency lighting

    2.2   RESPONSE
        Response to all life safety equipment reports will be coordinated through the Department of Public Safety. All response during normal business hours will be handled by a representative of the Department of Public Safety. All off hours reports will be handled through the WCSU Police Department.

    2.3   SPECIFIC RESPONSIBILITIES
        2.3.1   PERSON MAKING REPORT
            The person making the report is to provide information regarding the nature of the report. Specific information may include nature of report, location and name.

        2.3.2   POLICE DISPATCHER
            The Police Dispatcher is responsible for the record keeping and the notification of the appropriate response personnel.

        2.3.3   POLICE DEPARTMENT
            Members of the WCSU Police Department are responsible for off hours response to reported incidences. Specific responsibilities include:
            a. Investigate and report

          b.   Provide/coordinate any corrective action

2.3.4   SPECIFIC RESPONSE ACTIONS

    a.   Fire Extinguishers

        All reports of faulty discharged or missing extinguishers must be handled immediately. Police officers will be responsible for notifying the Department of Public Safety so repairs or replacements may be made in a timely manner.

        All fire extinguishers have been inventoried with a unique bar code number. All fire extinguisher locations have also been identified via a unique bar code number. Changes to equipment must be recorded via bar code numbers and reported to the Coordinator or his representative.

    b.   Fire Alarm System Troubles

        All system troubles will be reported to the WCSU Police dispatcher. All troubles must be investigated.   The Police Officer-In-Charge (OIC) will be responsible for coordinating repairs through Simplex Time Recorder during non-business hours. The Coordinator or his representative will be responsible at all other times.

2.4   COORDINATOR OF HEALTH, SAFETY, AND ENVIRONMENTAL AFFAIRS

The Coordinator or his representative is responsible for all regular business hours response to reported incidences. Specific functions include:

    a.   Investigate and report; if criminal action, work in conjunction with WCSU Police Department.
    b.   Provide and/or coordinate all corrective action.
    c.   Provide and/or coordinate all inspections and regular maintenance.

2.4.1 INSPECTION AND REQUIRED MAINTENANCE

The Coordinator or his representative is responsible for all regularly scheduled maintenance and inspections. All work is to be coordinated through the Department of Public Safety. All records will be maintained by the Department of Public Safety. Specific systems include:

    a.   Fire systems
    b.   Fire sprinkler systems
    c.   Emergency lighting
    d.   Fire extinguishers/hoses
    e.   Fixed extinguisher systems
    f.   Emergency generators
    g.   Bloodborne pathogen clean up kits