

## **Fire Prevention Safety Procedure**

The purpose of this procedure is to mitigate the risk of loss of life and property resulting from fire in university buildings, and to ensure occupant compliance with fire codes and directives from university insurance carriers.

### **Restrictions on Open Flames**

- 1) Storage and use of fireworks is prohibited in university buildings. Fireworks displays at outdoor events require a permit from the Arkansas State Fire Marshal, and approval from University Police and Jonesboro Fire departments.
- 2) Open flames in outdoor areas on university property, such as bonfires and open fire pits, require approval from the Jonesboro Fire Department, and notification to University Police.
  - a. Exceptions include fires in barbeque grills or other outdoor cookers that are designed to contain and prevent the spread of flames or cooking fuel (charcoal, wood, lighter fluid, or gases intended for cooking)
- 3) Per Arkansas State Law, smoking is prohibited on all university property.
- 4) Open flames are prohibited in university buildings. Open flame devices and materials include but are not limited to; candles, oil burning lamps and incense.
  - a. Exceptions include laboratories or shops where flames are used or sparks are produced with the proper safety precautions in place.
- 5) Pyrotechnics or smoke effects are only allowed in the Convocation Center, and require a permit from the State Fire Marshal.
- 6) Any work involving flames or sparks outside of shops designated for such work requires a Hot Work Permit issued by Facilities Management.

### **Fire-Protection Equipment**

- 7) Vertical storage may not be stacked within 18 inches of sprinkler heads.
- 8) Tampering with or attempting to perform unauthorized maintenance on fire suppression or detection systems is prohibited.
- 9) A 3 foot square of clear space around fire alarm pull stations and fire extinguishers must be maintained. The clear space should extend 3 feet out from the wall where the

station/extinguisher is installed, and 1.5 feet along the wall in each direction from the installed location.

- 10) Employees must not use fire extinguishers without prior knowledge of their proper use. Learn the basics of fire extinguisher use on the Safety & Emergency Management website: <http://www.astate.edu/a/ehs/emergency-services/files/fire-safety.pdf>
- 11) Any work that produces smoke, heat, vapors, dust or other particles that may cause the fire protection system to activate requires prior notification to the University Police Department.

### **Fire-Rated Spaces**

- 12) Storage and displays in stairwells are strictly prohibited.
- 13) Storage is prohibited in emergency egress routes; including corridors, hallways and lobbies that lead directly to building exits.
  - a. Temporary storage in these spaces, such as chairs removed from rooms for cleaning or tools required for a project, is permitted. Temporary storage must not be left unattended, and should be confined to one side of an egress area in such a way that a clear and direct path to building exits is maintained at a width of at least 5 feet.
- 14) Displays in egress areas must be installed in locations in such a way that a clear and direct path to building exits is maintained at a width of at least 5 feet.
- 15) Penetrations into fire-rated surfaces are prohibited unless fire-stopping systems are in place. Fire-rated surfaces include, but are not limited to, concrete floors, exposed/unfinished ceilings and stairwell walls.
- 16) Fire doors must remain closed at all times, unless equipped with an automatic closing device designed to activate in a fire. Devices must meet applicable Arkansas Fire Code requirements.

### **Electrical Fire Hazards**

- 17) Use of extension cords as permanent wiring and permanent use of multi-plug adapters are prohibited. Surge protectors must be plugged directly into a wall outlet. Piggy-backing or sequentially connecting surge protectors to additional surge protectors is prohibited. Contact Facilities Management to request installation of additional outlets.

- 18) Personal space heaters must be approved by Facilities Management. Contact Facilities Management to procure an approved space heater through Central Receiving.
- 19) Electrical panels must include knockouts or circuits blanks where circuits are not in use.
- 20) A 3 foot square of clear space around electrical panels must be maintained. The clear space should extend 3 feet out from the wall where the panel is installed, and 1.5 feet along the wall in each direction from the center of the panel. If the panel is wider than 3 feet, the entire width of the panel will remain clear.
- 21) Storage of combustible material in electrical closets and mechanical rooms is prohibited.