

Emergency Action & Fire Prevention Plan

Richard Bland College of William & Mary

Revised August 2024

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Richard Bland College of William and Mary

EMERGENCY ACTION PLAN & FIRE PREVENTION PLAN

(Ref: 1910.38)

INTRODUCTION:

This document is a plan to prepare for workplace emergencies. By auditing the workplace, training employees, obtaining and maintaining the necessary equipment, and by assigning responsibilities, human life and College resources will be preserved. The intent of this plan is to ensure all employees a safe and healthy workplace. Those employees assigned specific duties under this plan will be provided with the necessary training and equipment to ensure their safety. This plan applies to emergencies that could be reasonably expected in our workplace such as fire/smoke, tornadoes, bomb threats and leaks.

EMERGENCY PLAN COORDINATORS:

The Director of Campus Safety & Chief of Police will have the primary responsibility for the emergency plans of Richard Bland College. The Deputy Chief of Police will be directed by the Director of Campus Safety & Chief of Police and have secondary responsibility. The Director of Campus Safety & Chief of Police and the Deputy Chief of Police may be contacted by employees for further information on this plan. The Department of Campus Safety & Police can be contacted at 804-862-6111.

PLAN OUTLINE/DESCRIPTION:

- I. **Means of Reporting Emergencies:** All fires and emergencies will be reported by one or more of the following means as appropriate:
- a. By verbally or by telephone contacting the Department of Campus Safety & Police
 - b. By activating the building alarm system.

Note: The following numbers will be posted throughout the facility:

Department of Campus Safety & Police 804-862-6111

II. **Alarm System Requirements:**

Richard Bland College utilizes several avenues to notify the employees and community members of a possible emergency situation. This is achieved through the Colleges' emergency notification system, RBCAlert. It includes several notification technologies, including:

- text messaging
- voice telephone messaging
- outdoor siren and public address
- RBC Webpage
- Social media
- E2Campus desktop client for computers
- Alertus beacons
- Computer interrupt
- Email to registered users
- Fire alarms

- III. **Sounding the Alarm:** The signal for an immediate evacuation of the facility will be the buildings fire alarm. The alternate means of notification may include any or a combination of the RBC Alert system notifications processes. The alert may include:
- text messaging
 - voice telephone messaging
 - outdoor siren and public address
 - Webpage with servers on and off-campus
 - Social media
 - E2Campus desktop client for computers
 - Alertus beacons
 - Computer interrupt
 - Email to registered users
- IV. **Evacuation Plans:** Emergency evacuation escape route plans (see Appendix E) are posted in key areas of the facility. All employees shall be trained on primary and secondary evacuation routes.
- V. **Employee Accountability:** In the event of an evacuation, all occupants shall promptly exit the building via the nearest exit. Employees should go to your designated assembly point and report to their supervisor. Each supervisor (or supervisor's designee) will account for each assigned employee via a head count. All supervisors shall report their head count to Incident Commander on scene (may be a campus police officer with the Department of Campus Safety & Police, fire personnel or other campus authority). In the event that an incident commander is not available, the supervisor can call the Department of Campus Safety & Police at 804-862-6111.
- VI. **Building Re-Entry:** Once evacuated, no one shall re-enter the building until official notification is made. Official notification will normally come from the incident commander (may be a campus police officer with the Department of Campus Safety & Police, fire personnel or other campus authority). Once notified that the building is safe to re-enter, then personnel shall return to their work areas.
- VII. **Hazardous Weather:** A hazardous weather event, such as a tornado, will result in the activation of the RBCAlert System. When a hazardous weather alert is made, all employees shall immediately report to the closest tornado refuge area and employees should stay in this area until given the all-clear signal. The all-clear signal will be communicated through the RBCAlert system.

VIII. **Training:** All police officers with the Department of Campus Safety & Police have been trained to assist in the safe and orderly emergency evacuation of employees.

All RBC employees receive safety training at the new employee orientation or when an employee's job responsibilities change or if the Emergency Action Plan or Fire Prevention Plan changes. Subjects to be covered include:

- Emergency escape procedures/routes
- Fire extinguisher locations and proper use
- Major facility fire hazards
- Fire prevention practices
- Means of reporting fires/emergencies (use of alarm systems)
- Coordinators (The Director of Campus Safety & Chief of Police)
- Availability of the plan to employees
- Housekeeping practices
- No smoking areas
- Hazardous weather procedures
- Special duties as assigned to Coordinators and those listed above.

Written records shall be maintained of all Emergency Action Plan training by the Richard Bland College Department of Human Resources.

**Richard Bland College
of William and Mary**

FIRE PREVENTION PROGRAM

(Ref: 1910.39)

FIRE PREVENTION PLAN

I. FIRE PREVENTION PLAN

Established: April 10, 2020

Reviewed July 8, 2024

Richard Bland College of William & Mary goal is to provide employees the safest practical workplace, free from areas where potential fire hazards exist. The primary goal of this fire protection program is to reduce or eliminate fire in the workplace by heightening the fire safety awareness of all employees. Another goal of this plan is to provide all employees with the information necessary to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency.

This fire prevention plan complies with the requirements of 29 CFR 1910.39.

This plan details the basic steps necessary to minimize the potential for a fire occurring in the workplace. Prevention of fires in the workplace is the responsibility of everyone employed by the College and must be monitored by each supervisor overseeing any work activity that involves a major fire hazard. Every effort will be made by the College to identify those hazards that might cause fires and establish a means for controlling them.

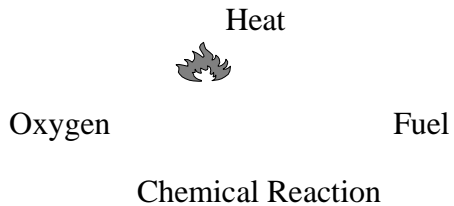
The fire prevention plan will be administered by the Department of Campus Safety & Police. It is the responsibility of the Department to compile a list of all major workplace fire hazards, the names or job titles of personnel responsible for fire control and prevention equipment maintenance, names or job titles of personnel responsible for control of fuel source hazards and locations of all fire extinguishers in the workplace. The plan administrator, or safety officer, must also be familiar with the behavior of employees that may create fire hazards as well as periods of the day, month, and year in which the workplace could be more vulnerable to fire.

This fire prevention plan will be reviewed annually and updated as needed to maintain compliance with applicable regulations and standards and remain up-to-date with state of the art in fire protection. Workplace inspection reports and fire incident reports will be maintained and used to provide corrections and improvements to the plan.

This plan will be available for employee review at any time during all normal working hours.

II. CLASSIFICATION

Fire is a chemical reaction involving the rapid oxidation or burning of a fuel. It needs four elements to occur, as illustrated on the next page in the tetrahedron. The following illustration describes this:



The first component of the tetrahedron is fuel. Fuel can be any combustible material such as: solid (such as wood, paper, or cloth), liquid (such as gasoline), or gas (such as acetylene or propane). Solids and liquids generally convert to gases or vapors before they will burn.

Another component of the tetrahedron is oxygen. Fire only needs an atmosphere with at least 16% oxygen.

Heat is also a component of the tetrahedron. Heat is the energy necessary to increase the temperature of the fuel source to a point in which sufficient vapors are emitted for ignition to occur.

The final side of the tetrahedron represents a chemical chain. When these components are brought together in the proper conditions and preparations, fire will develop. Take away any one of these elements, and the fire cannot exist or will be extinguished if it was already burning.

Fires are classified into four groups according to sources of fuel: Class A, B, C, and D based on the type of fuel source. Table 1 below describes the classifications of fire, which can be used in making hazard assessment.

Class A	Ordinary combustible materials such as paper, wood, cloth and some rubber and plastic materials.
Class B	Flammable or combustible liquids, flammable gases, greases, and similar materials, and some rubber and plastic materials
Class C	Energized electrical equipment and power supply circuits and related materials.
Class D	Combustible metals such as magnesium, titanium, zirconium, sodium, lithium, and potassium.

III. DETERMINING FIRE HAZARDS

This section consists of two steps: first, identifying the existing fire hazards in the workplace and, second, taking action to resolve them. The inspection checklist, in Appendix A, provides a guide for precise fire-safe practices that must be followed. The location of these major fire hazards are denoted in Appendix C. Also included in Appendix C is a listing of the personnel responsible for the maintenance of the equipment and systems installed to prevent or control fires.

Material hazards shall be identified, as evident on the specific Material Safety Data Sheets (MSDS) and labeled on containers as soon as they arrive in the workplace. The identification system shall also include incorporation into the College's hazard communication program.

OXYGEN-ENERGIZED ATMOSPHERES

Oxygen-enriched atmospheres involve operating rooms and anesthesia machines, oxygen tents as used by ambulances, fire and police or rescue squads, hospitals and laboratory supply systems, cutting and welding. If practical, nonflammable anesthetic agents will be used. To prevent dangerous adiabatic heating of flammable anesthetic gases, the cylinder valves will be opened very slowly to allow the gradual introduction of the high-pressure gas downstream from the cylinder valve. This will permit a slow buildup of pressure and hence temperature. An aid to the identification of hazards associated with medical agents and gases in NFPA 704, Standard Systems for the Identification of the Fire Hazards of Materials.

INDUSTRIAL TRUCKS

The type of industrial truck being used shall be approved for use within any building storing hazardous materials. All refueling operations shall be conducted outside and away from the storage of flammable materials. Areas that are used for maintenance and battery charging of electrical trucks should be separated from storage areas.

IV. STORAGE AND HANDLING PROCEDURES

The storage of material shall be arranged such that adequate clearance is maintained away from heating surfaces, air ducts, heaters, flue pipes, and lighting fixtures. All storage containers or areas shall prominently display signs to identify the material stored within. Storage of chemicals shall be separated from other materials in storage, from handling operations, and from incompatible materials. All individual containers shall be identified as to their contents.

Only containers designed, constructed, and tested in accordance with the U. S. Department of Transportation specifications and regulations are used for storage of compressed or liquefied gases. Compressed gas storage rooms will be areas reserved exclusively for that purpose with good ventilation and at least 1-hour fire-resistance rating. The gas cylinders shall be secured in place and stored away from any heat or ignition source. Pressurized gas cylinders shall never be used without pressure regulators.

ORDINARY COMBUSTIBLES

- Wooden pallets will not be stacked over 6 feet tall. If feasible, extra pallets will be stored outside or in separate buildings to reduce the risk of fire hazards.
- Piles of combustible materials shall be stored away from buildings and located apart from each other sufficiently to allow firefighting efforts to control an existing fire.

FLAMMABLE MATERIALS

- Bulk quantities of flammable liquids shall be stored outdoors and away from buildings. Smaller quantities are subsequently brought into a mixing room where they are prepared for use. The mixing room shall be located next to an outside wall equipped with explosion relief vents. The room shall also have sufficient mechanical ventilation to prevent the accumulation of flammable vapor concentration in the explosive range.

- Small quantities (limited to the amount necessary to perform an operation for one working shift) of flammable liquids shall be stored in, and also dispensed from, approved safety containers equipped with vapor-tight, self-closing caps, screens or covers.
- Flammable liquids shall be stored away from sources that can produce sparks.
- Flammable liquids shall only be used in areas having adequate and, if feasible, positive ventilation. If the liquid is highly hazardous, the liquid shall only be used in areas with a local exhaust ventilation.
- Flammable liquids shall never be transferred from one container to another by applying air pressure to the original container. Pressurizing such containers may cause them to rupture, creating a serious flammable liquid spill.
- When dangerous liquids are being handled, a warning sign will be posted near the operation, notifying other employees and giving warning that open flames are hazardous and are to be kept away.
- The storage and usage areas will include fire-resistive separations, automatic sprinklers, special ventilation, explosion-relief valves, separation of incompatible materials, and the separation of flammable materials from other materials.

V. POTENTIAL IGNITION SOURCES

- Ensure that utility lights always have some type of wire guard over them.
- Don't misuse fuses. Never install a fuse rated higher than specified for the circuit.
- Investigate any appliance or equipment that smells strange. Space heaters, microwave ovens, hot plates, coffee makers, and other small appliances shall be rigidly regulated and closely monitored.
- The use of extension cords to connect heating devices to electric outlets shall be prohibited.
- If a hot or under-inflated tire is discovered, it should be moved well away from the vehicle. As an alternative, the driver should remain with the vehicle until the tire is cool to the touch, and then make repairs. If a vehicle is left with a hot tire, the tire might burst into flames and destroy the vehicle and load.

Table 2 below lists common sources of ignition that cause fires in the workplace, gives examples in each case and suggests preventive measures.

Sources of Ignition	Examples	Preventive Measures
Electrical equipment	Electrical defects, generally due to poor maintenance, mostly in wiring, motors switches, lamps and hot elements.	Use only approved equipment Follow National Electrical code. Establish regular maintenance.
	Friction, hot bearings, misaligned or broken machine parts, poor adjustment.	Follow a regular schedule of inspection maintenance and lubrication.
Open flames	Cutting and welding torches, gas oil burners, misuse of gasoline torches.	Follow established welding precautions. Keep burners clean and properly adjusted. Do not use open flames near combustibles.
Smoking and matches	Dangerous near flammable liquids and in areas where combustibles are stored or used.	Smoke only in permitted areas. Make sure matches are out. Use appropriate receptacles.
Static electricity	Occurs where liquid flows from Pipes.	Ground equipment. Use static eliminators. Humidify the atmosphere.

WELDING AND CUTTING

Welding and cutting will not be permitted in areas not authorized by management.

If practical, welding and cutting operations shall be conducted in well-ventilated rooms with a fire-resistant floor. If this practice is not feasible, notify the Director of Operations & Capital Assets, at 804-862-6405, to ensure that the work areas has been surveyed for fire hazards, the necessary precautions are taken to prevent fires, and to supervise the designated work. If needed, he/she can request assistance from the Department of Campus Safety & Police to assess the possible hazard.

If welding is to be performed over wooden or other combustibles type floors, the floors will be swept clean, wetted down, and covered with either fire-retardant blankets, metal or other noncombustible coverings.

Welding will not be permitted in or near areas containing flammable or combustible materials (liquids, vapors, or dusts). Welding will not be permitted in or near closed tanks that contain or have contained flammable liquids unless they have been thoroughly drained, purged and tested free from flammable gases or vapors. Welding shall not begin until all combustible materials have been removed at least 35 feet from the affected areas, or if unable to relocate, covered with a fire-retardant covering. Openings in walls, floors,

or ducts shall be covered if located within 35 feet of the intended work area. Welding will not be permitted on any closed containers.

Fire extinguishers will be provided at each welding or cutting operation site. A trained watcher will be stationed at all times during the operation and for at least 30 minutes following the completion of the operation. This person will ensure that no stray sparks cause a fire and will immediately extinguish fires that do start.

OPEN FLAMES

No open flames will be permitted in or near spray booths or spray rooms. If indoor spray-painting work needs to be performed outside of standard spray-painting booths, adequate ventilation will be provided. All potential ignition sources will also be eliminated.

Gasoline or alcohol torches shall be placed so that the flames are at least 18 inches away from wood surfaces. They will not be used in the presence of dusts, vapors, flammable combustible liquids, paper, or similar materials. Torches shall never be left unattended while they are burning.

Smoking in state-owned building is prohibited under the Commonwealth of Virginia Office of the Governor Executive Order 41 (2006), which states;

“By virtue of the authority vested in me as Governor under Article V, Section 1 of the Constitution of Virginia and Title 2.2 of the Code of Virginia, I hereby ban smoking in offices occupied by the executive branch agencies and institutions, including institutions of higher education. I further direct that smoking shall be banned in any other building operated by the executive branch agencies and institutions, including institutions of higher education,…”

Richard Bland College of William & Mary also prohibits smoking any substance (including vapor e-cigarettes) within 25 feet of a building door.

STATIC ELECTRICITY

The College recognizes that it is impossible to prevent the generation of static electricity in every situation, but the College realizes that the hazard of static sparks can be avoided by preventing the buildup of static charges. One or more of the following preventive methods will be used: grounding, bonding, maintaining a specific humidity level (usually 60-70 percent), and ionizing the atmosphere.

Where a static accumulating piece of equipment is unnecessarily located in a hazardous area, the equipment will be relocated to a safe location rather than an attempt to prevent static accumulation.

VI. HOUSEKEEPING PREVENTIVE TECHNIQUES

The following are housekeeping techniques and procedures to prevent occurrences of fire.

- Keep storage and working areas free of trash.
- Place oily rags in covered containers and dispose of daily.
- Do not use gasoline or other flammable solvent or finish to clean floors.
- Use noncombustible oil-absorptive materials for sweeping floors.
- Dispose of materials in noncombustible containers that are emptied daily.
- Remove the accumulation of combustible dust.
- Do not refuel gasoline-powered equipment in a confined space, especially in the presence of equipment such as furnaces or water heaters.
- Do not refuel gasoline-powered equipment while it is hot.
- Follow proper storage and handling procedures.
- Ensure combustible materials are present only in areas in quantities required for the work operation.
- Clean up any spill of flammable liquids immediately.
- Ensure that if a worker's clothing becomes contaminated with flammable liquids, these individuals change their clothing before continuing to work.
- Post "No Smoking" caution signs near the storage areas.
- Report any hazardous conditions, such as old wiring, worn insulation, and broken electrical equipment, to the supervisor.
- Keep motors clean and in good working order.
- Don't overload electrical outlets.
- Ensure all equipment is turned off at the end of the workday.
- Maintain the right type of fire extinguisher available for use.
- Use the safest cleaning solvents (nonflammable and nontoxic) when cleaning electrical equipment.
- Ensure that all passageways and fire doors are unobstructed. Stairwell doors shall never be propped open, and materials shall not be stored in stairwells.
- Periodically remove overspray residue from walls, floors, and ceilings of spray booths and ventilation ducts.
- Remove contaminated spray booth filters from the building as soon as replaced or keep immersed in water until disposed of.
- Do not allow material to block automatic sprinkler systems, or to be piled around fire extinguisher locations. To obtain the proper distribution of water, a minimum of 18 inches of clear space must be maintained below sprinkler deflectors. If there are no sprinklers, a 3-foot clearance between piled material and the ceiling must be maintained to permit the use of hose streams. These distances must be doubled when stock is piled higher than 15 feet.

- Check daily for any discarded lumber, broken pallets, or pieces of material stored on-site and remove properly.
- Re-pile immediately any pile of material that falls into an aisle or clear space.
- Use weed killers that are not toxic and do not pose a fire hazard.

VII. FIRE PROTECTION EQUIPMENT

Every building will be equipped with an electrically managed, manually operated fire alarm system. When activated, the system will sound alarms that can be heard above the ambient noise levels throughout the workplace. The fire alarm will also be automatically transmitted to the Department of Campus Safety & Police. Any fire suppression or fire detection system will automatically actuate the building alarm system.

The automatic sprinkler system, if applicable, will adhere to NFPA 13, Standard for the Installation of Sprinkler Systems. The sprinkler system and components will be electrically supervised to ensure reliable operation. This includes gate valve tamper switches with a local alarm at a constantly attended site when the valve is closed. If a single water supply is provided be a connection to the city mains, a low-pressure monitor is included. If pressure tanks are the primary source of water, air pressure, water level, and temperature shall be supervised. If fire pumps are provided to boost system pressure, supervision will monitor loss of pump power, pump running indication, low system pressure, and low pump suction pressure.

Portable fire extinguishers are placed in each building. Fire extinguishers must be kept fully charged and in their designated places. The extinguishers will not be obstructed or obscured from view. A map indicating the locations of all fire extinguishers for Richard Bland College is located in Appendix E. The fire extinguishers will also be inspected by the Department of Campus Safety & Police at least monthly, to make sure that they are in their designated places, have not been tampered with or actuated, and are not corroded or otherwise impaired. Richard Bland College Department of Campus Safety & Police also partners with an outside vendor to inspect and log the condition of all fire extinguishers throughout the campus. A barcode is attached to all extinguishers and is scanned during checks. This provides information, stored on a database, that indicates extinguishers location, date of installation, date of expiration, and condition (See Appendix B for Fire Inspection Records).

The location of all hydrants, portable fire extinguishers, or other fire protection equipment should be properly marked with arrows and signs painted on the pavement.

VII. TRAINING

All employees shall be instructed on the locations and proper use of fire extinguishers in their work areas. Employees shall also be instructed as to how to activate the building's fire alarm system and be familiar with evacuation routes. The training of all employees shall include the locations and types of materials and/or processes, which pose potential fire hazards. The training program shall also emphasize the following:

- Use and disposal of smoking materials
- The importance of electrical safety
- Proper use of electrical appliances and equipment
- Unplugging heat-producing equipment and appliances at the end of each workday
- Correct storage of combustible and flammable materials
- Safe handling of compressed gases and flammable liquids (where appropriate)

Initial training and ongoing training shall include regularly scheduled fire drills. Training documentation shall be placed in Appendix D.

Appendix A FIRE PREVENTION CHECKLIST

This checklist should be reviewed regularly and kept up-to-date.

ELECTRICAL EQUIPMENT

- No makeshift wiring
- Extension cords serviceable
- Motors and tools free of dirt and grease
- Lights clear of combustible materials
- Safest cleaning solvents used
- Fuse and control boxes clean and closed
- Circuits properly fused or otherwise protected
- Equipment approved for use in hazardous areas (if required)

FRICITION

- Machinery properly lubricated
- Machinery properly adjusted and/or aligned

SPECIAL FIRE-HAZARD MATERIALS

- Storage of special flammable isolated
- Nonmetal stock free of tramp metal

WELDING AND CUTTING

- Area surveyed for fire safety
- Combustible removed or covered
- Permit issued

OPEN FLAMES

- Kept away from spray rooms and booths
- Portable torches clear of flammable surfaces
- No gas leaks

PORTABLE HEATERS

- Set up with ample horizontal and overhead clearances
- Secured against tipping or upset
- Combustibles removed or covered
- Safely mounted on noncombustible surfaces
- Use of steel drums prohibited
- Not used as rubbish burners

HOT SURFACES

- Hot pipes clear of combustible materials
- Ample containers available and serviceable
- Soldering irons kept off combustible surfaces
- Ashes in metal containers

SMOKING AND MATCHES

- "No smoking" and "smoking" areas clearly marked
- Butt containers available and serviceable
- No discarded smoking materials in prohibited areas

SPONTANEOUS IGNITION

- Flammable waste material in closed, metal containers
- Flammable waste material containers emptied frequently
- Piled material, dry, and well ventilated
- Trash receptacle emptied daily

STATIC ELECTRICITY

- Flammable liquid dispensing vessels grounded and bonded
- Moving machinery grounded
- Proper humidity maintained

HOUSEKEEPING

- No accumulation of rubbish
- Safe storage of flammables
- Premises free of unnecessary combustible materials
- No leaks or dripping of flammables and floor free of spills
- Passageways clear of obstacles
- Automatic sprinklers unobstructed
- Fire doors unblocked and operating freely

FIRE PROTECTION

- Proper type of fire extinguisher
- Fire extinguisher in proper location
- Access to fire extinguishers unobstructed
- Access to fire extinguishers clearly marked
- Fire protection equipment turned on
- Extinguishing system in working order
- Service date current
- Personnel trained in use of equipment
- Personnel exits unobstructed and maintained

APPENDIX B

INSPECTION LOGS AND FIRE INCIDENT REPORTS

Insert any fire incident reports and inspection records behind this tab.

2022 & 2023 Fire Inspection Records

Attached to electronic tab labeled “RBC 2022 Fire Inspection Logs” and “RBC 2023 Fire Inspection Logs”

Fire Incident Logs

2022

Incident #2022-000031. On 1/21/2022, at approx. 0015, the Richard Bland Department of Campus Safety & Police was notified by a student they had plugged in a phone charger, in their room Patriot Hall, and it burned the electrical socket. No hazard or fire was observed. Maintenance personnel changed electrical socket.

2023

No fire incidents

APPENDIX C

IDENTIFIED FIRE HAZARDS AND RESPONSIBLE PERSONNEL

HAZARD IDENTIFICATION

Type	Location	Control	Extinguisher Location	Responsible Personnel
Gas Pump	Facilities Building	Chief Operating Officer & Capital Assets	Outside wall beside pump	Eric Kondzielawa
Cleaning supply/chemical storage	Facilities Building	Chief Operating Officer & Capital Assets	Located at storage entry	Eric Kondzielawa
Diesel Pump	Grounds Building	Chief Operating Officer & Capital Assets	Fire box located on pole beside pump	Eric Kondzielawa
Equipment Storage	Grounds Building	Chief Operating Officer & Capital Assets	Throughout building (see Grounds map Appendix E)	Eric Kondzielawa
Laboratory classrooms	McNeer (2 nd and 3 rd floors)	Chemical Hygiene Officer	In each laboratory room as well as prep. Rooms.	Joshua Davis

**APPENDIX D
TRAINING RECORD**

Name	Department	Date
Residential Life Staff & Student Residential Assistants (13)	Residential Life	August 22, 2022
Residential Life Staff & Student Residential Assistants (13)	Residential Life	August 21, 2023