

Central Virginia Community College Policies
II - General Administrative Policies
Fire Safety Plan



Policy #:	CVCC0038
Effective:	__/__/__
Last Reviewed/Revised:	09/08/2022
Responsible Dept.:	Public Safety and Campus Police
Other Policy References:	NA

Fire Safety Director:

The Emergency Management Coordinator is the college Fire Safety Director. The Fire Safety Director will have the responsibility of implementing and monitoring the College Fire Safety Plan. The Director of Facilities Management is the Assistant Fire Safety Director. The Fire Safety Director is responsible for preparing and updating the College Fire Safety Plan.

Building Emergency Coordinators:

When a building evacuation occurs, Building Emergency Coordinators play an essential role in protecting and safeguarding the lives of a building's occupants. Evacuation requires effective, efficient, and safe removal of all persons from a building/area in the shortest period of time. Eight minutes should be the maximum time allowed for evacuation of any building at CVCC.

1. Assignment: Building Emergency Coordinators are appointed by the Safety Committee. The Safety Director and Safety Committee will review assignments at the start of each college semester to insure that assigned personnel are available to fulfil their responsibilities. The Safety Director will make new assignments whenever required to ensure that Building Emergency Coordinators Positions are filled.
2. Responsibilities: The Building Emergency Coordinators' prime responsibility is to make certain all persons are evacuated from the building and/or area they are assigned to.
 - a. The Building Emergency Coordinator will check all restrooms, storerooms, and classrooms to ensure that all areas are being evacuated and direct and assist all persons to safely evacuate the building/area.
 - b. The Building Emergency Coordinator will provide assistance to all disabled persons to evacuate the building/area.
 - c. The Building Emergency Coordinator will check each disabled rescue location or other specified area to provide assistance and ensure the safe evacuation of all disabled persons.
 - d. After a building has been evacuated and the building/area is ascertained to be clear, the Building Emergency Coordinator's responsibility extends to the outside of the building to ensure that all persons have moved a safe distance from the building.
 - e. The Lynchburg Fire Department will respond to any actual fire and rescue any trapped people.
 - f. The Fire/Building Emergency Coordinator's everyday responsibilities are to report any discernible fire hazard conditions to the Safety Committee Chairperson and to promote good fire safety habits within the College community.

The Safety Committee in conjunction with the Emergency Management Coordinator will be responsible for emergency fire plan orientation and the necessary training for all Fire/Building Emergency Coordinator appointees.

Testing of Fire Alarms:

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The fire alarms will be tested at least once each academic term, except the summer session. The assistant fire safety director will keep a record of all tests.

Assistant Fire Safety Director Responsibilities:

The Assistant Fire Safety Director is responsible for conducting a comprehensive fire inspection of all college facilities on a semi-annual basis (January and July) to detect and eliminate fire hazards using the approved self-inspection form. It will be the responsibility of the fire safety coordinator to correct all simple fire hazards on the spot. The report of the findings will be made to the Vice President for Finance and Administration. The supervisor of Facilities Management will take any corrective measures necessary and forward the safety inspection report card and corrective measures to the Vice President for Finance and Administration.

Assigned Facilities Management personnel are responsible for making a monthly inspection of all fire extinguishers to ensure that they are in their designated places, to insure they have not been actuated or tampered with, and to detect any obvious physical damage, corrosion, or other impairments. Any extinguisher showing defects shall be given a complete maintenance check. Assigned Facilities Management personnel will date and initial the tags of all fire extinguishers indicating that the check has been made and that the extinguisher is in proper operating condition. A history of each test will be maintained by the Fire Safety Director.

The Assistant Fire Safety Director is responsible for assuring that a fire exit sign is posted in each classroom.

Employees will not store boxes and other items within a 24-inch space from the ceiling, as mandated by State Fire Code.

Door Closure:

All exit doors shall be kept closed normally or protected by an approved self-closing assembly.

Panic Hardware:

Any exterior door shall be operated by bars or other panic hardware devices.

Lights and Signs:

The educational buildings shall have adequate exit illumination. The buildings shall also have signs designating the locations of exits or paths to travel to reach them.