

**TITLE: FIRE PREVENTION**

**POLICY NO: 4-37**

**EFFECTIVE DATE: 02/07/06**

**VCCS POLICY NO: N/A**

**REVISED DATE: 04/15/14**

I. Purpose:

To provide an organizational and procedural framework for the identification and removal of potential fire hazards in order to provide a safe environment for the college's students and employees.

II. Definitions:

Emergency: events of natural, accidental, or man-made origin with effects that occur suddenly and without notice and threaten life and property.

Fire Prevention: the elimination of those conditions that may lead to the cause of fires, such as smoking violations, use of unauthorized electrical and flammable equipment, carelessness, spontaneous combustion, and clutter.

III. Policy:

To minimize the potential for fire hazards and ensure a safe environment at the college, the following are in effect in any building, office, classroom, or other work area on the J. Sargeant Reynolds Community College campuses.

1. Candles/incense/open flames are not permitted in any setting except for supervised classroom and/or lab functions.
2. Candle warmers are not permitted in any setting.
3. Office spaces and storage areas are to be kept clean and orderly without excessive clutter and unnecessary debris.
4. Coffee makers/small electrical items shall not be placed on combustible surfaces (i.e., plastic or cloth mats, wood countertops, etc.).
5. Space heaters are only permissible by following the [Space Heater Guidelines](#).
6. Personal refrigerators are only permissible by following the [Personal Refrigerator Guidelines](#).

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7. Extension cords should only be used for temporary connections; additional electrical outlets should be installed for permanent connections.
8. Power strips must have a circuit breaker and re-set button.
9. Any type of electrical device with a damaged or frayed electrical cord must be replaced.

IV. Procedures:

- A. All college employees must comply with fire safety rules and report fire hazards to the proper authority so that they can be corrected. Personnel should be alert for fire hazards, such as those listed below:
  1. aisles or stairways blocked
  2. fire doors inoperable or blocked
  3. inoperable fire extinguishers
  4. flammable materials left unattended
  5. smoking in prohibited areas
  6. machinery left running
  7. loose, broken, or frayed electrical wires
  8. appliances left on and unattended
  9. material blocking sprinkler heads
  10. unusual fumes or smells
- B. Additional procedures can be found in the [Fire Prevention Plan](#).
- C. Procedures regarding evacuation, alarm systems, and inspections can be found in [JSRCC Policy No. 4-34](#), Emergency Preparedness and Communication in a Crisis.

V. Other Information:

[Fire Prevention Plan](#)

[Personal Refrigerator Guidelines](#)

[Space Heater Guidelines](#)

[JSRCC Form No. 27-0015](#), Request for a Space Heater

[JSRCC Form No. 27-0016](#), Use of Space Heater Acknowledgement Form

[JSRCC Form No. 27-0017](#), Request for Permission to Use a Refrigerator

[JSRCC Form No. 27-0018](#), Use of Refrigerator Acknowledgement Form