THE POLICIES AND PROCEDURES INCLUDED IN THIS MANUAL ARE NOT A CONTRACT OF EMPLOYMENT AND SHOULD NOT BE RELIED ON AS SUCH. THESE POLICIES AND PROCEDURES ARE SUBJECT TO AND MAY BE CHANGED AT ANY TIME BY THE DEPARTMENT OF PUBLIC SAFETY, MEDICAL UNIVERSITY OF SOUTH CAROLINA.

A. Policy

With respect to fires on campus, Public Safety has two very important responsibilities. These responsibilities include fire prevention and response to fire alarms.

Fire prevention is the elimination of all conditions that may lead to the cause of fires. A few of the causes are: smoking violations, carelessness, spontaneous combustion, and poor housekeeping. Response to fire alarms include activities such as evacuation, directing the arrival of the fire department, controlling traffic and crowds, caring for the injured, and theft prevention.

The seriousness of the fire, especially in the hospital, cannot be over-emphasized. Each member of this Department must take each alarm very serious and thoroughly understand what is required of them. Our response time and initial actions may have a direct bearing on property damage and the possible loss of life.

B. Procedure

1. Fire Prevention: All members of the Department must comply with all fire safety rules and report fire hazards to the proper authority so they can be corrected. While on patrol, all personnel must be alert for fire hazards such as those listed below, and where appropriate, take immediate corrective action or submit a written report.

   a. Aisles or stairways blocked.
   b. Fire doors inoperable or blocked.
   c. Fire extinguisher inoperable.
d. Oily rags or flammable materials lying about.
e. Open paint or gasoline caps.
f. Smoking in prohibited areas.
g. Machinery left running.
h. Loose, broken or frayed electrical wires.
i. Appliances (except refrigerators) left on.
j. Material blocking sprinkler heads. Sprinkler heads should have 18 inches clearance.
k. Unusual fumes or smells.

2. **Response to Fire Alarms:** Upon notification of a fire alarm, each officer including the Dispatcher, officer on post, other responding officers and Shift Supervisor have important responsibilities which must be accomplished immediately. Generally these responsibilities include the following:

a. **Dispatcher:**
   1) notify the Fire Department;
   2) notify the patrol officer;
   3) notify the Supervisor;
   4) as directed by the Supervisor, dispatch additional personnel from other posts to assist;
   5) notify the Campus Fire Safety Officer;
      a) MUSC - Phone 792-3604 during normal duty hours and 792-4119 at all other times.
   6) as directed by the Supervisor, call other campus personnel as needed; and
   7) notify the Patrol Commander and Director.

b. **Officer on Post:**
   1) proceed to the scene as quickly as possible;
   2) confirm the fire location by checking the building fire alarm panel and notify the Dispatcher;
   3) start the orderly evacuation of personnel;
4) when the fire department arrives, direct them to the fire;

5) pending arrival of the Supervisor, remain with the Fire Chief and keep Headquarters informed;

6) if necessary, summon EMS and care for the injured;

7) protect property from damage and theft; and

8) be alert for chemical hazards. Check for international labels. For areas numbered 2 or higher in a section, stay out and let the Fire Department check out the space.

c. **Other Responding Officers:**

1) As directed, respond quickly and safely to the scene.

2) As necessary, assist with traffic control, evacuation, protection of property, caring for the injured and directing the fire department to the scene.

d. **Supervisor:**

1) Take charge of the situation and direct all Public Safety activities.

2) Insure sufficient Public Safety personnel respond to the scene.

3) Insure evacuation is accomplished and that EMS has been notified, if necessary.

4) One of the most important responsibilities Public Safety has is to control traffic and personnel so that the fire department can safely do its job. As necessary, block off streets, re-route traffic, direct all but emergency personnel out of the area, and request CPD assistance. Post sufficient officers to insure the area remains clear.

5) Insure required notifications are made.

6) Inspect and continue to supervise the scene as necessary. As the situation progresses, initial actions may have to be changed. This is especially true in case of a large fire.

7) Coordinate with the Fire Chief and determine if the fire is suspicious. If it is, notify the On-Call Investigator.
8) Continue all support until terminated by the Fire Chief.

e. **Immediate Action:** If a Public Safety Officer should discover a fire before the alarm is activated, take the following actions:

1) sound the alarm - use any means;

2) notify the Dispatcher;

3) notify personnel to evacuate;

4) if possible, fight the fire until arrival of the fire department; and

5) at this point, implement other actions as indicated above.

3. **Re-Setting of Fire Alarms:**

When the area is determined to be safe, the alarm will be re-set by the Physical Plant, or Fire Department personnel.

4. **After-Action Reports/Activities:**

a. Non-suspicious fires, accomplish a PSD-17.

b. If arson is indicated, accomplish a PSD-17.

c. If necessary, the On-Call Investigator will submit appropriate investigative reports.

d. All arson investigative efforts will be coordinated with the Fire Chief.