

# FIRE PREVENTION PLAN

\_\_\_\_\_  
(Department Name)

**Policy Statement:** Fire prevention starts with identifying fire hazards. All members of the university community – faculty, staff, students and visitors – have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on our campus.

**Fire Prevention Plan Coordinator:** The Department of \_\_\_\_\_ Fire Prevention Plan Coordinator is \_\_\_\_\_ (name and/or job title). This person should be contacted with any questions about this Fire Prevention Plan.

1. The procedure to reporting a fire or other emergency.
2. The life safety strategy and procedure for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
  - a. The occupancy point.
  - b. The locations of fire hydrants.
  - c. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
  - a. Exits
  - b. Primary evacuation routes.
  - c. Secondary evacuation routes.
  - d. Accessible egress routes.
  - e. Areas of refuge.
  - f. Manual fire alarm boxes.
  - g. Portable fire extinguishers.
  - h. Fire alarm panel and controls.
5. A list of major fire hazards associated with the normal use and occupancy of the area, including maintenance and housekeeping procedures.
6. Identification and assignment of personnel responsible for maintenance of systems

and equipment installed to prevent or control fires.

7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

8. Training All employees will review, upon initial assignment, those parts of the fire prevention plan that they must know to protect themselves in the event of a fire emergency. The written plan must be kept in the workplace and made available for employee review.

The training plan for Department \_\_\_\_\_ will be:

9. The Fire Prevention Plan will be located \_\_\_\_\_ and has been reviewed annually on:

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Additional information and/or assistance for fire prevention planning can be obtained by contacting the Fire Safety Engineer (extension 1-9068) or the Fire Protection Inspector (extension 1-4207) or email [firesafe@vt.edu](mailto:firesafe@vt.edu)