

UCF Greek Park Fire Safety Guide



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Introduction: Fire Safety Aspects of Greek House Management

Greek housing management offers a unique opportunity for gaining experience in leadership, property management and fire safety. The Florida Fire Prevention Code (FFPC), which explains the operational considerations discussed in this guide, classifies the Greek residential facilities as a “Hotel Dormitory” occupancy.

The University of Central Florida Environmental Health and Safety Department (EHS) works in collaboration with Student Affairs Fraternity and Sorority Life, and the Florida Division of State Fire Marshal (SFM) to ensure compliance with the Florida Fire Prevention Code. Our goal is to assist the university community as we work together to maintain an environment that reduces the risk of fire hazards and increase safety.



House management entails a broad range of services and topics. This guide will briefly cover the following six (6) major elements of a Fire Safety Program:

- I. Emergency Preparedness, Evacuation Plans and Drills
- II. Managing Fire Safety System Maintenance
- III. Annual Fire Safety Inspections
- IV. Special Events, Temporary Structures, & Safe Forms
- V. Building Permits, Repairs and Renovations
- VI. Fire Watches

The appendix at the end of this guide includes sample forms and documents that may be useful in explaining the topics discussed. The Campus Fire Plan and additional resources are located at www.ehs.ucf.edu and <http://www.emergency.ucf.edu/Plans/Fire%20Plan.pdf>.

This guide has been created with the focus on the needs of the on-campus housing facilities in mind. Since the Florida Fire Prevention Code is uniform throughout the state, these guidelines may also be a useful tool for off campus housing facilities even though they fall under a different authority having jurisdiction (a definition is available on page 9).

I. Emergency Preparedness, Fire Evacuation Plans and Drills

The first step in emergency preparedness is establishing a facility plan. For this guide's purposes, we focus on the facility's Fire Evacuation Plan (FEP). Houses may want to consider additional custom plans for other emergencies such as bomb threats, active shooters, severe weather, missing students, power outages, etc. An example FEP is provided in the Appendix.

In a FEP, you will establish a dedicated remote meeting location for occupants when they evacuate the house during an emergency. This location should be a minimum of 400' from the house, on the same side of the street, but still in sight of the house so you are available for emergency responders. Avoid crossing busy traffic throughways. At the meeting location all persons should be accounted for to ensure everyone has exited the building safely.

Another important element of the FEP is the creation of a record log with contact numbers for all residents and kept in an accessible location. Consider placing a copy in a vehicle for easy access, saving the file on your phone, or exchanging it with a neighboring house manager. Remember, in a real emergency you may not be able to gather various things as you exit the building or return to the house for an extended period. Additional items such as a flashlight, floorplans, or copies of contact information for insurance providers, alarm and sprinkler system contractors, water and smoke damage vendors, parents, etc. could prove useful if you are not able to return to the facility.

All building occupants should familiarize themselves with both primary and alternate routes of evacuation as outlined in your FEP. Persons With Disabilities (PWD) and mobility impairments are more at risk during an emergency situation and should take extra measures to familiarize themselves with the alternate exit options available. If you need additional information for PWD please refer to the UCF Fire Plan. A sample PWD evacuation plan is included in the Appendix.

The UCF Fire Plan recommends that a fire drill be held a minimum of once a semester (when the facility is occupied) to ensure all occupants are familiar with the evacuation plan. Fire drills should be planned at varying times and be impromptu in nature so that they simulate varying emergency conditions. A building evacuation prompted by a random building alarm does not qualify as a planned, evaluated, and logged evacuation drill that is documented with a report. A sample Fire Alarm and Drill Evacuation Report is included in the Appendix.



These are the recommended steps to follow for holding a fire drill:

1. Ensure you have adequate training on activating and resetting your facility's fire alarm system.
2. Ensure the occupants have been informed in advance of the evacuation procedures and meeting locations.
3. Hold the drill at an unannounced time to ensure real life response.
4. Notify your monitoring company and the UCF police dispatch immediately prior to holding a drill.
5. Activate the alarm and observe the occupants exiting the facility. Complete the drill evaluation report.
6. Summarize briefly the activity at the meeting location with the participants, note any questions or concerns.
7. Reset the fire alarm system.
8. Contact the monitoring company and UCF PD Dispatch to verify they received the monitoring signal, and to notify them the drill has concluded.
9. Forward a copy of the drill report to the UCF EH&S Building and Fire Code Office.

The UCF Fire Plan further outlines guidance for the proper response to an actual fire emergency. The following quick bullets summarize this response.

1. Activate the closest pull station and notify others of the need to evacuate.
2. Proceed to the closest exit immediately.
3. Assist any persons with disabilities per your house plan.
4. Attempt to fight a fire only if properly trained in fire extinguisher use and evacuation has already started.
5. Call 911 to inform emergency responders of the situation.
6. Proceed to the designated meeting location. Account for all persons. Be available for emergency responders when they arrive.
7. Remain at the meeting location until emergency responders indicate the facility is safe for reentry.



Due to Clery reporting, it is recommended that all evacuation events, especially those with an incidence of fire complete a Fire Alarm and Drill Evacuation Report to turn into the Department of Environmental Health and Safety.

II. Managing Fire Safety System Maintenance

Greek houses are provided with a variety of fire safety features. A brief description of each feature is provided here as well as a table summarizing each feature's maintenance requirements and frequency. These items and their ongoing upkeep are required by the Florida Fire Prevention Code. Failure to do so can result in State Fire Marshal fire code citations, mandatory fire watch, or facility closure.

Sleeping Room Evacuation Maps and Emergency Instructions

Every resident's room is required to have a building evacuation map posted by the door. This map must indicate the evacuation route out of the facility and must be oriented in the proper perspective for each posted location. Additionally, residents are to be provided with fire safety information to allow them to make the decision to evacuate to the outside, evacuate to an area of refuge, to remain in place, or to employ a combination of all three options (Ref. FFPC 101 29.7.4).

Emergency and Exit Lighting

Exits and exit paths are enhanced with exit signs and emergency lighting. These designated fixtures are provided with a back-up power source to allow them to function in an emergency if the normal power is compromised. Unless your facility has a generator these are usually battery powered. The Code requires them to be tested monthly to ensure function. You can push the button on the side of the unit or turn off the breaker and make sure the fixture stays illuminated. Annually these fixtures require a 90-minute test to be sure the battery lasts for the required time. Logs of the monthly and annual test and repairs should be kept on the premises.



Building Fire Alarm System

Every facility is required to have an operating fire alarm system remotely monitored by a central receiving station. System compromise may trigger a fire watch (a definition is available on page 9) or building closure.

Sleeping Room Smoke and Carbon Monoxide (CO) Detection

Sleeping areas are required to be provided with smoke and CO detection depending on the facility features and age. These detectors may be connected to the building fire alarm system or they may be single station. (Single station means they are independent devices running on building power instead of a fire alarm system.) Note that CO detection devices typically have only a 5-year life cycle and must be replaced. Single station smoke detectors have about a 10-year life cycle.

Building Fire Sprinkler System

Almost all of the main campus Greek houses have been provided with a building-wide fire sprinkler system. This system contains or extinguishes a fire automatically by water flowing from activated sprinkler heads. Each head is activated separately by heat in its area of coverage.

Kitchen Hood Suppression System

Cooking areas with items such as stovetops and fryers are provide with a hood system that includes fire suppression. The system can activate automatically to extinguish a cooking fire under the hood or a pull station may be activated manually.

Fire Extinguishers

Fire extinguishers are provided throughout the facilities. Most are powder units suitable for all classes of fire (ABC). Kitchen areas have a K class type unit that expels a liquid foam specifically for cooking fires. For more information on fire extinguishers, please visit <http://www.ehs.ucf.edu/firesafety/fireextinguishers.html>. Fire extinguisher training is available from EH&S upon request and schedule permitting.



Fire Safety System Maintenance Matrix

Item	Service Frequency	Comment
Sleeping Room Evacuation Maps and Emergency Instructions	Annual	Verify maps posted at each resident room continually. Distribute emergency instructions to each new resident. A sample evacuation map is provided in the Appendix.
Emergency and Exit Lights	Monthly	Monthly functional quick check test. Annual 90-minute test.
Building Fire Alarm System	Annually	A fire alarm service contractor is required to maintain these systems. Verify: <ul style="list-style-type: none"> • You have a system logbook and device map. • The contractor tests each device and provides NFPA 72 papers to be kept at the system log book. • Make sure the contractor repairs any items noted as a deficiency and the repair is documented. • The contractor installs a new tag on the panel removing all others. • The contractor provides sensitivity readings for all smoke and CO detection devices as required by NFPA 72. • The contractor replaces all detection devices that have exceeded their life cycle or fail sensitivity testing. • The remote monitoring station receives all signals. • Failure to maintain the system operational may result in fire watch or facility closure.
Sleeping Room Smoke and CO Detection – System Devices	Annually	Detectors that are part of the building-wide fire alarm system are serviced and maintained by the alarm vendor as noted above.
Sleeping Room Smoke and CO Detection – Single Station Devices (Smoke and CO Alarms)	Monthly	Detector that are single station stand-alone may be serviced by a vendor if you specifically contract with them but typically they do not acknowledge these devices. <ul style="list-style-type: none"> • These devices are required to be checked monthly. Please see the manufacturers manual for your device to see how they recommend testing. • They usually provide a test button to check the device activation. • Monthly checks also verify the unit is properly mounted, not covered or disconnected, and batteries (where installed) are replaced as outlined by the manual. • These devices have a limited life cycle. Note the year of install and planned year of replacement. • Keep a log of the monthly check and note any repairs or issues.
Building Fire Sprinkler System	Quarterly	A fire suppression service contractor is required to maintain these systems. Verify: <ul style="list-style-type: none"> • You have a central location to maintain the system records. • The contractor applies a tag on the system at the required location, typically the main riser and any special peripheral devices. • The contractor provides completed NFPA 25 record papers for each quarter and annual inspection. Additional inspections are required on 3 and 5 year cycles. • A red tag is indicative of a deficiency that must be repaired. Verify the contractor executes the repairs and provides supporting record documentation. • Failure to maintain the system operational may result in fire watch or facility closure.
Kitchen Hood Suppression System	Semi-Annually	A kitchen hood suppression service contractor is required to maintain these systems. <ul style="list-style-type: none"> • The suppression system is required to be serviced and tagged semi-annually. • The hood system is required to be cleaned by a certified service company at a minimum semi-annually. A current tag is usually applied on the hood. More frequent cleaning may be required. • Verify both the cleaning and suppression vendor provide paperwork for your records. • Failure to maintain the system operational will result in the cooking being discontinued until the system is brought into compliance.
Fire Extinguishers	Monthly & Annually	A fire extinguisher service contractor is required to service these units annually. <ul style="list-style-type: none"> • Verify the contractor applies a new tag to each unit. • After an annual tag is applied, these units are to be checked monthly. This is a simple check of the unit to be in place and the gauge green with no visible problems. This check can be done by anyone.

III. Annual Fire Safety Inspections

The Florida State Fire Marshal inspects each house annually for compliance with the Florida Fire Prevention Code. Additional site visits to ensure compliance are scheduled as needed. In addition to verifying the life safety systems are properly maintained, various items throughout the house are checked for code compliance. A brief list of the typical concerns is provided below for your reference. If you have any questions or would like a complementary site visit you can contact the UCF Fire Safety Office.

Typical fire safety concerns:

Electrical:

- Extension cords used as permanent wiring, improperly run, or overloaded.
- Surge strips plugged into extension or other surge strips.
- Electrical covers missing, improper wiring, or damaged cords.

Housekeeping:

- Laundry area has excessive accumulation of debris and/or clogged dryer vents.
- Storage within 18" of a fire sprinklered ceiling level.
- Exit paths not maintained free of obstructions.
- Storage within stairwells.
- Unapproved storage in attic spaces.

Maintenance

- Fire doors not self-closing and latching.
- Exit doors not easy to operate for egress.
- Emergency and exit lighting not functional and/or maintenance and inspection records not available for review.
- Hood system not cleaned regularly.
- Hood system not provided with semiannual inspection.
- Fire extinguisher not properly tagged or maintained.
- Incomplete fire sprinkler records, improper system tags, or tagged out of compliance.
- Incomplete fire alarm records, improper system tags, or tagged out of compliance.
- Smoke alarms not properly maintained.
- Second exit from unsprinklered bedrooms (windows) not maintained.
- Fire alarm devices covered or disabled.

Management

- Emergency instructions and evacuation maps not provided.
- Fire rated corridor separation not maintained. Doors removed or propped open.
- Unapproved construction in facility including lofts in sleeping areas.
- Fire or smoke rated separation to attics not maintained by residents installing access hatches.
- Assembly areas with loads < 49 persons are not posted with maximum capacity.



IV. Special Events, Temporary Structures, & Safe Forms



Special events on campus involving large assemblies or special activities may be required to submit documentation for review to verify all necessary safety measures are taken into consideration, and to ensure compliance with code as well as campus policies and procedures. A variety of special events such as food truck exhibits, candle light vigils, open flames, outdoor recreational fires, large assemblies, tents, amusements and other activities are required to provide information for compliance review. Please contact our office for guidance when planning special events.

Additionally, your house may have a large meeting room or assembly area that is converted for special parties and events. Every meeting room and assembly area has maximum occupancy limits for social events. Rooms with capacities greater than 49 occupants are required to be posted and have at least 2 remote fire exit doors. It is the responsibility of the house officers, management, and event staff to comply with this requirement to prevent overcrowding, and to ensure that all exits are kept clear of obstructions during the event.

Typical activities that require additional review:

- Special events with large crowds, amusement rides, bounce houses, installed barricades and structures, among other activities that are out of the norm for a location may be classified as a potentially hazardous event. These activities require special planning and review by multiple campus entities. The SAFE form process (<http://safe.sdes.ucf.edu/>) through the Office of Student Involvement (OSI) has been established to facilitate safe execution of these activities. Forms are required to be submitted at least 15 calendar days prior to the date of the scheduled event. Please note that if you have additional information to submit with the form it can be uploaded as an attachment. Additional details can be found in the web link provided above.
- If you plan to erect or build anything such as a tent, stage, or any structure people may be in, on or under, the Tents and Temporary Structures Permit Procedure is applicable. The form must be submitted at least 5 business days prior to the event, or attached to the SAFE Form (when applicable). A single canopy or tent erected by private persons for personal use and not exceeding 120 square feet are exempt from the Temporary Structure Permit process. There is no fee for the permit application. For more information please visit: <http://www.ehs.ucf.edu/firesafety/tempstructures.html>
- Food trucks are a popular activity. If your house would like to host a food truck event you may contact the UCF Business Services office who coordinates all food truck requests on the campus. Food trucks are required to be preapproved and comply with specific safety requirements and the event usually requires a SAFE form.
- **Outdoor open flames** for fire pits, tiki torches, candlelight vigils, and similar activities on university property must be reviewed in advance by the Department of Environmental Health and Safety, in addition to following the SAFE form process (where applicable). For more information on this please visit the UCF EHS Fire Safety site: <http://www.ehs.ucf.edu/firesafety/fsguidelines.html>.



V. Building Permits, Repairs and Renovations

The construction, alteration, relocation, replacement, and the repair of a building, building components or systems are subject to the Florida Building Code and the permitting requirements outlined therein. The UCF Building Code Office <http://www.ehs.ucf.edu/buildingcode.html> is the governing authority for all permitted work on the UCF campuses. The list below provides some of the examples of work which require a permit. This list does not include all possible scenarios. The final decision for permit application lies with the UCF Building Code Official (BCO).

If you have any questions regarding any planned work, please contact the UCF Building Code Office at 407-823-5323 or visit the web link above for more information.

Examples of permit required activities:

Exterior

- Roof replacement
- Roof repair depending on type and area of damage
- Replacement of exterior door with frame
- Replacement of exterior window with frame
- Antenna
- Shed
- Awning\Canopy
- Gutters

Interior

- Fire alarm replacement
- Fire alarm panel replacement
- HVAC system replacement or unit replacement
- New electrical wiring
- New fuel gas service
- Water heaters
- Security system installation or replacement
- Bathroom renovations
- Wall construction
- Replacement of door with frame
- Room use and or occupancy changes



VI. Fire Watches

When a house is constructed, it is designed with required life safety systems. For a house to remain approved for occupancy, any required life safety system must remain functional. Should one of these systems fail in whole or a part, a fire watch is one of the alternatives that may be implemented to maintain facility use.

For on-campus housing the UCF Fire Safety Office acts as liaison with the Florida State Fire Marshal who is the authority having jurisdiction for university properties. Private houses off campus fall under the city or county fire official for their respective areas. Each situation is unique so you should consult the UCF Fire Safety Office with any questions. Some examples of system failures with response guidance are provided in the table at the end of this section. If the status of a system's integrity is unconfirmed or if you cannot contact the fire safety office, always start a fire watch by default.



Key Definitions:

Fire Watch: A dedicated trained person or persons, whose sole responsibility shall be to look for fires within an established area (building), initiate evacuation, prevent a fire from occurring, extinguish small fires, and contact emergency responders to report an emergency. ***This fire watch is required to remain within the facility patrolling all affected areas and logging all observations for the duration of the unsafe condition.*** An example log is in the Appendix.



Monitoring Fire Watch: A dedicated trained person or persons, whose sole responsibility shall be a fire watch of the fire alarm panel and to contact emergency responders to report an emergency. The fire alarm system is still functional throughout the facility to initiate local evacuation; however, there is no remote reporting of an emergency condition to the monitoring station to initiate emergency response. ***This fire watch is required to remain within the facility to monitor the fire alarm panel for the duration of the unsafe condition and log observations.***

Occupied: A facility is considered occupied unless it is confirmed vacant, posted unsafe for occupancy, and secured from unauthorized entry. Facilities closed for life safety impairments must be posted by the Authority Having Jurisdiction or his designee.

Fire Watch Posting: A notice posted at all entrances throughout the facility and in common areas to advise residents and responders of the fire watch condition. An example posting is in the Appendix.

Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.



When a problem is identified with a life safety system, the following steps shall be followed:



1. Determine the extent of the system failure.
2. Contact the UCF Fire Safety Office or your AHJ if the type of fire watch or the duration of outage is in question.
3. If you cannot make contact with the UCF Fire Safety Office or you cannot confirm the extent of the outage, start a fire watch.
4. Acquire the services of a trained fire watch provider such as a security company to execute the fire watch.
5. Post the house at all entrances, throughout common areas, and notify all occupants of the fire watch condition.
6. Maintain a log of the assigned fire watch personnel, ensure they stay in constant attendance inside the facility doing regular patrols (minimum hourly), and maintain the hourly logs for the site review.
7. Once the system has returned to normal and this is verified acceptable to the AHJ, the fire watch can be discontinued. Remove fire watch postings from the facility and turn in all logs to the house director for record keeping.

Common Fire Watch or Alternative Safety Scenarios:

Life Safety System Failure	Action required
Fire Alarm System Inoperable – Accidental Failure Discovered	Start a fire watch within 4 hours of discovery of system failure in an occupied facility and post the facility.
Fire Alarm System Inoperable – Planned Outage	If an outage is planned and repairs can be accomplished within the 4-hour window, a fire watch is not required as long as the panel is constantly attended by the service company who can take appropriate action. Any outage planned for longer than 4 hours must follow the fire watch procedures.
Fire Alarm Monitoring Offline	Initiate a monitoring fire watch in an occupied facility and post the facility.
Fire Sprinkler System – Any Failure	Start a fire watch immediately upon discovery of the system outage in an occupied facility and post the facility. (Any preplanned outages must still have a fire watch and follow all guidelines outlined by NFPA 25. Your sprinkler contractor should be aware of these requirements.)
Emergency & Exit Lighting Failure	Alternative safety measures are available for these situations and may include closing the facility after dark, issuing a fire watch with temporary lighting, or providing flashlights throughout the facility.
Hood Suppression System Failure	The failure of a cooking hood suppression system typically requires that the cooking appliances requiring suppression be discontinued from use until the system is repaired.

Appendix

Example forms are provided for your reference. For web linked documents, the most up to date version should be downloaded from the internet site as needed.

Topic	Appendix Page
Fire Evacuation Plan (2 pages)	12
Persons With Disabilities Buddy Plan	14
Fire Alarm and Drill Evacuation Report	15
Sample Evacuation Map	16
Guidelines for Outdoor Recreational Fires	17
Tent and Temporary Structure Permit	17
Building and Fire Code Office Document Review Form	18
Building and Fire Code Office Permit Application	18
Fire Watch Log	19
Fire Watch Notice Posting	20
Contacts and References	21

EMERGENCY EVACUATION PLAN
UNIVERSITY OF CENTRAL FLORIDA

In preparation for building evacuations it is recommended that groups designate a location at which to meet. The meeting place should be at a safe distance, at least 400 feet away from the facility. This will assist in determining if all the occupants exited the facility. Alternate locations should also be chosen to facilitate meeting upwind of the facility in the event of possible hazardous vapors and fumes.

General Information:

Facility Name and Building Number:	
Department, Class, or Workgroup:	
Approximate Number of Group Members:	
Note Here if Any Known PWD and See the Emergency Plan for PWD:	

In the event of an evacuation occupants should meet at one of the locations designed below in order of succession. Alternates are used when environmental conditions preclude assembly at the previous point.

Primary Designated Meeting Place:	
Secondary Alternate:	
Tertiary Alternate:	

In the event of an evacuation, the individuals below should be responsible for accounting of personnel. Evacuees should make every effort to check in with the designated individuals.

Primary Person:	
Secondary Person:	
Tertiary Person:	

In the event of an evacuation, the special departmental tasks below are *preferred* to be completed only if good judgment and safety allow as you exit your workspace. Also note here any consideration that needs to be given to crucial processes:

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RECOMMENDED BUILDING EVACUATION PROCEDURES

UNIVERSITY OF CENTRAL FLORIDA

In preparation for building evacuations in case of fire or other emergency, it is recommended that workgroups designate a location at which to meet. The meeting place should be at a safe distance, at least 400 feet away from the facility. Employees are encouraged to familiarize themselves with their work environments including the locations of fire extinguishers, primary and alternate exit paths, and emergency notification devices such as fire alarms and pull stations.

1. Upon discovering a fire or smoke condition or upon hearing a fire alarm, each building occupant will proceed to the nearest exit or follow the direction of emergency responders. The fire alarm should be activated in route to the exit if not already. Total building evacuation is required when fire, smoke, or an alarm is detected. Not all buildings are required to have a fire alarm. If a fire alarm is not installed in the facility notify neighboring staff verbally. If there are closely adjoining facilities to the one being evacuated, such as the case with trailers and joint use rental spaces, calmly notify your neighbors of the emergency in close proximity.
2. Personal items within easy reach such as car keys and purses should be gathered on the way towards the exit. In addition to the standard evacuation protocols, some departments may have additional minor duties that are *preferred* to be executed in the course of evacuation where good judgment and safety allows. This may be locking file cabinets on the way out of an office, shutting down experimental equipment while exiting a lab, or turning off gas appliances. In no case should staff be advised to go to alternate floors or to reenter rooms where they are already near an exit.
3. **Leave the building.** Do not use the elevators. **Close doors** behind you as you leave making sure the room has been evacuated. As you exit, knock on the doors along the way and announce the evacuation to further ensure that everyone has been notified. In the case of **bomb threats, leave doors open** where possible to facilitate area searches.
4. From a safe location **call 9-1-1**. Notify the UCF PD of the situation and stay on the line to give the operator any requested details.
5. **Proceed to your designate meeting place** away from the building and remain there until you receive further direction from the emergency response personnel. If there are people missing from the assembly point be sure to tell the emergency responders. Staff and responders should be apprised of any experimental, automatic, or crucial processes which could be adversely affected if left unattended or subject to an abrupt loss of power. Special contingency plans will need to be developed by the department to address these concerns, including procedures for safely restarting equipment after the building is reoccupied.
6. **Do not re-enter the building** again until the emergency responders or UCF officials say it is safe to do so.

PERSONS WITH DISABILITIES BUDDY PLAN

UNIVERSITY OF CENTRAL FLORIDA

In preparation for building evacuations it is recommended Persons with Disabilities (PWDs) familiarize themselves with the exit routes, alternate routes, and safe areas available. On building levels above or below the accessible exits, or where exits are blocked, PWD should proceed to the nearest safe area for refuge and wait for emergency personnel to evacuate them.

BASIC INFORMATION	
Building, #:	Date:
Department:	Floor Level:
Department Head or Supervisor:	Email:

SAFE AREAS
<i>Describe the safe areas in the building:</i>

Volunteer buddies will be requested to work in teams for each PWD. Upon an alarm or evacuation order and a PWD is unable to evacuate, one buddy stays behind with the PWD at the safe area. The second buddy evacuates to the designated meeting place and informs responders of the PWD and their location.

VOLUNTEER DEPARTMENTAL BUDDIES			
	Name	Phone	Email
1			
2			
3			
4			
5			
6			

FIRE ALARM AND DRILL EVACUATION REPORT

UNIVERSITY OF CENTRAL FLORIDA

Community:	Building:	Case Number:	Report Time:
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BASIC INFORMATION

Area Coordinator:	Alarm Date & Time:	Responders: <input type="checkbox"/> Physical Plant <input type="checkbox"/> UCFPD <input type="checkbox"/> Residence Life
Location of Device:		Device Activated: <input type="checkbox"/> Pull Station <input type="checkbox"/> Detector <input type="checkbox"/> Panel <input type="checkbox"/> Sprinkler
<input type="checkbox"/> Fire Alarm-Fire <input type="checkbox"/> Fire Alarm-No Fire <input type="checkbox"/> Fire-No Alarm <input type="checkbox"/> Fire Drill		
Time to Evacuate: minutes	Overall Assessment of Evacuation: <input type="checkbox"/> Excellent <input type="checkbox"/> Average <input type="checkbox"/> Poor	

DETAILED INFORMATION

Question	Answer	Comments
Was there actual fire and flame observed? If yes provide description even if found after the fact.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were all fire exits, corridors, or stairwells free from obstructions? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were doors to exits or stairs unlocked and working properly? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were all alarms functioning properly? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were lights in corridors or stairwells functioning? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were fire extinguishers visible and available for use? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were occupants able to exit building without crowding? If no, specify location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Was evacuation orderly and quick? If no, specify problem.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were all occupants evacuated from building? If no, specify number and location.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Did occupants assemble at designated locations after evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Were all room and fire doors closed after evacuation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Was this a regularly scheduled fire drill? If no, please comment on the cause of the alarm.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

DEATHS, INJURIES AND DAMAGES

Did any person(s) perish as a result of a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of student deaths:	Number of non-student deaths:
Were there any injuries as a result a fire? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of students injured:	Number of non-students injured:
Was any property damaged as a result of a fire including damages from sprinklers, extinguishers used, cleaning, etc ? <input type="checkbox"/> Yes <input type="checkbox"/> No		

PROPERTY DAMAGE INFORMATION

Location of Damage and Owner (State or Personal)	Type of Damage	Brief Description of Damage and Approximate Dollar Value \$
	<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Water <input type="checkbox"/> Other	
	<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Water <input type="checkbox"/> Other	
	<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Water <input type="checkbox"/> Other	
	<input type="checkbox"/> Fire <input type="checkbox"/> Smoke <input type="checkbox"/> Water <input type="checkbox"/> Other	

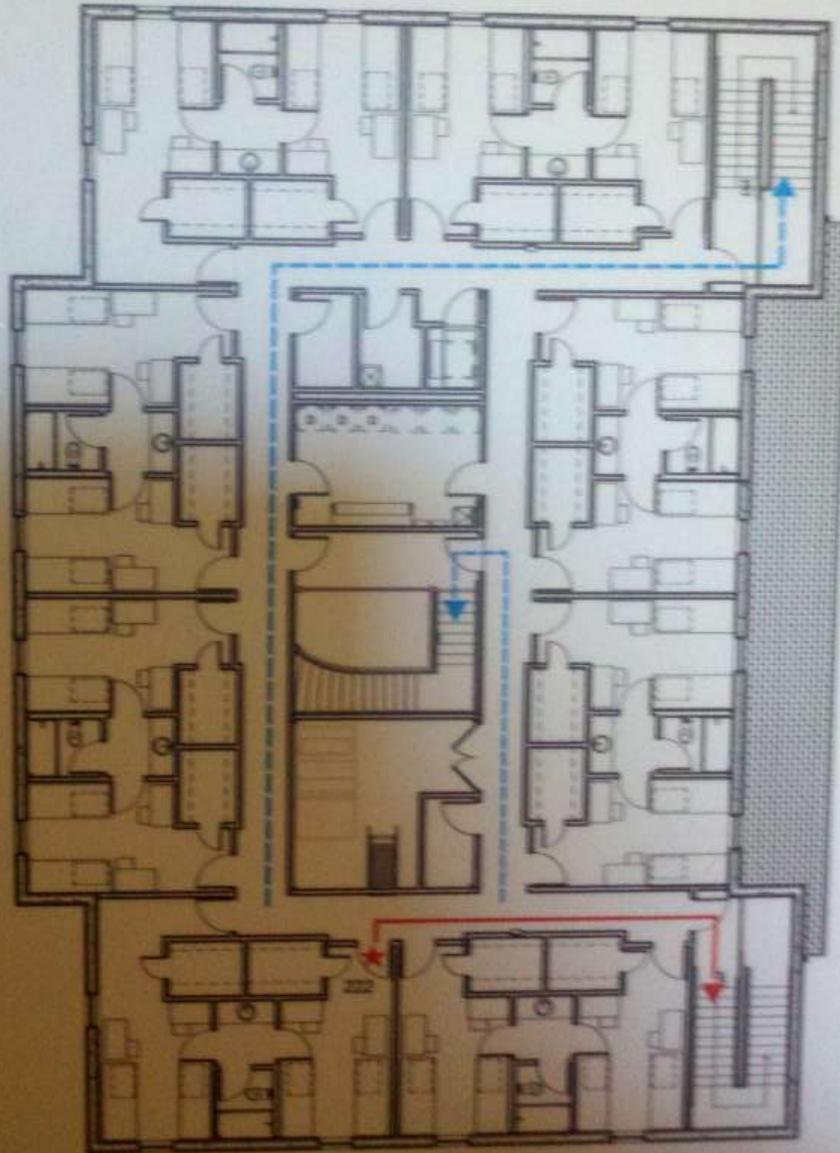
STAFF INFORMATION

Staff Member(s) Reporting:		
Additional Comments:		
Primary Staff Member Reporting:	Title:	Date:
Signature:		



EVACUATION MAP

➡ Primary Route ⬅ Secondary Route ★ You Are Here





Environmental Health and Safety
Building & Fire Code Office

Guidelines for Outdoor Recreational Fires and Open Flames

Each event planning to have outdoor open flames on University property must be reviewed in advance by the Office of Environmental Health and Safety and comply with the minimum recommendations here. Events using typical outdoor department store type charcoal/propane grills need not apply provided they maintain a minimum of 10 feet from any building or structure taking care to keep smoke away from building HVAC, door, and window openings, otherwise special conditions will apply as outlined here. Open flames are not permitted on any landscaped or finished area. Flying sky or floating lanterns and similar open flame devices released uncontrolled into the environment are not permitted.

Recreational fires are the only types permitted on campus and are defined as:

The noncommercial burning of materials other than rubbish for pleasure, religious, ceremonial, cooking, or similar purposes in which the fuel burned is not contained in an incinerator, a barbecue grill, or a barbecue pit, and the total fuel area is not exceeding 3 ft (0.9 m) in diameter and 2 ft (0.6 m) in height.

Yes	No	The following conditions must be met:
<input type="checkbox"/>	<input type="checkbox"/>	1. No county or statewide burn ban is in effect at the time of application. (Note this approval <u>is overridden</u> if any burn bans are imposed between the time of application approval and the event.)
<input type="checkbox"/>	<input type="checkbox"/>	2. The day of the event the applicant must verify no fire ban has been issued according to the National Weather Service or local authority. http://www.spc.ncep.noaa.gov/products/fire_wx/
<input type="checkbox"/>	<input type="checkbox"/>	3. Winds the day of the event are to be <10 mph.
<input type="checkbox"/>	<input type="checkbox"/>	4. All fires are to be <u>planned</u> and maintained at least 50 feet away from buildings and structures.
<input type="checkbox"/>	<input type="checkbox"/>	5. Only clean wood, charcoal, or kindling are to be <u>burned</u> with a maximum of 8 cubic feet of material. Construction debris, trash, or pallets <u>are not permitted</u> . Accelerants <u>are not permitted</u> .
<input type="checkbox"/>	<input type="checkbox"/>	6. A responsible representative from the organization will be on site with a fire extinguisher during the event. (Water bucket may be suitable for <u>lake side</u> events.)
<input type="checkbox"/>	<input type="checkbox"/>	7. The burn area <u>will be thoroughly watered down</u> after the event is completed to ensure all remnants of fire have been extinguished before the site is vacated.
<input type="checkbox"/>	<input type="checkbox"/>	8. UCF PD (407-823-5555) and Orange County Dispatch (407-737-2444) <u>will be notified</u> the day of the event as to the time and location of the burn.
<input type="checkbox"/>	<input type="checkbox"/>	9. All debris to be <u>removed</u> and site returned to pre-burn conditions.
<input type="checkbox"/>	<input type="checkbox"/>	10. All areas subject to approval by the appropriate area manager. For RWC areas fax a copy to X5446.
<input type="checkbox"/>	<input type="checkbox"/>	11. <u>Special conditions</u> for approval subject to a case by case review:

Event Description and Sponsoring Organization:

Event Date and Time:		Location of Event:	
Applicant Name:		Applicant Phone:	
Designated Responsible Representative:		Representative Phone:	
Applicant Signature:		Applicant email:	
EH&S Reviewed By:		Date:	

Rev 2/2015

Office Of Environmental Health and Safety 407-823-5323



Environmental Health and Safety
Building & Fire Code Office

UCF Tent and Temporary Structure Permit Application

5 Business Days Advance Notice Required for Review

Please PRINT or Type to fill in all sections except those underlined as office use only.

Tent and Temporary Structure Vendor (Requestor):

Date of Event Starting:	Date of Event Ending:
Event Name:	
Event Location:	
Name of UCF Contact:	
Approximate size of largest structure: (l) (w) (h) in feet	
Number of structures if more than one and additional dimensions:	
Business Name:	
Business Address:	
Business Representative for this Event:	
Representative Telephone #:	Business Fax #:
Business Email:	
Certificate of Liability Insurance in the amount of:	

Checklist of attachments to be provided with this application:

These Columns for Office Use Only

Item	Applicant to Check All Provided	Attachments	EH&S BCO Verified	N/A
1.	<input type="checkbox"/>	Certificate of Liability Insurance with appropriate additional insured listed.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	Flame Spread Certificate(s).	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	Site Plan. Include dimensions to closest adjacent structures.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	Egress Plan.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	Seating, Stage, or Furnishing Plan where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	Service Equipment and Utilities Plan where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	Details on manufacture approved alternative methods of structural member connections where original equipment is not supplied.	<input type="checkbox"/>	<input type="checkbox"/>
8.	<input type="checkbox"/>	Details on ground support. <input type="checkbox"/> Weighted <input type="checkbox"/> Staked (Dig permit required)	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that I have read this application and the Guidelines located at the link below and that all information contained herein is true and correct to the best of my knowledge. I agree to comply with all state statute, county ordinances, federal, state, and local regulations and guidelines. I certify that I am authorized by the organization named herein to act as its agent for the herein-described activity. I and the organization on whose behalf I make this application, hereby represent, warrant, contract, and agree that no jointly and severally indemnify and hold the University, County, and State, harmless against all liability, including court costs and attorney fees, for any and all claims for damage to property, or injury to or death of person arising out of or resulting from issuance of this permit or the conduct or the activity of which it was issued for and the applicant or failure to act on the part of the applicant's representatives, employees, agents, surrogates, servants, or any persons connected to the applicant. http://www.dhs.ucf.edu/files/ucf_tent_permit_application_form.pdf

Requestor Signature:	Date:
Name:	Title:

UCF Environmental Health and Safety Building Code Office Section: (Office Use Only) Application Received Date: _____

Permit Application is: Approved* Approved with Comments* Pre-Event Inspection Required Disapproved

EH&S Comments:

Fire Extinguishers Required Exit Signs required
 Emergency Lighting Required See Attached for More Requirements

Printed Name: _____ Signature: _____ Date: _____

*All approvals conditional upon safe weather conditions the day of the request event.

Environmental Health & Safety
Phone: (407) 823-0073 Fax: (407) 823-0945
Email: Marcel.Fernandez@ucf.edu



Building and Fire Code Office

Document Review Request Form

Instructions: This form is to be completed by the project manager and submitted with the documents. For projects requiring State Fire Marshal review, also complete and submit an additional DFS Application for Plan Review form. Requests will not be processed until a valid account number or payment is provided.

- 1. Action Requested: [] Design Review (_____ %) or [] Final Review 100% (for permit)
2. Funding Department Account #: _____ Fee Amount \$: _____
3. Submittal Contents (Provide a complete description and number of all items in this package.): _____
4. Project Number: _____ 5. \$ Value of work: _____
6. Project Name _____
7. Project Type: [](BR) [](FI) []Other _____
8. Description of work: _____
9. FBC Class of Work: []New []Repair []Alteration []Addition []Demolition
10. Project Location & Address: _____
11. Building Occupancy Type (check all that apply): []Other/Special []Assembly []Business []Education []Industrial []Mercantile []Residential []Storage
12. FBC Construction Type: _____ 13. Building Area (GSF): _____
14. Building Height: _____
15. Architect/Engineer Name: _____
E-mail address: _____ Phone Number: _____
Mailing Address: _____
16. Project Manager (print): _____
Department: _____ E-mail address: _____
Signature: _____ Date: _____

P.O. Box 163500 Orlando, Florida 32816-3500 Telephone (407) 823-5323 Fax: (407) 823-0945

An Equal Opportunity Affirmative Action Institution



Building and Fire Code Office

3528 N. Perseus Loop • Orlando, FL 32816-3500

Phone: 407-823-5323 • Fax: 407-823-0945

Email form to buildingcodeoffice@ucf.edu

BUILDING PERMIT APPLICATION

DATE: _____

Applicant:

Company: _____
Mailing Address: _____
Phone Number: _____ Fax number: _____
FL Dept. of Business & Professional Regulation License Number: _____
Qualifying Agent's Name: _____
Qualifying Agent's Signature: _____

Project:

Project Name/Number: _____
Type of Permit: Mechanical [] Plumbing [] Building [] Electrical [] Gas [] Other: _____
UCF Project Type: BR [] A&I [] Project Number: _____
Project Location or Address: _____
Building Use - Check all that apply:
Assembly [] Business [] Educational [] Industrial [] Mercantile [] Residential [] Storage []
Occupancy Classification: _____
Value of Work: \$: _____
Class of Work: New [] Repair [] Alteration [] Addition [] Demolition []
Description of Work: _____
Estimated Duration of Work: _____
UCF Project Manager: _____ UCF Department: _____

Architect/Engineer (if applicable):

Name: _____
Mailing Address: _____
Phone Number: _____ Fax number: _____

UCF FIRE WATCH LOG

Building # and Name		
Date:		
Time Started:		
Printed Name\Company		
Reason for Fire Watch		

Signature at the end of each hour signifies conditions are normal. Provide comments explaining any abnormal conditions.

Hour		Signature	Comments
0000-0100			
0100-0200			
0200-0300			
0300-0400			
0400-0500			
0500-0600			
0600-0700			
0700-0800			
0800-0900			
0900-1000			
1000-1100			
1100-1200			
1200-1300			
1300-1400			
1400-1500			
1500-1600			
1600-1700			
1700-1800			
1800-1900			
1900-2000			
2000-2100			
2100-2200			
2200-2300			
2300-2400			

FIRE WATCH AREA

CALL 911

OR

**THE UCF POLICE DEPARTMENT AT 407-
823-5555 TO REPORT ANY FIRE or
ALARM.**

Evacuate the building immediately upon
hearing an air horn or other alert.

Reason for Fire Watch: _____

DATE/TIME POSTED: _____

Contacts and References

Personnel:

Building Code Official	John Jackson	407-823-0423	John.Jackson@ucf.edu
Building Code Office Manager		407-823-5323	
Fire Safety Coordinator	Michelle Humphries	407-823-2338	Michelle.Humphries@ucf.edu
Sr. Fire Safety Engineer	Marcel Fernandez	407-823-0073	Marcel.Fernandez@ucf.edu
Sr. Health & Safety Specialist	Donald Miltier	407-823-0730	Donald.Miltier@ucf.edu
Fire Safety Assistant	Thomas Hendricks	407-823-2314	Thomas.Hendricks@ucf.edu

Website:

UCF EH&S	http://www.ehs.ucf.edu/home.html
Florida State Fire Marshal	http://www.myfloridacfo.com/sfm/
NFPA	http://www.nfpa.org/
Florida Building Code	http://www2.iccsafe.org/states/florida_codes/

References:

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