INLOCC

Loss Control Standard Operating Procedures
(April 1, 2015)
(Updated April 8, 2016)

This SOP does not assign duties to any other department or place limits on any other department. This details to responsibilities of INLOCC and our understanding of the responsibilities assumed by those we partner with to protect the university.

1. **Red lights and sirens** shall not be used when responding to a call.
   
   - Exterior mounted red lights may be used while parked to provide warning and protection.
   - Personnel shall respond to emergency calls with alacrity but safely.

2. When **responding to a fire alarm**:
   
   - INLOCC personnel may enter a building under alarm to reach the fire alarm panel/annunciator if
     i. it appears safe to do so, and
     ii. they do not have to go into smoke or flames.¹
   - If there is one INLOCC person at the scene, he/she should go to the alarm panel and meet fire department (FD) personnel there unless they need to establish IC as the first responder on the scene. Normally, command of the IC will be handed off as soon as practicable so INLOCC can proceed to the alarm panel.
   - If there is a second INLOCC person available, he/she should remain outside to coordinate with the incoming FD and, if needed under NIMS guidelines, establish the initial campus IC.
   - INLOCC personnel will not go beyond the fire panel unless directed by the FD or police, or
   - In their best judgment, they need to make an emergency extraction and can safely do so.

3. **We request** that the campus department/unit responsible for **monitoring the functioning of fire alarms will update the alarms database** when there is a malfunctioning alarm that would cause alarms and/or significantly reduce the functionality of the alarm and when it is repaired. [https://inlocc.webhost.iu.edu/CAS/Alarms/](https://inlocc.webhost.iu.edu/CAS/Alarms/)

   Those receiving notifications are:²
   
   - IUB: mwcolgla@iu.edu and gajeffer@iu.edu
   - IUPUI: rocujohn@iu.edu and gillesps@iu.edu
   - IUS: crainbol@iu.edu and gillesps@iu.edu
   - IUSB: cox56@iu.edu and gillesps@iu.edu
   - IUN: edcjone@iu.edu and gillesps@iu.edu
   - All other campuses: gillesps@iu.edu and mwcolgla@iu.edu

4. If a **false alarm** is suspected because of prior knowledge of a zoned-out alarm or ongoing alarm malfunction:

   ¹ The obvious implication is INLOCC personnel might go into a building when it is obvious there is a fire inside. This language puts limits on entry but we must remember that 1) the fire may be remote from the alarm panel and 2) most alarm panels are just inside an entry door.

   ² Updated 9/12/2017.
• INLOCC will first check the alarm panel.

• If the panel is showing the alarm location as the known location that is experiencing problems:
  i. INLOCC personnel will communicate with the FD, informing them of the apparent situation, but the FD will make the decision to continue or cancel the run.
  ii. If they can safely proceed, INLOCC personnel can go to the trouble location to verify it is a false alarm, but the FD will make the decision to continue or cancel the run.

5. If there is convincing evidence of a false alarm:

• INLOCC will first check the alarm panel.

• If nothing at the panel indicates a fire (multiple pull stations triggered, multiple smoke sensors triggered, water flowing):
  i. INLOCC personnel may communicate with the FD, informing them of the apparent situation, but the FD will make the decision to continue or cancel the run.
  ii. If they can safely proceed, INLOCC personnel can go to the alarm location to verify it is a false alarm. Communications with the FD should be maintained.

6. If an alarm has been pulled because an explosive device is suspected, INLOCC personnel shall not enter the building unless directed by IUPD, the FD or some other agency equipped for bomb response.

7. All INLOCC personnel (and any other department that wants to use this) will send an email run report (https://inlocc.webhost.iu.edu/CAS/LossControlRuns/) to mellane@iu.edu with details of every alarm and/or fire run response they make. This will include:
   • Date
   • Time of dispatch
   • Time of arrival
   • Action taken
   • Description (to include if it was a false alarm, trouble alarm, working fire, etc.)
   • All INLOCC personnel responding
   • Arrival time of FD

8. INLOCC will provide fire extinguisher training to groups on any campus by request. A link to request training is available on the INLOCC website. (https://inlocc.iu.edu/index.cfm?what=fet) Some campuses may have arrangements with their local fire department to provide training and that is acceptable (see below).
   • If training is received from an agency outside IU, the Extinguisher Training Form must be used to report the training so we can keep accurate records of who has received training.
   • A sign-in sheet should be utilized that captures the name and university ID (e.g., stephenl) of the attendees and those UIDs entered into the database (see the link).

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3 E.g., a building occupant/evacuee tells an official they pulled the alarm because of an odor.
4 The fire alarm should not be used to vacate a building when there is a suspected explosive device. That doesn’t mean some building occupant won’t do so.
5 Except at IUB and IUPUI, where we have fulltime people. Contact stephenl@iu.edu for the necessary permissions.
9. INLOCC will provide, upon request, **fire safety training** as required by the International Fire Code (IFC) as adopted by Indiana (see below). Contact Mel Lane (mellane@iu.edu).

**406.3.4 Fire safety training.** Employees assigned firefighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.

10. At **IUPUI**, INLOCC will respond to **odor complaints** with University Environmental Health & Safety – IUPUI (UEHS – IUPUI).

   - If the complaint concerns natural gas or propane, INLOCC will be lead with UEHS – IUPUI as backup (unless the FD has been called or the gas company is on-scene).
   - UEHS – IUPUI will be lead on all other odor complaints with INLOCC as backup.
   - If there is any danger of explosion (>=10% LEL\(^8\)), IUPD and IFD will be dispatched and the building evacuated.

11. **Fire drills**:

   - Emergency Management & Continuity (EMC) will schedule drills. INLOCC will partner with them to conduct the drills.

   **INLOCC requests a minimum of four weeks advance notice of fire drills so we can manage our calendars. We will endeavor to be present at regional fire drills but, as we have no fulltime employees posted there, there are times when this may not be possible. Please contact (by email):**
   - * IUB: mwcolgl@iu.edu
   - * IUPUI: rocujohn@iu.edu
   - * IUN: edcjone@iu.edu (automatically copies gillesps)
   - * IUSB: cox56@iu.edu (automatically copies gillesps)
   - * IUS: crainbol@iu.edu (automatically copies gillesps)
   - * All other campuses and locations: gillesps@iu.edu

   - Fire drills will be conducted at intervals as specified in the International Fire Code, as adopted by Indiana. (see [https://inlocc.webhost.iu.edu/CAS/buildings/Ch%204%20definitions.pdf](https://inlocc.webhost.iu.edu/CAS/buildings/Ch%204%20definitions.pdf)) [Only occupancies that exist at IU are listed]

   i. “A” occupancies: every 90 days (employees, only) [e.g. Assembly Hall]

   ii. “B” occupancies: every 365 days [e.g., Myers Hall, School of Dentistry]

   iii. “F” occupancies: every 365 days [e.g., portions of the IUB Service Building; this is rolled into B occupancies]

   iv. “I” occupancies: every 90 days [some child care centers; see vii]

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\(^7\) Updated 4/8/2016.
\(^8\) Lower explosive limit
\(^9\) Updated 9/12/2017.
v. “R-1” occupancies: every 90 days on each shift (employees, only) [e.g., hotel portion of the IMU]

vi. “R-2” occupancies: 4 times a year\(^{10}\) [campus housing + Greek houses]

vii. Child care centers: every 30 days

- The FD, IUPD and the unit that monitors fire alarms will be notified when tests are conducted and when the test is over.\(^{11}\)
- Monitoring alarm panels:
  
  INLOCC will monitor the panels and report any malfunctions to the Facilities Operations alarm techs or to the unit in charge of the panels who will notify the outside contractors who maintain the alarms.

- INLOCC will be inside the building and initiate the alarms.
- EMC is responsible for monitoring the response to the alarm and determining if the response meets the conditions of the EAP.
- After-action meetings: INLOCC will coordinate with EMC concerning their after-action meetings.
- EMC will be responsible for maintaining fire drill records in the joint access database.

**Notify Randy Snyder if there are access issues!** Field report template

12. **Fire extinguishers** and fire extinguisher systems; **fire watches:**

- INLOCC is responsible for all handheld extinguishers. They will be tested and replaced at no direct cost to departments.
- INLOCC will inspect all fire extinguisher systems\(^{12}\). The unit where the system is located is responsible for the cost of outside contracts to maintain these systems.
- INLOCC will inspect all sprinkler systems according to Indiana Fire Code and NFPA standards.\(^{13}\)
- Facilities Operations (FO) or other designated unit will maintain\(^{14}\) all sprinkler systems according to Indiana code. This includes the churning of fire pumps.
- INLOCC will conduct the annual fire pump test on all fire pumps.
- INLOCC is responsible for the inspection of all university-owned fire hydrants. FO is responsible for maintenance of campus university-owned hydrants.
- INLOCC will be notified before, or, in the case of malfunction, when any substantial part\(^{15}\) of a sprinkler system or fire alarm system is taken out of service.
- INLOCC will conduct, on request, fire watch training. In most instances IU personnel can be used for a fire watch instead of fire personnel, but advance training is necessary.

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\(^{10}\) Separate campus housing into three groups. Rental houses are not drilled. Year-round housing must be drilled per code. Mel Lane will talk to Homeland Security about dorms and Greek houses that are only occupied in the fall and spring semesters and request a variance to allow one drill each semester plus, if used for summer programs, one drill at the beginning of summer programs.

\(^{11}\) So there is no confusion over test alarms and real alarms. We cannot assume the only source of a call to IUPD or the FD is from those who monitor the alarms.

\(^{12}\) E.g., range hoods, the system at the Lilly Library vault. Any extinguishing system other than sprinklers.

\(^{13}\) This is in addition to the use of contractors doing formal inspections.

\(^{14}\) We encourage outside contracts for this.

\(^{15}\) Some common sense is needed here. INLOCC doesn’t usually need to know when one sprinkler head is being replaced. If a floor or building is down, yes, we need to know. We may need to alert the insurance company and/or establish a fire watch. We should know when alarms are malfunctioning: see the sections on response to alarms.
• INLOCC will be contacted when a fire watch is needed.

13. **Fire hoses**: Occupant fire hose cabinets are no longer specified for new buildings except where required by code. Prior to (about) 2010, IU specified combination extinguisher/hose cabinets throughout the building. The hose has been removed from these cabinets except where required by code. There is no record of an occupant hose ever being used to fight a fire.

• INLOCC will remove all occupant hoses except where required by code.
• INLOCC will maintain a list of all remaining hose locations.
• INLOCC will test all occupant hoses as required by code, replacing hoses as needed.
• At INLOCC’s request, campus FO will be requested to re-rack each hose annually at an agreed rate of 1 hour/hose, charged to INLOCC.
• Code requires that employees who are expected to use occupant hoses be trained in their use. The EAP should contain information about who is trained for this use.
• INLOCC will conduct training for use of occupant fire hoses upon request. (See #9)

14. **Cause and origin investigations**: INLOCC will coordinate with, *depending on the circumstances*, IUPD, the FD and/or Homeland Security (State Fire Marshal) to determine the cause and origin of all fires.

15. INLOCC will conduct **inspections** of all buildings for building and fire code violations and coordinate with FO and UAO, as needed, to rectify violations.

16. INLOCC will **review new construction and renovation drawings** for building and fire code compliance (fire suppression, fire alarm systems and means of egress) and be the primary building and fire code liaison with the UAO on capital projects and FO (and departments) on all other projects.

17. INLOCC will coordinate with EMC, as requested, in the **development and maintenance of EAPs**.

18. INLOCC will serve as the primary contact for **insurance inspections** of all campuses and serve as primary contact for all FD and state fire safety issues.


20. **Storage, ingress and egress** policy: [https://policies.iu.edu/policies/fin-ins-21-use-corridors-equipment-rooms-storage/index.html](https://policies.iu.edu/policies/fin-ins-21-use-corridors-equipment-rooms-storage/index.html)
INLOCC believes what is described in sections 404 and 406 are covered in the EAPs, and section 405 is a shared responsibility between INLOCC and EMC.

Sections in red are Indiana language added to the IFC.

SECTION 404

FIRE SAFETY AND EVACUATION PLANS

404.1 General. Fire safety, evacuation and lockdown plans and associated drills shall comply with the requirements of Sections 404.2 through 404.5.1.

404.2 Where required. An approved fire safety and evacuation plan shall be prepared and maintained for the following occupancies and buildings.

1. Group A, other than Group A occupancies used exclusively for purposes of religious worship that have an occupant load less than 2,000.

2. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

3. Group E.

4. Group F buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

5. Group H.

6. Group I.

7. Group R-1.


11. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

12. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.

13. Open mall buildings exceeding 50,000 square feet (4645 m²) in aggregate area within perimeter line.


15. Buildings with an atrium and having an occupancy in Group A, E or M.

404.3 Contents. Fire safety and evacuation plan contents shall be in accordance with Sections 404.3.1 and 404.3.2.

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.

3. Procedures for assisted rescue for persons unable to use the general means of egress unassisted.

4. Procedures for accounting for employees and occupants after evacuation has been completed.

5. Identification and assignment of personnel responsible for rescue or emergency medical aid.

6. The preferred and any alternative means of notifying occupants of a fire or emergency.

7. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.

8. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.

9. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

**404.3.2 Fire safety plans.** Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.

2. The life safety strategy and procedures for notifying, relocating or evacuating occupants, including occupants who need assistance.

3. Site plans indicating the following:

   3.1. The occupancy assembly point.

   3.2. The locations of fire hydrants.

   3.3. The normal routes of fire department vehicle access.

4. Floor plans identifying the locations of the following:

   4.1. Exits.

   4.2. Primary evacuation routes.

   4.3. Secondary evacuation routes.

   4.4. Accessible egress routes.

   4.5. Areas of refuge.

   4.6. Exterior areas for assisted rescue.


   4.8. Portable fire extinguishers.

   4.9. Occupant-use hose stations.

   4.10. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, 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.

1. Overcrowding conditions or obstructions in aisles, corridors, or other means of egress; or

2. A condition that constitutes a serious menace to life; is authorized to cause all activities in the room or space to cease until such overcrowding, obstructions, or conditions are corrected. The code official is also authorized to order the evacuation of the building, if necessary, to eliminate the overcrowding.

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404.3.3 Lockdown plans. Where facilities develop a lockdown plan, the lockdown plan shall be in accordance with Sections 404.3.3.1 through 404.3.3.3.

404.3.3.1 Lockdown plan contents. Lockdown plans shall be approved by the fire code official and shall include the following:

1. Initiation. The plan shall include instructions for reporting an emergency that requires a lockdown.

2. Accountability. The plan shall include accountability procedures for staff to report the presence or absence of occupants.

3. Recall. The plan shall include a prearranged signal for returning to normal activity.

4. Communication and coordination. The plan shall include an approved means of two-way communication between a central location and each secured area.

404.3.3.2 Training frequency. The training frequency shall be included in the lockdown plan. The lockdown drills shall not substitute for any of the fire and evacuation drills required in Section 405.2. Notifying building occupants of a lockdown shall be included in the plan. The method of notification shall be separate and distinct from the fire alarm signal.

404.4 Maintenance. Fire safety and evacuation plans shall be reviewed or updated annually or as necessitated by changes in staff assignments, occupancy or the physical arrangement of the building.

404.5 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

404.5.1 Distribution. The fire safety and evacuation plans shall be posted or distributed to the tenants or building service employees by the owner or owner's agent. Tenants shall post or distribute to their employees applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or other emergency.

SECTION 405

EMERGENCY EVACUATION DRILLS

405.1 General. Emergency evacuation drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2. Drills shall be designed in cooperation with the local authorities.
405.2 **Frequency.** Required emergency evacuation drills shall be held at the intervals specified in Table 405.2 or more frequently where necessary to familiarize all occupants with the drill procedure.

405.3 **Leadership.** Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.4 **Time.** Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

405.5 **Record keeping.** Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

**TABLE 405.2**

**FIRE AND EVACUATION DRILL**

**FREQUENCY AND PARTICIPATION**

a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.

b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.

c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

405.6 **Notification.** Prior notification of emergency evacuation drills shall be given to the fire code official.

405.7 **Initiation.** Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system.

405.8 **Accountability.** As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.9 **Recall and reentry.** An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in charge of the premises or the
official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

GROUP OR OCCUPANCY FREQUENCY PARTICIPATION

<table>
<thead>
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<th>GROUP OR OCCUPANCY</th>
<th>FREQUENCY</th>
<th>PARTICIPATION</th>
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<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
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<tr>
<td>Group Bc</td>
<td>Annually</td>
<td>Employees</td>
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<tr>
<td>Group E</td>
<td>Monthly(^a)</td>
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<tr>
<td>Group F</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group I</td>
<td>Quarterly on each</td>
<td>Employees(^b)</td>
</tr>
<tr>
<td>Group R-1</td>
<td>Quarterly on each</td>
<td>Employees</td>
</tr>
<tr>
<td>Group R-2(^d)</td>
<td>Four annually</td>
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</tr>
<tr>
<td>Group R-4</td>
<td>Quarterly on each</td>
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</tr>
<tr>
<td>High-rise buildings</td>
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<td>Employees</td>
</tr>
</tbody>
</table>

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SECTION 406

EMPLOYEE TRAINING AND RESPONSE PROCEDURES

406.1 General. Employees in the occupancies listed in Section 404.2 shall be trained in the fire emergency procedures described in their fire evacuation and fire safety plans. Training shall be based on these plans and as described in Section 404.3.

406.2 Frequency. Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 Employee training program. Employees shall be trained in fire prevention, evacuation and fire safety in accordance with Sections 406.3.1 through 406.3.4.

406.3.1 Fire prevention training. Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

406.3.2 Evacuation training. Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas and procedures for evacuation.

406.3.3 Emergency lockdown training. Where a facility has a lockdown plan, employees shall be trained on their assigned duties and procedures in the event of an emergency lockdown.
406.3.4 **Fire safety training.** Employees assigned firefighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.