



## Policy Directory

Responsible Division: Finance and Administration  
Responsible Office: Police Department/Fire/EMS  
Issue/Revision Date: 12/01/2017

## **Purpose and Scope**

---

---

Policy:

The Alcorn State University Fire/EMS/Safety Department standard operation procedures are intended to establish guidelines and practices that should be exercised to:

- Create a safe environment.
- Prevent injury to faculty, staff, students or visitors.
- Encourage safe practices and establish safe working and living habits throughout the University community.
- Reduce the risk of fire and to reduce costs through fire and accident prevention & injury reduction.
- Provide assistance in solving specific fire protection and safety problems.
- Provide support during general emergency responses.
- Describe the roles and responsibilities of the department in regards to protecting lives and property through effective use of University and community resources.

This document includes general policies and procedures that are in place at the University to ensure that the University is both proactive in preventing emergencies and crises and is responsive in the event that an emergency or crisis should occur at the University. It is the intent of the University to ensure that its students, faculty, staff and employees enjoy a safe and healthy environment

The Director of Environmental Health and Safety and the department staff shall be responsible for the following:

- To make periodic inspections of all University facilities, fire protection, Basic EMS protection and safety equipment.
- To encourage and assist in fire prevention, safety education and training efforts.
- To develop, review and approve specifications for the purchase of new fire protection and safety equipment and EMS equipment.

- To assist in the development of appropriate fire protection and safety standards and/or guides.
- To prepare recommendations for the correction of fire and accident hazards, life safety hazards and needed changes and/or additions to campus facilities.
- The review plans for all new structures and remodeling of existing structures from the standpoint of fire protection and safety and applicable code compliance.
- To develop and administer the University fire reporting system including the collection and review of reports and the investigation of fires.
- To develop and administer the University EMS reporting system including collection and review of reports related to all medical calls.
- To report and analyze campus fire and EMS statistics.
- To interpret applicable fire and safety codes, regulations and laws.
- To maintain liaison between the University, state, federal and local authorities and other agencies and personnel concerned with fire protection and safety.
- To act in an advisory capacity on fire protection and safety matters as required for the guidance of the administration, faculty, staff and students.
- To assist administration, faculty and staff in the management and disposal of hazardous chemicals or materials in accordance with established practices.
- To be in responsible charge of all incidents caused by fire or hazardous materials until relieved by higher authority.
- To perform firefighting as necessary and to fulfill University obligations under mutual aid agreements with city and county governmental agencies.

The Emergency Response Team shall support the University's Emergency Management Plan and team membership function. The University emergency management team consists of two major elements: The Emergency Management Team (EMT) which is the Planning Team and the Emergency Operations Team (EOT) which is the Emergency Response Team.

The department head and/or supervisor shall be responsible for the following:

- To maintain a safe work environment for his/her employees or students.
- To perform frequent general inspection of all safety equipment within his/her responsibility.
- To train new employees in safe working procedures and habits and evaluate the safety performance of his or her staff.
- To instruct all employees of the location and use of all fire protection and safety equipment in their area including the automatic external defibrillator (AED) if applicable and in proper emergency reporting procedures.
- Promptly report employee or student injuries requiring medical attention by calling Dispatch at (601) 877-3000 for EMS assistance.
- Promptly report to the Director of Environmental Health and Safety any non-vehicular accidents resulting in property damage or serious or fatal injury.
- Assist in any investigations by the EHS department and/or any state, local or federal agency.
- Inform all employees of potential hazards involved with their work.

The employee shall be responsible for the following:

- To report any unsafe or hazardous condition to his/her supervisor or to the EHS department as soon as possible.
- To know the location and proper use of all safety equipment in their immediate work area.
- To report all work related injuries to their immediate supervisor promptly.
- To acquire proper medical attention for employee or student injuries.
- To know and comply with safety guidelines, regulations and procedures.
- To obey directions by EHS department or any other emergency personnel during all emergency conditions.