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| NOVA SOUTHEASTERN UNIVERSITY | |
| POLICY/PROCEDURE<br><br>TITLE: Fire Prevention Plan | POLICY/PROCEDURE<br><br>NUMBER: |

DOCUMENT HISTORY

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| 1/10/2014 | #1 | Smoking Policy, Updated Emergency Assembly Points | E. Ruiz |
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## Section 1: Introduction

Nova Southeastern University is committed to mitigating the threat of fire to students, faculty, staff, visitors, vendors, and all of NSU properties; therefore, Nova Southeastern University has developed a Fire Prevention Plan with the goal of reducing the risk of fire-related incidents and injuries, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention, 29 CFR 1910.39. All faculty, staff, and students should be knowledgeable of the emergency procedures that should be followed in the event of a fire.

A fire safety program is essential in protecting students, faculty, staff, visitors, and vendors from injuries, deaths, business interruption, and property damage resulting from fires and related hazards.

Nova Southeastern University's Fire Prevention Program is intended to provide pertinent information to faculty, staff, and students in order to reduce the possibility of fires and to specify the types of equipment to use in case of fire.

### 1.1 Purpose

The purpose of this Fire Prevention Plan is to reduce the possibility of fire, to prevent loss of life and property by fire, and to comply with the Occupational Safety and Health Administration's (OSHA) standard on fire prevention ( 29 CFR 1910.39) by providing employees with information and guidelines that will assist them in recognizing, reporting, and mitigating fire hazards.

### 1.2 Scope

The Fire Prevention Plan is applicable to all University students, faculty, staff, visitors, and vendors on all Nova Southeastern University's campuses and centers. This plan is designed to ensure that all reasonable steps are taken protect the campus community from risk of fire.

## Section 2: Responsibilities of specific Administrator

### 2.1 Authority Having Jurisdiction (AHJ)

The Department of Facilities Management acts as the Local Authority Having Jurisdiction in matters concerning fire and life safety for Nova Southeastern University. The Department of Facilities Management is responsible for the implementation of all aspects of the Fire Prevention Program and for maintaining compliance with all codes and standards applicable to fire and life safety, and for establishing fire safety best practices for all campuses, Regional Campuses, and other properties. Each person and every department is expected to perform work in a safe and healthy manner and in compliance with the regulatory requirements.

### 2.2 Plan Administrator

The Fire and Life Safety Manager shall administer the fire prevention plan for Nova Southeastern University and shall maintain all records pertaining to the plan. The plan administrator shall also:

- Develop and administer Nova Southeastern University's fire prevention training program.
- Ensure that fire control equipment and systems are properly maintained.
- Conduct fire safety inspections and submit work orders to correct violations.

### 2.3 Supervisors

Departments are expected to assist in providing a safe and healthy living, learning and working environment for faculty, staff, students and visitors. Supervisors must implement the requirements of this program to assure compliance with applicable codes, regulations and policies. Supervisors should periodically inspect and/or coordinate the inspection of all workplaces to identify hazards. This will be the responsibility of the highest supervisory level of each departmental unit unless otherwise specified.

### 2.4 Students, Faculty, and Staff

Students, faculty, staff and visitors play an important part in assuring safety: they must do what they can to protect themselves and others within the university community. Staff must avail themselves of information pertaining to the safe conduct of their work,

regardless of the setting. Students must also participate in fire and life safety programs and respect the safety of others and their own safety. The Office of Public Safety offers safety training programs for all affected persons on campus.

### 2.5 Contractors and Vendors

Contractors and vendors working at the university are expected to observe and abide by state and federal codes and regulations as well as policies and procedures established by the university.

## Section 3: Plan Implementation

### 3.1 Housekeeping

To limit the risk of fires, employees shall take the following precautions:

- All stairwells (in and under), exits, and passageways to and from exits shall be kept free of all obstructions at all times.
- Fire doors must be kept closed at all times unless they are held open by an approved device interconnected to the fire alarm system.
- Material must not obstruct sprinkler heads or be placed around fire extinguishers, fire alarm pull station locations, or sprinkler and standpipe control valves. To obtain proper distribution of water, a minimum of 18 inches of clear space is required below fire sprinkler heads.
- Dispose of all trash as soon as possible in trash cans or dumpsters. Waste materials must never be piled in corridors or at any time.
- Minimize the storage of combustible materials. Use proper handling and storage procedures. Reference EH&S Chemical Hygiene Plan for handling and storage of flammable chemicals. Reference EH&S Radiation Safety Plan for handling and storage of radioactive materials with fire risk.
- No materials or equipment may be placed, either permanently or temporarily, within the emergency egress (exit) route for any building.
- Do not overload electrical outlets with multiple pieces of equipment. Do not daisy-chain surge protectors or extension cords.
- Turn off electrical equipment when not in use.

### 3.2 Maintenance

The Department of Physical Plant will ensure that life safety equipment is maintained according to manufacturers' specifications. The University will also comply with requirements of the National Fire Protection Association (NFPA) codes for specific equipments. Only properly trained and certified individuals shall perform maintenance work.

The following equipments are subject to maintenance, inspection, and testing procedures:

- Equipment installed to detect fuel leaks, control heating, and control pressurized systems.
- Portable fire extinguishers.
- Automatic sprinkler systems.
- Fixed extinguishing systems.
- Detection systems for smoke, heat, and/or flame.
- Fire alarm systems.
- Emergency backup systems.

## Section 4: Type of Hazards

The following sections address the major workplace fire hazards at Nova Southeastern University's facilities and the procedures for controlling the hazards.

### 4.1 Electrical Fire Hazards

Electrical system failures and the misuse of electrical equipment are leading causes of workplace fires. Fires can also result from lose ground connections, wiring with frayed insulation or overloaded fuses, circuits, motors or outlets.

To prevent electrical fires, employees shall:

- Make sure that worn wires are replaced.
- Use only appropriately rated fuses.
- Never use extension cords as substitutes for wiring improvements.
- Use only approved extension cords (UL). Extension cords are only for temporary use.
- Check wiring in hazardous locations where the risk of fire is especially high.
- Check electrical equipment to ensure that it is either properly grounded or double insulated.

### 4.2 Portable Heaters

Personal space heaters are **not** permitted under any circumstances in any NSU buildings.

### 4.3 Office Fire Hazards

Fires in offices have become more likely because of the increased use of electrical equipment, such as computers and fax machines. To prevent office fires, employees shall:

- Avoid overloading electrical outlets with office equipment.
- Turn off nonessential electrical equipment at the end of each workday.
- Keep storage areas clear of rubbish.
- Ensure that extension cords are not placed under carpets.
- Ensure that trash and paper set aside for recycling does not accumulate.

### 4.4 Electrical Extension Cords

Electrical extension cords are strictly prohibited from use as permanent wiring. For temporary use, the extension cord shall be (UL) rated, heavy duty, three wire type with ground plug. It should not exceed of six (6) feet in length.

### 4.5 Halogen Lamps

Halogen lamps (both standing and desk lamps) are **not** permitted to be used in university buildings.[1]

### 4.6 Smoking

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the University with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus.

### 4.7 Kitchen Electrical Appliances

Coffee makers, microwaves, mini ovens and any other appliances with exposed heating elements shall never be left unattended while in operation. Coffee makers are only allowed if they are equipped with an automatic shut-off. Mini-ovens and toasters should be unplugged after each use and stored only after they are cool enough to be touched. Ensure that such appliances are operated away from combustible materials such as paper, upholstery, trash containers, etc. These appliances shall only be used inside approved areas. See Microwave Policy for approved areas.

> **Note**: Power strips are designed for use with a number of low-powered loads, such as computers, peripherals, or audio/video components. Power strips are not designed for high power loads such as space heaters, refrigerators and microwave ovens, which can easily exceed the recommended ampere ratings on many power strips.

### 4.8 Candles, Incenses, and Air Fresheners Plug-Ins

The possession and/or use of candles (even decorative), incenses, and oil burners are strictly prohibited in campus buildings.

## Section 5: Hazardous Materials

### 5.1 Flammable Chemicals

A flammable chemical is any solid, liquid, vapor, or gas that ignites easily and burns rapidly in air. Consult the appropriate MSDSs before beginning work with flammables. See also Section 10.3 of the Chemical Hygiene Plan. Follow these guidelines when working with flammable chemicals:

1. Handle flammable chemicals in areas free from ignition sources.
2. Never heat flammable chemicals with an open flame. Use a water bath, oil bath, heating mantle, hot air bath, etc.
3. Use ground straps when transferring flammable chemicals between metal containers to avoid generating static sparks.
4. Use a fume hood when there is a possibility of dangerous vapors. (Ventilation will help reduce dangerous vapor concentrations.)
5. Restrict the amount of stored flammables, and minimize the amount of flammables present in a work area.
6. Remove from storage only the amount of chemical needed for a particular experiment or task.

### 5.2 Flammable liquids

A flammable liquid means any liquid having a flash point (The lowest temperature at which the vapor of a combustible liquid can be made to ignite momentarily in air) below $100^{o}$ F.

### 5.3 Combustible Chemicals

A combustible liquid means any liquid having a flash point at or above $100^{o}$ F.

### 5.4 Solvents

Organic solvents are often the most hazardous chemicals in the work place. Solvents such as ether, alcohols, and toluene, for example, are highly volatile or flammable. Chlorinated solvents such as chloroform are nonflammable, but when exposed to heat or flame, may produce carbon monoxide, chlorine, phosgene, or other highly toxic gases.

Always use volatile and flammable solvents in an area with good ventilation or in a fume hood. Never use ether or other highly flammable solvents in a room with open flames or other ignition sources present.

### 5.5 Sources of Ignition

In locations where flammable vapors may be present, precautions shall be taken to prevent ignition by eliminating or controlling sources of ignition. All electrical equipment and wiring shall be in accordance with the appropriate NFPA, National Electrical Code, and OSHA standards.

### 5.6 Storage of Flammable Liquids

Flammable liquids required in small quantities for frequent use shall be stored in approved safety cans in a metal cabinet or closet ventilated to the outside where practical. All containers used for storage, issue, and transport of flammable liquids shall be clearly marked as to their contents in accordance with the National Fire Protection Association Standard 704.

## Section 6: Fire identification, Notification, and Evacuation Procedures

### 6.1 Fire Identification and Notification

In the event that anyone smells smoke or sees fire or smoke and there is a building fire alarm system, they should immediately:

1. Activate the alarm to evacuate the building by using the nearest pull station (these devices are located at all stairwell doors and exits from the building). Even if the fire is known to be small, the alarm should be activated immediately. The fire could grow quickly, endangering building occupants. All building occupants should be familiar with fire alarm pull station locations in their area.

2. Evacuate the Building using established evacuation routes and stairs. **DO NOT use the elevators**.
3. From a safe location outside the building, the person discovering the fire should immediately call 9-1-1 for the fire department and give the fire department the following information:
    - Building name and address.
    - The exact location of the fire (i.e. floor, room's number).
    - Type of fire (trash can, smoke, flames, etc.)
    - Your name and phone number
4. , from a safe location and provide the dispatcher with the name and location of the building and information about the fire. Public Safety will verify that you have called 9-1-1 and ask for the same information above.

All building occupants must evacuate to the designated evacuation areas (Emergency Assembly Points). The designated evacuation areas should be at least 150 feet from the building structure. Supervisors will account for hers/his employees and report any missing persons to the emergency personnel at the scene. Do not re-enter the building until directed to do so by emergency response personnel and/or Public Safety.

*Only trained personnel should attempt to extinguish small fires after the fire alarm has been activated and only when it is safe to do so. Otherwise, evacuate along with others to the designated emergency assembly point. See Appendix "A".*

### 6.2 Evacuation Procedures

The primary concern in the event of a fire is to evacuate everyone from the building as quickly and safely as possible. In order to accomplish this, occupants must be prepared in advance for quick and orderly evacuation. When the fire alarm sounds:

- Evacuate the building to the designated emergency assembly point.
- Close the door on your way out.
- Always use stairways to exit the building (NEVER USE ELEVATORS). Stairwells are designed to provide protection from smoke and fire; however, doors to these areas must be kept closed in order to afford you this protection.
- Once outside, stay clear of doors, sidewalks and roadways.
- Return to the building only after being directed to do so by Public Safety.
- Faculty is responsible for ensuring safe evacuation of all students, including those with disabilities in their respective classrooms.
- Failure to comply with first responders, failing to evacuate the building and/or placing self or others in danger are subject to disciplinary action.

### 6.3 Evacuation of Individuals with Disabilities

- The disabled person should proceed or ask for assistance to the nearest enclosed or exterior stairwell or "area of safe refuge" and remain there. In case of a fire, enclosed building stairwells are "safe refuge areas," and have a higher fire resistive rating. The disabled person should notify an individual (e.g., a fellow student, a resident assistant, building monitor, co-worker, or supervisor) of their specific location. If possible, the disabled person can notify 9-1-1 of their location.
- Once outside, anyone with information should immediately inform first responders (i.e., fire, police, and emergency personnel) that there is a disabled person in a stairwell, which floor the person is on, and location of the stairwell or refuge area.

UNIVERSITY PERSONNEL SHOULD NEVER ATTEMPT TO CARRY ANYONE DOWN THE STAIRS.

### 6.4 Emergency Assembly Points

In the event of an emergency that requires an evacuation, all Nova Southeastern University buildings will have a designated Emergency Assembly Point (EAP) outside of each building. Contractors and visitors are required to go to the emergency assembly points, and must evacuate along with NSU students, faculty, and staff. (See appendix A).

## Section 7: Fire Drills

### 7.1 Frequency

Fire drills shall be conducted in accordance with the following intervals:

- Residence Halls - a minimum of one (1) drill per semester.
- Administrative and Educational Buildings - a minimum of one (1) drill per academic year.
- University Schools - one (1) drill per month during the academic year.

A fire alarm that is activated due to a planned event, an accident, malfunction, malicious act or actual fire or smoke and results in the building being evacuated may not be classified as a fire drill for the purpose of meeting this requirement.

### 7.2 Failure to Evacuate a Building

When a Fire Alarm is activated, all occupants are required to evacuate the building in accordance with Florida Fire Code. For employees, failure to evacuate may result in disciplinary action. For students who fail to evacuate may be subject to judicial disciplinary actions.

## Section 8: Portable Fire Extinguishers

Portable fire extinguishers are designed to extinguish fires of limited size. Fire extinguishers should be checked for use codes and used only on the type of fires for which the contents are specified.

Special use extinguishers maybe provided in areas that require a different level of protection such as Class D and K hazards. Safety and Security must be consulted on any special use extinguisher requirement. All portable extinguishers shall be maintained in fully charged and operable condition and kept in their designated location at all times. Any extinguisher that is missing, damaged or emptied must be reported to the Office of Public Safety. The Office of Physical Plant will replace that extinguisher immediately.

Fire blankets should be provided in all laboratories where flammable compounds may be used for instructional and/or research purposes.

### 8.1 Classes and Uses

The National Fire Protection Association (NFPA) National Fire Protection Association classifies fires into five general categories (U.S.):

- Class A fires are ordinary materials like burning paper, lumber, cardboard, plastics etc. (Use Class A or ABC extinguisher).
- Class B fires involve flammable or combustible liquids such as gasoline, kerosene, and common organic solvents used in the laboratory. (Use Class ABC or BC extinguisher).
- Class C fires involve energized electrical equipment, such as appliances, switches, panel boxes, power tools and hot plates. Water can be a dangerous extinguishing medium for class C fires because of the risk of electrical shock unless a specialized water mist extinguisher is used.
  (Use Class ABC or BC extinguisher).

- **Class D** fires involve combustible metals, such as magnesium, titanium, potassium, sodium, etc. These materials burn at high temperatures and will react violently with water, air, and/or other chemicals. (**Use Class D extinguisher)**
- **Class K** fires are kitchen fires. (**Use Class K extinguisher).**

### 8.2 Location

The location of the fire extinguishers is determined by OSHA standards and Fire and Life Safety code. The Life Safety and Protective Systems Coordinator will coordinate with the Office of Physical Plant regarding installation of the fire extinguisher.

- The extinguisher must be located at or near the exits in the normal path of travel to the exit.
- The travel distance required to reach an extinguisher is between 30-75 feet, depending on the type of building.
- The extinguisher must be clearly visible and identifiable. When this is not possible, appropriate signage will be posted directing the occupant to the location.
- The extinguisher must remain located in its designated location. ***Do not*** remove the extinguisher to use as a doorstop, to cover a welding operation, for barbecue activities, or any other non intended purpose.
- The extinguisher must not be hung higher than five (5) feet from the floor.
- Extinguishers weighing more than 40 lbs. should be mounted no higher than 3 1/2 ft. from the floor.

### 8.3 Inspection

Extinguishers shall be installed on the hangers or in the brackets supplied and shall be installed so that the top of the extinguisher is not more than five feet above the floor. Extinguishers mounted in cabinets or wall recesses or set on shelves shall be placed so that the operating instructions face outward. Extinguishers installed under conditions where they are subject to severe vibration shall be installed in brackets specifically designed to damper vibration.

### 8.4 Installation

Extinguishers shall be installed on the hangers or in the brackets supplied and shall be installed so that the top of the extinguisher is not more than five feet above the floor. Extinguishers mounted in cabinets or wall recesses or set on shelves shall be placed so that the operating instructions face outward. Extinguishers installed under conditions where they are subject to severe vibration shall be installed in brackets specifically designed to damper vibration.

### 8.5 Maintenance

Periodic maintenance and testing of all fire extinguishers will be conducted as follows:

- Annual/Semi Annual Inspections.
- Hydrostatic testing on a periodic basis.
- Replacement of damaged and expired extinguishers.
- Recharging of extinguishers.
- Replacement of unusable extinguishers.

### 8.6 Operation of Fire Extinguishers

A portable fire extinguisher can save lives and limit damage to property by putting out a small fire or containing it until the Fire Department arrives. Portable extinguishers are not designed to fight a large or spreading fire. Even against small fires, they are useful only under the following conditions:

- An extinguisher must be large enough for the fire at hand. It must be available and in working order, fully charged.
- The operator must know how to use the extinguisher quickly, without taking time to read directions in an emergency.
- The operator must be strong enough to lift and operate the extinguisher.

Persons trained in their proper use should only use fire extinguishers. If you are not properly trained on how to use a fire extinguisher, evacuate and report the fire so the fire department can be called. Remember, No one is obligated to try to extinguish a fire or use the fire extinguisher. Consider your personal safety and the safety of others in the building.

Never attempt to extinguish a fire if:

- The fire could block your escape route.
- You are unsure of the proper operation of the extinguisher.
- You are in doubt that the extinguisher is designed for the type of fire.

Attempt to extinguish the fire only if all of the following are true:

- The fire department has been notified.
- The building or area has been evacuated.
- The fire is small and confined to its immediate area of origin.
- You have the proper extinguisher and know how to use it.
- You use careful judgment and get out fast if the fire starts to spread.

Most fire extinguishers operate using the following P.A.S.S. technique:

(P) PULL... Pull the pin. This will also break the tamper seal.

(A) AIM... Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.

(S) SQUEEZE... Squeeze the handle to release the extinguishing agent.

(S)SWEEP... Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 – 4, Aim, Squeeze, and Sweep.

### 8.7 Training

Training on the proper use of portable fire extinguishers is offered by the Department of Facilities Management for students, faculty, and staff.

### 8.8 Misuse of Extinguisher

The misuse of a fire extinguisher is prohibited. Fire extinguishers are not to be removed from their proper locations or discharged unless there is a true fire emergency. Anyone found tampering with a fire extinguisher or any other life safety equipment used in the detection, reporting, suppression, or extinguishment of fire will be subject to disciplinary action and could possibly face criminal charges. Report vandalism and/or discharged fire extinguishers to the Office of Public Safety at 954-262-8989.

### 8.9 Discharged or Damaged Extinguisher

NEVER put an extinguisher back in its place after extinguishing a fire. If an extinguisher is discharged, even for a few seconds, or if it is damaged in any way, report the extinguisher and its location to the Office of Public Safety IMMEDIATELY.

## Section 9: Cooking Safety

Cooking fires are the primary cause of home fires and home fire injuries in the United States[2]. The majority of cooking equipment fires start with the ignition of common household items (i.e., wall coverings, paper or plastic bags, curtains, etc.).

Kitchen fires are most often caused by:

- Leaving cooking food unattended
- Placing combustibles too close to the heat source.
- Unintentionally turning on or not turning off the equipment.

When kitchen appliances are being used:

- Appliances should never be left unattended.
- Unplug appliances when not in use.
- If appliances have broken wires, or do not work properly, unplug and do not use. Label items as broken and report them to the appropriate person. A physical plant work order must be completed for the removal of the appliance.

## Section 10: Training

The Fire and Life Safety Manager shall present basic fire prevention training to all employees upon employment, and shall maintain documentation of the training, which includes:

- Review of 29 CFR 1910.38 & 29 CFR 1910.39 (Emergency action and fire plans).
- Review of NFPA 101 (Life Safety Code).
- Good housekeeping practices.
- Proper response and notification on the event of a fire.
- Instruction on the use of portable fire extinguishers.
- Recognition of potential fire hazards.

Supervisors shall train employees about the fire hazards associated with the specific materials and processes to which they are exposed, and will maintain documentation of the training. Employees will receive this training:

- During new employment orientation.
- Annually
- When changes in work processes necessitate additional training.

## Section 11: Program Review

The Fire and Life Safety Manager shall review Nova Southeastern University's Fire Prevention plan annually for necessary changes.

## Section 12: References, Regulations, and Resources

### 12.1 Regulations and Resources

2012 International Fire Code

29 CFR Part 1910, “Occupational Safety and Health Standards for General Industry”.

29 CFR Part 1926; “Occupational Safety and Health Standards for the Construction Industry”.

29 CFR Part 1910, Subpart E - Means of Egress

29 CFR Part 1910, Subpart H - Hazardous Materials

29 CFR Part 1910, Subpart L - Fire Protection

29 CFR Part 1910, Subpart Q - Hot Work

29 CFR Part 1910, Subpart S – Electrical

NFPA 1, Uniform Fire Code, 2009 ed.

NFPA 10, Portable Fire Extinguishers, 2007 ed.

NFPA 13, Installation of Sprinkler Systems, 2007 ed.

NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Base Fire Suppression System, 2008 ed.

NFPA 30, Flammable and Combustible Liquids Code, 2008 ed.

NFPA 55, Standard for the Storage, Use, and Handling of Compressed and Liquefied Gases in Portable Cylinders, 2005 ed.

NFPA 70, National Electrical Code, 2008 ed.

NFPA 72, National Fire Alarm Code, 2007 ed.

NFPA 80, Standard for Fire Doors and Fire Windows, 2007 ed.

NFPA 101, Life Safety Code, 2009 ed.

NFPA 704, Identification of the Fire Hazards of Materials, 2007 ed.

NFPA Fire Protection Handbook, 2008 ed.

Florida Building Code, 2010 ed.

Florida Fire Prevention Code, 2010 ed.

### 12.2 End Notes

[1] http://www.cpsc.gov/cpscpub/prerel/prhtml96/96174.html
[2] http://www.cdc.gov/ncipc/factsheets/fire.htm

## Appendix A

### Building Evacuation Staging Areas

| BUILDING NAME | STAGING AREA |
|---|---|
| Administrative Services Building | Administrative Services Building Parking Lot |
| Alvin Sherman Library, Research, Information Tech Center | LRITC Quad area |
| ASLRITC Parking Garage | LRITC Quad Area |
| Athletics and Student Affairs Building (ASA) | Northeast Grass area |
| AT&T Block house | Parker Building Surface Lot |
| Campus Support Building | Campus Support Parking Lot |
| Carl DeSantis Building | Quad Area and Parking Lot |
| CDD Main Chiller Plant | CDD Main chiller Plant Parking Lot |
| Central Plant (Chiller Plant Zone 5) | North grass area |
| Athletic Business Services | Grassy area next to Aquatic Center |
| Don Taft University Center | West Grass Area, North grass area, Athletic Business Service East Surface Lot (for clinics) |
| East Campus Building A | East Campus Building Tower Building Parking Lot |
| East Campus Building B | East Campus Building Tower Building Parking Lot |
| East Campus Building C | East Campus Building Tower Building Parking Lot |
| East Campus - Alumni Hall | East Campus Building Tower Building Parking Lot |
| East Campus - Tower Building | East Campus Building Tower Building Parking Lot |

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| Grande Oaks Golf Club | Grande Oaks Golf Club Parking Lot |
| Horvitz Administration Building | Horvitz Administration Building North Parking Lot |
| Housing Leo Goodwin Sr. Residence Hall | LGH Parking Lot |
| Housing Cultural Living Center | CLC Parking Lot |
| Housing Farquhar Residence Hall | FFV Parking Lot |
| Housing Founders Residence Hall | FFV Parking Lot |
| Housing Rolling Hills Residence Hall | Rolling Hills Parking Lot |
| Housing The Commons Residence Hall | The Commons Parking Lot |
| Housing Vettel Residence Hall | FFV Parking Lot |
| HPD Assembly #1 Building | HPD Service Road (parallel to University Dr) |
| HPD Assembly #2 Building | Grass area south of building |
| HPD Dental Clinic | Dental Surface Lot (old baseball field) |
| HPD Library / Lab Building | HPD Service Road (parallel to University Dr) |
| HPD Parking Garage | Dental Surface Lot (old baseball field) |
| HPD Physical Plant | HPD Physical Plant Surface Lot/Receiving Area |
| HPD Sanford L. Ziff clinic | Surface Valet Parking Lot |
| HPD Terry Building | Grass area east of Terry Bldg. |
| Jim and Jan Moran Family Center Building 100 | Building 100 Parking Lot |
| Jim and Jan Moran Family Center Building 200 | Building B 200 Parking Lot |
| Law/LRITC Chiller Blockhouse | Law School south grass area |
| Mailman Hollywood Building | North grass area |
| Maltz Psychology Building | Maltz Parking Lot |
| Museum of Art Ft. Lauderdale | field across museum |
| North Miami Beach Educational Building | Surface lot next to Technology Bldg. |
| North Miami Beach Fischler Building | Surface lot next to Technology Bldg. |

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|---|---|
| North Miami Beach Technology Building | Surface lot next to Technology Bldg. |
| Oceanographic Center COE-CRES | COE-CRES Parking Lot |
| Oceanographic Center Foreman Building | Oceanographic Parking Lot |
| Oceanographic Center Shure Building | Oceanographic Parking Lot |
| Oceanographic Modular 2 | Oceanographic Parking Lot |
| Parker Building | Parker Parking Lot |
| Parker Science Laboratory Annex (PSA) | Southeast grass area |
| Parker South Modular | Parker Building Parking Lot |
| Rosenthal Student Center Building | Rosenthal Parking Lot |
| Regional Campus Fort Myers | Parking Lot |
| Regional Campus Jacksonville | Parking Lot |
| Student Educational Center Kendall Village | Parking Lot |
| Regional Campus Tampa | Parking Lot |
| Regional Campus Orlando | Parking Lot |
| Regional Campus Puerto Rico | Surface area across the building |
| Regional Campus West Palm Beach | SEC West Palm Beach Parking Lot |
| Rolling Hill Offices | Surface Lot |
| Shepard Broad Law Center | Grass area south of building// NW Parking Lot |
| Speech Language and Communication Clinic Building (6100 Griffin Rd) | 6100 Griffin Rd Building Parking Lot |
| University Park Plaza | University Park Plaza Parking Lot |
| University Lower School | Basketball field next to U-School Sport Center |
| University Middle School (Dauer Building) | Grass circle area across Lower School |
| University Upper School (Sonken Building) | Grass area in front of the building |
| Parker South Modular | Parker Building Parking Lot |
| University School - Epstein Auditorium for the Arts | U-School soccer field |

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| University School -Sports Center | Outdoor Basketball field |

**Appendix B**

## INTRODUCTION

Nova Southeastern University (NSU) is committed to providing a safe work environment for its students, faculty, staff, and visitors. The following policy has been implemented to reduce the possibility for injury or loss of life from microwave related fires or improper use. Questions regarding the Microwave Policy should be directed to the Fire & Life Safety Manager in the Department of Physical Plant at (954) 262-8944 or redgar@nova.edu.

## PURPOSE

To prevent fires and nuisance fire alarms by establishing a policy that outlines a safe operating protocol for microwave food preparation.

## SCOPE

The Microwave Policy is applicable to all University students, faculty, staff, visitors, and vendors on all Nova Southeastern University campuses and centers.

## POLICY ADMINISTRATION

The Office of Facilities Management is responsible for the implementation of this policy. Periodic inspections will be performed to ensure compliance with this policy. Violations of this policy may result in the removal of the microwave appliances and/or possible disciplinary actions.

## PROCEDURES

1. Only designated rooms are allowed to have microwaves. These locations are:
   - Break rooms
   - Cafeterias
   - Kitchenette Areas
   - Kitchens
   - Student Residential Rooms
   - Vending Areas
2. Only use cookware that is specially manufactured for use in the microwaves. Glass, ceramic containers, and all plastics should be labeled for microwave use.
3. Microwaves must be attended during food preparation at all times. Never leave an operating microwave unattended.
4. Combustible materials such as newspapers, napkins, and others must not be stored near microwave areas.
5. Microwaves must be plugged directly into a hard-wired electrical outlet (do not use extension cords or power strips under any circumstance).
6. Microwaves must be kept clean. Sauces or other spilled materials must be wiped clean after each use.

## HISTORY/REVISION DATES

Date of Issuance: September 20, 2010

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| Effective: | October 1, 2010 |
| Last Amended Date: | December 17, 2012 |