

NUMBER: HESA 1.02
SECTION: Health and Safety
SUBJECT: Reporting Fire
DATE: November 1, 2006
REVISED: April 1, 2010
Policy for: Columbia
Procedure for: Columbia
Authorized by: Tom Syfert
Issued: Environmental Health and Safety

I. Policy

The University requires any fire to be immediately reported to appropriate local authorities to include the Division of Law Enforcement and Safety, Environmental Health and Safety and the VP of Finance and Planning. The “Fire Safety Right to Know Act” requires that the University maintain written or electronic information related to fires to be presented to the public if requested.

II. Procedure

- A. Report a fire emergency to the University Police Department on the EMERGENCY TELEPHONE LINE (7-9111).
- B. Report non-emergency fires, including those that have been extinguished, to the USC Police Department and the Environmental Health and Safety office (7-5269).
- C. Small laboratory fires will be reported in all cases where:
 1. an injury occurs;
 2. a fire extinguisher is used;
 3. the laboratory and/or equipment are damaged.
- D. Small electrical problems (i.e., ballast or electrical motors burning up) in which the fire is extinguished and no other damage occurs need not to be reported as a fire. However, they should be reported to the Maintenance Department (7-4217) to ensure that corrective action is taken.

III. Reason for policy revision

Policy updated to expand notification list and update contact information.