

CLEMSON UNIVERSITY

VICE PRESIDENT FOR STUDENT AFFAIRS
DIRECTOR OF PUBLIC SAFETY

UNIVERSITY FIRE DEPARTMENT

GS 12-606.8 **FIRE INSPECTION REPORTS**

Description:

Documents safety inspections made by the fire department of businesses within the municipality. Information includes date, location of inspection, building function, occupancy, capacity, last inspection date, personnel conducting inspection, business phone, tenants name and phone number, description of structure, comments, violations and mandated corrections.

Retention: 3 years; destroy.

CU 7925 **DAILY ACTIVITY REPORT**

Description:

Documents the daily work activities of department employees and volunteer fire fighters. Information includes name of shift commander, date, number of personnel reporting late, number of volunteer fire fighters reporting, scheduled personnel not reporting, physical fitness activities performed, actual work completed and other related information.

Retention: 3 years; destroy.

Schedule approved 6/20/1994

CU 7926 **EMERGENCY MEDICAL SERVICES RUN REPORT**
(Second Revision)

Description:

Reflects information concerning ambulance transportation and emergency medical services provided by staff to persons requiring assistance. Information includes patient information, origin of injury or illness, type of call, patient status, incident location, preliminary impressions, treatment procedures, vital signs, comments, time record, date receiving ambulance, identification data, authorized signatures of driver, attendant, and receiving nurse or physician, and other related information.

Retention: 13 years from the last date of treatment; destroy.

Schedule approved 2/12/2002

CU 7927 **SPRINKLER INSPECTION LOGS**

Description:

Document university sprinkler system inspections. Information includes time and date of inspection, person administering inspection, any problems encountered with the sprinklers, signature of inspector and other related correspondence.

Retention: 3 years; destroy.

Schedule approved 6/20/94

CU 7928 **ANNUAL AND QUARTERLY REPORTS TO STATE
FIRE MARSHAL**

Description:

Document reports to State Fire Marshal on the department's management and operations. Information includes names of trustees for the fireman's insurance, inspection of funds, number of officers, number of employees, status of employees, equipment and other related information.

Retention: 5 years; destroy.

Schedule approved 6/20/94

CU 7929 **SOUTH CAROLINA FIRE INCIDENT REPORTING
SYSTEM**

Description:

Documents fire incidents to the State Fire Marshal. Information includes incident number, date, alarm time, arrival time, situation found, action taken, address and use of property, names of owner and occupants, number of fire personnel required to respond to incident, type of equipment and vehicles used, number of injuries and fatalities, cause of fire, performance of fire suppression system, signature of person preparing report and other related information.

Retention: 10 years; destroy.

Schedule approved 6/20/94

CU 7930 **FIRE SUPPRESSION SYSTEMS CONTRACT**

Description:

Documents a contract for the regular inspection of university fire suppression systems by department officials and private firms. Information includes terms of contract,

authorized signatures, contract expiration date and other related information and correspondence.

Retention: 3 years after expiration of contract; destroy.

Schedule approved 6/20/94

CU 7931 **FIRE SERVICES AGREEMENT**

Description:

Documents an agreement for the university to provide fire protection services for the city of Clemson. Information includes terms of agreement, expiration date of agreement, authorized signatures, and related correspondence.

Retention: 3 years after expiration of agreement; destroy.

Schedule approved 6/20/94