

# Fire Safety Policy



Lake Superior State University  
Sault Ste. Marie, Michigan



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## **Residential Living Fire Safety Policy**

When you first move into any residence hall on campus, familiarize yourself with the location of the fire alarm pull stations, stairways and emergency exits. You should plan for a primary and alternate means of emergency escape and become familiar with fire fighting equipment in or near your living or work areas. Read the instructions on the fire extinguishers and be certain you know which type of fire extinguisher is in your area. Lake Superior State University's primary concern in the case of a fire is your safety and the safety of others in the building.

### **Fire Safety Regulations – Why?**

This Fire Safety Policy has been implemented to ensure the safety of all Lake Superior State University students.

The following section contains a list of policies in which the language is necessarily formal and precise. The University has an obligation to be absolutely specific about the regulations it enforces, particularly when penalties are assessed for violating them.

In an effort to find a reasonable compromise between safety and convenience, the University has developed these policies.

At no time will LSSU condone practices that may put your life at risk.

In a later section of this booklet, you will find the same list of regulations, explaining in simple terms the rationale behind each.

## **Policies**

### **1. Unauthorized Fires on Campus**

Intentional starting of any unauthorized fires on campus such as bon fires, open fires, open pit fires, or dumpster fires are *strictly prohibited*.

## **Fine #1**

*\$100 fine plus restitution. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED. Violators may also be subject to criminal prosecution.*

## **2. Electrical Heat-Producing Appliances**

No heat-producing electrical appliances are permitted in University housing units, inclusive of student rooms, except for certain authorized items that are designated specifically below. Appliances found elsewhere in the housing units, including those found in open housing unit kitchens, are confiscated, and fines are levied. Unauthorized appliances in sealed cartons will receive a warning on the first inspection. Their continued presence during a second inspection will incur a \$100 fine. (This fine can be incurred whether it is the original cited appliance or another appliance in a sealed carton.) Authorized heat-producing appliances (listed below) may not be left on while unattended or used in any hazardous manner. Authorized items are irons, electric blankets, hair dryers, hair curlers, and clothes steamers; also authorized are the following kettles: Russell Hobbs Model C-550, Black and Decker Models KE-150 and KE-100, and Black and Decker Model KE 1610W Type 1; also authorized are the following hot-air popcorn poppers: Wear-Ever Type PP01 (includes Models 73000 through 73999), Proctor Silex Type PP01 (includes only Model H7340), Hamilton Beach Type PP01, West Bend Models 82602 and 82102, and Black and Decker HP50. The following Mr. Coffee models are approved for use: HCB50, HCB63, MCC120, PR123, PR243, PRX30, TR40 and JR40. Other models include Proctor Silex, "Simply Coffee", Model #46261 found at hardware stores. Also Proctor Silex model #'s 42461, 42464, & 49201 "Morning Makers" which can be found at most discount department stores such as K-Mart, Wal-Mart, etc.

## **Fine #2**

*Electrical appliances and torchiere halogen lamps: \$50 fine per appliance/lamp for the first violation. \$100 fine per appliance/lamp for the second violation.*

**NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.**

*Misuse of authorized appliances (irons, electric blankets, hair dryers, hair curlers, clothes steamers, and designated models of kettles and popcorn poppers): A warning is issued on the first offense. Subsequent violations result in confiscation and a fine.*

### **3. Torchiere Halogen Lamps**

Torchiere halogen lamps found in housing units will be considered an unauthorized heat-producing appliance and will be treated as any other unauthorized heat-producing appliance. Halogen lamps will be confiscated.

#### **Fine #3**

*Electrical appliances and torchiere halogen lamps: \$50 fine per appliance/lamp for the first violation. \$100 fine per appliance/lamp for the second violation.*

***NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.***

*Misuse of authorized appliances (irons, electric blankets, hair dryers, hair curlers, clothes steamers, and designated models of kettles and of popcorn poppers): A warning is issued on the first offense. Subsequent violations result in confiscation and a fine.*

### **4. Space Heaters**

Space heaters are not permitted. They will be confiscated.

#### **Fine #4**

*\$50 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

### **5. Fire Alarms**

Intentional activation of a fire alarm when there is no fire emergency is *strictly prohibited*.

#### **Fine #5**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **6. Fire Extinguishers**

Fire extinguishers are not to be removed from their proper locations or discharged unless there is a true fire emergency. Anyone found tampering with fire extinguishers is subject to disciplinary action and fined \$100 per extinguisher or per student, whichever is greater. Physical Plant maintains and services portable fire extinguishers. Students are asked to report vandalism and/or discharged fire extinguishers to Campus Security at ext. 2210.

### **Fine #6**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **7. Smoke Detectors**

Smoke detectors must not be covered, blocked or disconnected.

### **Fine #7**

*\$50 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **8. Alarm System**

Tampering with any wiring or any component of the smoke detection alarm system is *strictly prohibited*. Absolutely nothing may be attached to wiring, smoke detectors or sprinkler system components.

### **Fine #8**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **9. Room Entry Door Closers**

Fire doors and any door with a closing mechanism must not be propped open or disabled. Students will be charged for repairs and replacement of those mechanisms.

## **Fine #9**

*If a violation is discovered, all occupants of the room or suite shall be notified and a fine of \$100 per person plus damages to the door and/or self-closing mechanism shall be assessed. If a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$200 per person plus damages is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$500 per person plus damages is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **10. Egress/2<sup>nd</sup> Egress**

Nothing is allowed to block, even partially, any means of egress. Egress doors must be able to open fully with nothing blocking the swinging of the door. Major items such as furniture or boxes blocking the doors will be immediately subject to fines. Lesser items, such as clothing or paper, will receive a warning and an explanation before any fine is issued.

## **Fine #10**

*\$50 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **11. Open Flames**

Open flames, including kerosene lamps, stoves, candles or similar items are not permitted in any University housing unit. *Use of candles and incense are strictly prohibited.*

## **Fine #11**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **12. Flammable or Combustible Materials/Liquids**

No fireworks or flammable or combustible liquids such as gasoline, kerosene, charcoal starter, turpentine, paint thinner, or similar substance may be stored in any University housing unit. Any of these substances found in the housing units will be confiscated and discarded. Matchlight and similar charcoal products are prohibited in the housing units.

### **Fine #12**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **13. Safety Signs**

Safety signs and markings are not to be tampered with or defaced.

### **Fine #13**

*\$100 fine. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **14. Electrical Wiring**

Only University wiring is allowed in housing unit rooms or suites with the following exceptions; U.L. listed and fused power strips with cords of 12 feet or less. Power strips may not be used in series to gain greater lengths. Power strip cords must not be routed unreasonably (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, etc. are prohibited. Dimmer switches and ceiling fixtures may not be installed.

### **Fine #14**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **15. Items Affixed to Egress Doors or Windows**

Nothing may be affixed to any egress door or window.

### **Fine #15**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **16. Tapestries and Other Wall Hangings**

Tapestries or other wall coverings must be hung vertically (on the walls) and must be at least 18 inches from any heat source. Nothing can be hung from the ceiling. Tapestries, posters and fabric items may not be draped from walls but must be secured by the corners to walls because they will not catch fire as quickly as they do when hanging loosely. At least six inches of space must be left between wall hangings.

### **Fine #16**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same*

room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **17. Disorderly Conditions**

Excessively disorderly conditions and the storage of excessive amounts of paper, trash or other recyclables are prohibited. Trash and recycling containers should only be placed in hallways for disposal. Trash and recycling containers must not be kept in hallways or stairwells.

### **Fine #17**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **18. Sleeping in Rooms Without Smoke Detectors**

Sleeping in rooms without smoke detectors is prohibited. Furniture items which are designed to be used for sleeping may not be kept in rooms without smoke detectors.

## **Fine #18**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **19. Refrigerators**

Refrigerators that do not conform to University standards may not be kept in the housing units and will be removed. Students should consult the Housing and Residential Life Office for information regarding appropriate specifications. Refrigerator/microwave combination units are authorized appliances, and are available to rent from Housing (ext. 2411).

## **Fine #19**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **20. Holiday Decorations**

Flammable holiday decorations such as large bulb Christmas tree lights, live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in University housing units. Inspectors will remove and dispose of pine bough wreaths and other flammable decorations found in the housing units. The student is expected to remove the tree as soon as possible, but, in any event, no later than the start of the next business day. If the tree is still present upon reinspection the next business day, it will be removed at the student's expense.

### **Fine #9**

*\$25 fine for every live tree found in a housing unit. NO WARNING IS ISSUED BEFORE FINES ARE LEVIED.*

## **21. Partitions and Paneling**

No paneling or partitions are to be installed by students.

### **Fine #21**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **22. Motorized Vehicles**

No motorized vehicles (motorbikes, mopeds or motorcycles) may be stored or parked in or near a housing unit. Students wishing to park their vehicles should contact Campus Security at ext. 2210.

## **Fine #22**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **23. Other Hazardous Conditions**

Hazardous conditions not anticipated by specific reference in this Fire Safety Policy are prohibited. Such conditions are specifically identified, and an opportunity is provided to correct them before any fine is assessed, unless they present a clear and present danger, in which case immediate appropriate action will be taken.

## **Fine #23**

*A warning is issued to all occupants of the room or suite when the violation is first identified. If the violation is not corrected, or if a second violation of the same regulation occurs anywhere in the same room or suite, a fine of \$25 per person is assessed. If it is still not corrected, or if a third violation occurs anywhere in the same room or suite, an additional fine of \$50 per person is assessed.*

*If violations persist after the above fines are assessed, other penalties follow, including, without limitations, additional fines, termination of the housing contract with no financial credit, denial of permission to reside in University housing in future years, and University discipline through the Office of the Director of Housing and Residential Life.*

## **Inspection Procedures**

In order to ensure that students comply with Lake Superior State University's Housing Fire Safety Policy, the Housing and Residential Life Department conducts periodic inspections of housing unit rooms. These inspections are necessary to guarantee safe living conditions for the many students the University houses. The procedures the inspectors follow when doing inspections are listed below.

This set of procedures is intended to cause the least amount of inconvenience to students, while still giving the inspectors a chance to do their jobs effectively. In the same way that students may expect the inspectors to be courteous and reasonable, so are the students expected to treat the inspectors in the same professional manner. The inspectors are open to discussion about why a certain situation is unsafe and in conflict with the Housing Fire Safety Policy, but if you have questions about the Housing Fire Safety Policy itself or a particular fine, you should contact the director of the Physical Plant at ext. 2372.

Inspections shall be conducted no earlier than 10 a.m.

1. Inspectors, consisting of two person teams, shall follow this procedure:
  - a. Inspectors will announce their presence by knocking loudly on the entrance door and saying, "Fire Safety Inspection. May I come in?"
  - b. If there is no response, the key will be inserted in the door. Inspectors will knock again after opening the door just enough to identify themselves once more. If there is no response, they will enter the room.
  - c. If there are closed bedroom doors, inspectors will knock and ask to come in before inspecting them. They may enter if there is no response.
  - d. If, in any instance, there is an answer and the occupant asks them to wait, inspectors will wait for the occupant to open the door. If the occupant is in bed, but wishes to allow the inspection to continue, the occupant must clearly agree before the inspectors will enter.

- e. If the occupant refuses to let the inspector's inside, the inspectors should reply to the occupant in this manner: "I must report your refusal to the director of Housing and Residential Life."
2. If the student is not home, inspectors should take care to leave the room as they found it. If the door was locked, they should relock it. If the door was unlocked, it should be left unlocked, and the situation noted in the appropriate box on the inspection form.
3. While inspecting the student's rooms, inspectors should be courteous to the students and respectful of their belongings.
4. If there are any infractions, inspectors may explain to the student how and why the situation is in violation of policy, and suggest possible remedies. Explanation must be given if requested.
5. If the student believes that the situation is not in violation of the Housing Fire Safety Policy, the inspector should listen and consider the student's explanation. The student should then be invited to call the phone number on the inspection form if they have additional questions. Inspectors are neither obliged nor encouraged to engage the student in debate over the violation.
6. The inspector shall leave the student a copy of the inspection form indicating the name of the inspectors.

*Note: A copy of each housing unit safety inspection report is left in plain sight within the room or in the common room of a suite. Students should retain this copy for their records and reference.*

## **Appeals Process**

The Housing and Residential Life Department recognizes that disagreements with the fire inspection process may occur. Below is the description of the appeals process that should be followed if students feel they have a serious concern to address.

1. Students who wish to submit a procedures-related appeal, or dispute a fine over a particular interpretation of policy need to submit an Appeals Form. Students have five business days

from the date of infraction to submit an appeal. Forms may be obtained from the Housing and Residential Life Department.

2. Appealable fines will not be charged to a student's account until five business days have passed and no appeal has been made, or the appeal has been processed by the Appeals Committee.
3. The Director of Housing and Residential Life will respond to each appeal, in writing, in the appropriate space on the Appeals Form, and attempt to resolve the issue. The student will receive two copies of the response in the campus mail. If the student is still not satisfied with the action of the inspection manager, the student may resubmit the appropriate copy to the Housing and Residential Life Department for review. Students will have a period of two weeks to respond if not satisfied with the director of Housing and Residential Life's decision.
4. The Appeals Committee shall consist of the following members, each of whom have one vote: the Safety Director, the Director of Housing and Residential Life, two student members, a resident assistant of senior or junior class standing and one area coordinator. The committee shall meet twice a month, as necessary, to review appeals. The Committee shall require a simple majority vote in reaching its decisions.
5. The committee may request individual interviews with the student and fire inspectors involved with a particular case to facilitate its decision. Failure to appear before the committee will cause forfeiture of the appeal.
6. Within one month of receiving the appeal, the committee will make its decision to uphold, reduce or waive the fine or other penalty.
7. The student will be apprised of the outcome of his/her appeal within 10 working days of the committee's decision. The letter of decision, sent to the student, will be considered final and binding.

## **Second Means of Egress**

Windows in rooms on the upper floors of on-campus housing buildings are considered a second means of egress and may be used as emergency exits.

## **Fire Evacuation Drills**

State law makes it necessary for Lake Superior State University to institute regular, unannounced fire drills. Whether drills are conducted during the day or night, full cooperation in quickly and safely evacuating the building is expected. Since everyone's ultimate concern is life safety, noncompliance or failure to cooperate in any way will lead to disciplinary action.

*Any student who fails to leave the building when an alarm sounds is fined \$50 and is referred to the Office of the Director of Housing and Residential Life for University disciplinary action. Any student who again fails to leave the building during a subsequent drill will be required to vacate his or her housing unit accommodations permanently, with no financial credit given for the unelapsed term of the housing contract, and may be subject to other appropriate disciplinary action taken against him or her.*

## **Evacuation Procedures**

Before a fire:

- Students should know the location of all fire extinguishers in their area.
- Students should know the location and route for their first and second means of egress.
- Students should keep fire doors closed.

### **NEVER IGNORE A FIRE ALARM!!!!**

If you suspect a fire or if the alarm sounds:

1. Stay calm.

2. Roll out of bed and crawl to the door. Stay low to avoid smoke and super-heated gases that may have entered your room.
3. Grab your room keys. Be sure to alert any other occupants of the room.
4. Before opening the door, feel the doorknob or higher on the door with the back of your hand. If it feels hot (if not go to #6):
  - a. Do not open the windows unless you are having trouble breathing.
  - b. Seal the cracks around the door with towels, tape, bed clothing, or similar items to keep the smoke out.
5. If you are **unable to leave the room**, hang a sheet, towel, jacket, shirt or some other object out the window that will attract attention. Shout for help. Call Campus Security at ext. 2210. Remain calm until firefighters reach you from the hallway or window. Remember, the first duty of the firefighters is to search for persons trapped in the burning building.
6. If you are **able to leave the room**, do so immediately and:
  - a. Take your keys with you for access to your room when you are allowed to return. **CLOSE ALL DOORS BEHIND YOU** as you exit. This will retard the spread of smoke and lessen the damage.
  - b. Go to the nearest exit or stairway. **DO NOT USE ELEVATORS.**
  - c. If smoke, heat or fire blocks your exit, go to an alternate exit.
  - d. If all exits from a floor are blocked, go back to your room and follow the procedures described above in 5.
7. If smoke is present, keep low to the floor. Take short breaths to avoid inhaling any more smoke than necessary.
8. Leave the building immediately. When Campus Security/Sault Ste. Marie firefighters arrive, direct them to the fire.
9. After exiting the buildings, do not congregate at or around the building exits. Follow the directions of Campus Security and the Sault Ste Marie firefighters. **DO NOT RE-ENTER THE BUILDING FOR ANY REASON UNTIL THE FIRE DEPARTMENT HAS DECLARED IT SAFE TO DO SO.**

10. Do not attempt to extinguish a fire unless you are trained to do so.

## **Fire Drills**

Michigan Law requires eight (8) fire drills per year in housing units. These are conducted regularly to familiarize residents with the sound of the fire alarm, emergency exits, and procedures for evacuating the building.

You must respond to the drill and abide by the established procedures. Resident assistants and area coordinators are responsible for seeing that students are familiar with fire drill procedures.

## **Policy Rationales**

### **Unauthorized Fires on Campus (Item # 1)**

The intentional starting of any unauthorized fire on campus such as bon fires, open fires, open pit fires, or dumpster fires is strictly prohibited. This is based on local codes and the necessity to preserve the campus and its properties.

### **Electrical Heat-Producing Appliances (Item # 2)**

The University determined to ban all electrical heat-producing appliances after being informed by safety inspectors from public agencies and by insurance underwriters that the presence of heat-producing appliances in our housing was creating a serious threat to the safety of the buildings and their occupants.

When that decision was made, it was pointed out that there were some appliances that students could not be expected to do without. five such items were identified: irons, hair curlers, hair dryers, electric blankets and clothes steamers. Certainly, reasonable people can quarrel with any of those items or argue for the addition of other items. As other items are found necessary, the University may decide to add them to the list.

In the case of those permitted appliances, considerations of necessity have been judged to be sufficiently strong to require the University to tolerate the safety risk their presence involves. The University has never claimed that an iron is safer to have around than a hot pot, only that an iron is a necessity and a hot pot is not.

No item whose function it is to prepare food has ever passed the test of necessity. The only exception to this is microwave ovens, which meet the specifications found in the Microwave Oven Regulations found later in this booklet. In the case of such items, considerations of safety always outweigh considerations of convenience or comfort.

In the case of the popcorn poppers, two acceptable models were initially identified. Other poppers have subsequently been tested at the request of the students, and some have been found to be acceptable. Authorized are the following hot-air popcorn poppers: Wear-Ever Type PP01 (includes Models 73000 through 73999), Proctor Silex Type PP01 (includes only Model H7340), Hamilton Beacy Typo PP01, West Bend Models 82602 and 82102, and Black and Decker HP50.

No hot pot was found to be safe enough for use in housing units. As an alternative, the University examined available kettles, and identified two manufacturers who meet University requirements. The manufacturers and the approved models are: Russell Hobbs – Model C-550 and Black and Decker Models KE-100, KE-150, KE-900 Canadian and KE 161OW type 1.

The particular models of kettle listed above meet specific requirements. First, they have no lid. Water can be loaded into the kettle only through the spout. This prevents the user from putting other items into the kettle and using it as a cooking implement.

Second, these kettles are not only UL approved, but also have an uncommon safety feature in the form of a safety fuse which shuts the appliance off in the event that the item's thermostat malfunctions. This fuse is not the item's primary shutoff feature but a second, backup fuse.

There are also coffee makers approved by the University. The following Mr. Coffee models are approved for use: HCB50, HCB63, MCC120, PR123, PR243, PRX30, TR40 and JR40. Other models

include Proctor Silex, "Simply Coffee", Model #46261 found at hardware stores. Also Proctor Silex model #'s 42461, 42464, & 49201 "Morning Makers" which can be found at most discount department stores such as K-Mart, Wal-Mart, etc.

*Please remember that all kettles, coffee makers and popcorn poppers are prohibited except for those which are specifically listed above.*

### **Torchiere Halogen Lamps (Item #3)**

These lamps produce a very high temperature after a very short period of use. It does not take long for an item to combust when it comes in contact with a halogen bulb.

### **Space Heaters ( Item #4)**

Space heaters are prohibited because they are among the most hazardous of all electrical appliances if misused or if they malfunction. **If you have a special need**, which is not met by the regular supply of heat in your housing unit, you should contact the Physical Plant in the Maintenance Building, ext. 2371. Someone will evaluate the problem and may provide you with an approved space heater if one is warranted.

### **Fire Alarms (Item #5)**

Probably no resident of a housing unit needs to have the rule explained which prohibits the intentional activation of a fire alarm when there is not a fire emergency. But just in case even one resident does not understand, let it be stated that false fire alarms not only cause inconvenience and disturb many people, they also contribute to a feeling of complacency which can result in ignoring a fire alarm when there is a genuine emergency.

### **Fire Extinguishers (Item #6)**

The regulation prohibits removing a fire extinguisher from its proper location or discharging it when there is no emergency. While extinguishers are sometimes discharged, they are more frequently used as doorstops for some similar purpose. Why is that a big deal? Because if the fire extinguisher is not located where

it's supposed to be, someone in an emergency situation may not be able to find it. And, if the extinguisher is discharged by someone who treats it like a toy, it is not available for use in a fire emergency until it has been recharged.

### **Smoke Detectors ( Item #7)**

If one covers a smoke detector intentionally, or arranges items in a room in such a way as to block the flow of smoke toward it, the smoke detector cannot function. Should a fire occur while the detector is covered, blocked or disconnected, persons in the building will not be warned because the alarm will not go off until the smoke has spread far enough to reach another detector.

### **Alarm System (Item #8)**

Tampering with wiring or any component of the smoke detection alarm system may render the system inoperable. Attaching items to wiring or to the detectors themselves may have the effect described in Item #6 above.

### **Room Entry Door Closers (Item #9)**

Doors with closing mechanisms are expected to be kept closed at all times. These doors are designed to inhibit the spread of fire. Should a fire occur when the doors are propped open, the fire would not be contained. In hot weather, doors are often propped open to increase ventilation. The University has to make a choice between safety and comfort. In this case, the choice has to be safety.

### **Egress/2<sup>nd</sup> Egress (Item #10)**

If an egress or second egress is blocked, particularly in the dark or in smoky conditions, people may not be able to find it, may stumble approaching it, or may be unable to remove the blockage.

There should not be any items in the pathway or near the egress doors. These doors should close fully by themselves to contain the fire and smoky conditions if a fire occurs. Any blockage preventing the door from serving its purpose can spread the fire.

### **Open Flames (Item # 11)**

Open flames, such as those in kerosene lamps, stoves and candles are not permitted because such flames may ignite other items in the room and cause an uncontained fire. **Residents may not have candles.**

### **Flammable or Combustible Materials/Liquids (Item #12)**

Flammable or combustible liquids are prohibited because in the event of a fire such liquids provide fuel for the fire.

### **Safety Signs (Item #13)**

The University prohibits tampering with or defacing safety signs and markings because it prevents them from being seen. An "EXIT" sign is only useful if it can be seen and read.

### **Electrical Wiring (Item #14)**

Residents may not alter the wiring in their rooms because faulty wiring is extremely dangerous. The University cannot know which students are capable electricians, so to protect all residents it allows only its own expert electricians to work with wiring in the housing units.

Too many extension cords, damaged cords, ordinary power strips, cords that are routed where they may become frayed – all can lead to electrical fires. Cords should not be routed where they can be walked upon. If you must route a cord in a pathway, you must protect it with a rubber threshold. Placing it under the carpet or taping it down does not protect the cord.

Adapters/cubes are not permitted in housing units. If you need additional outlet capacity, the University requires that you use a breaker type power strip. If the electrical load becomes too great, the breaker will trip instead of shorting out the receptacle (increasing the risk of fire).

### **Items Affixed to Egress Doors or Windows ( Item #15)**

There are two reasons why nothing may be affixed to an egress door or window: First, materials attached to egress doors can serve as fuel for a fire and decrease the ability of the door to resist burning and contain the fire. Second, items placed on a door or window can obscure the fact that it is a door or window, in particular under smoky conditions or in the dark. While the resident may be familiar with the location of everything in the room, visitors in the room when a fire develops may not be.

### **Tapestries and Other Wall Hangings (Item #16)**

There are probably as many questions about the regulations for tapestries and wall hangings as there are about anything in the whole policy.

Tapestries and other wall hangings must be hung vertically (walls), not horizontally (ceilings, floors). Tapestries and wall hangings hung in a horizontal manner act as fuel for a fire, allowing the fire to spread rapidly. Secondly, a horizontal tapestry, if set afire, will fall onto anyone who is in the room. Tapestries may not be draped, but must be secured by the corners to walls because they will not catch fire as quickly as they do when hanging loosely.

Wall coverings must be located no closer than 18" to any heat source. This practice will decrease the chance a wall covering coming into contact with any heat source in the event of a fire. This includes lights, receptacles and any other heat sources. The University requires there be a minimum of 6" between wall hangings, making it more difficult for a fire to travel throughout a room.

### **Disorderly Conditions (Item # 17)**

Residents frequently ask, "What do piles of clothing on the floor have to do with fire safety?" If you will imagine a fire in the middle of the night and someone hurrying to get out of the room in the dark, you'll have the answer. Piles of anything strewn around the room constitutes a tripping hazard.

The second reason for this regulation is more obvious. Excessive paper or other items strewn around a room will feed a fire and allow it to travel quickly throughout the entire space.

Thirdly, unsanitary conditions increase the risk of insect or rodent infestation. Obviously this causes unpleasant living conditions not only for the occupant of the room, but also for the occupants nearby.

### **Sleeping in Room Without Smoke Detectors (Item #18)**

Sleeping in a room without a smoke detector is not permitted.

### **Refrigerators (Item #19)**

There is a long list of standards for refrigerators, most of which are designed to prevent the presence of refrigerators which do not function properly and therefore become unsafe. Other standards have to do with preventing the refrigerator from blocking egress or restricting the flow of air in the room or being located in such a way as to foster heat build-up. A malfunctioning refrigerator can cause a fire or contribute to the problem in the event of a fire.

### **Holiday Decorations (Item #20)**

Christmas tree lights (large bulb type), live trees and wreaths (particularly when they begin to get dry), are highly flammable. If a fire should start in a housing unit room with a real tree, wreath or bunting, the entire housing unit is at risk.

### **Partitions and Paneling (#21)**

Partitions are prohibited because they may inhibit the flow of smoke from a fire to a smoke detector on the ceiling.

Secondly, they reduce the egress path out of a room.

Finally, they too, add fuel to any fire.

Paneling of any kind can be particularly hazardous. Some are made of toxic materials which if set ablaze can poison the air. If a

fire is able to get between the paneling and the wall onto which it was put, it can cause an explosion.

Sleeping lofts *shall not* inhibit the flow of smoke from a fire to the smoke detector.

### **Motorized Vehicles (#22)**

Motor bikes, mopeds and motorcycles are not permitted in or near housing units simply because of the fuel they carry.

### **Other Hazardous Conditions (#23)**

This regulation prohibits hazardous conditions not anticipated by specific reference in this policy. Even though an effort is made, it is not possible to anticipate every unsafe condition which might occur in a housing unit. As conditions are identified, a new item is placed into the policy to cover it. You need to become familiar with these changes as they occur. The policy will be reviewed/ revised annually.

No one is ever fined for an unsafe condition that isn't specifically listed in the policy until it has been brought to the resident's attention and an opportunity has been provided to correct it.

### **Refrigerator Regulations**

Note: Non-functioning refrigerators cannot be discarded in dumpsters. Students are responsible for making arrangements for disposal of non-functioning refrigerators through the Housing and Residential Life Office. Failure to contact the Housing and Residential Life Office will result in a \$75 fine plus restitution for costs of reclamation and disposal.

1. Refrigerators must be an under-the-counter size, not to exceed 5.2 cu. ft., except in housing units where a full-size refrigerator is provided.
2. Refrigerators may not impede or block the flow of traffic to exits.
3. Damaged or spliced cords and any form of improper wiring are unacceptable. All refrigerator cords must be of adequate size and capacity. They must be plugged directly into a wall outlet, or a heavy-duty cord must be used.

4. Refrigerators must be maintained in a safe, clean, and sanitary condition.
5. Refrigerators must be located where free air circulation is not restricted. They may not be placed in closets.
6. The condenser should be reasonably clean to allow heat dissipation, and the unit should have an underwriter's label.
7. Refrigerators must have functional gaskets and closing mechanisms.
8. Refrigerators must be capable of maintaining safe temperatures (32 to 45 degrees F for refrigeration and -10 to 0 degrees F for freezing).
9. Refrigerators may not be placed in public areas (corridors, lounges, kitchens, etc.).
10. All refrigerators are inspected throughout the academic year. Repeated violations result in fines and eventual removal at the owner's expense.
11. Kegeators are prohibited.

### **Microwave Oven Regulations**

Only U.L. approved microwave ovens may be used.





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