



# **FIRE SAFETY HANDBOOK**

**2009-2010**



## **FIRE POLICIES [RULES TO LIVE BY]**

1. Smoking in any University building is prohibited.
2. Physical activities such as basketball, football, etc. are prohibited in lounges and hallways, because they can activate fire alarm systems that are sensitive to banging and jarring.
3. Throwing water or other liquids is prohibited because it greatly endangers others and it can activate the Fire Alarm system.
4. Avoid spraying paint, water or aerosol products; they can activate the Fire Alarm system.
5. DO NOT cover up or obscure smoke detectors in any manner.
6. Sources of open flame or flammable liquids [candles, incense, sterno, fuels, etc.] are not permitted in Residence Halls or other University buildings whether in use or not [NOT EVEN FOR DECORATION]. Only exceptions are during lab experiments in designated areas and special events after obtaining a permit from the Fire and Life Safety Coordinator.
7. Appliances with open heating coils [hotplates, portable heaters, George Foreman Grills, toasters, toaster ovens, etc.] are not permitted in the Residence Halls. [Halogen lights](#) are prohibited due to the hazardous conditions that they can present.
8. Woodworking, Wood Storage or Woodworking Equipment in the Residence Halls is prohibited.
9. tampering with, or misuse of, fire safety systems or equipment and/or turning in a false fire alarm are strictly prohibited. Violators face disciplinary action and criminal prosecution.
10. Blocking *exits, fire hydrants, or fire lanes* is prohibited and will be strictly enforced. Violators face disciplinary action and criminal prosecution.
11. Propping open doors or fire doors is prohibited. Violators face disciplinary action and criminal prosecution.
12. Check with the Resident Hall Director and the [Decoration Policy](#) before decorating rooms or hallways. [*Especially Holiday Decorations*]
13. Storage of flammable liquids or gases is prohibited in Residence Halls.
14. The use of [extension cords or unfused multiplug adapters](#) is prohibited in Residence Halls. We require power strips that are protected with a circuit breaker. Only exceptions are a [heavy duty single outlet cord](#) of 14-12 gauge wire depending on the application of use.

## FIRE EVACUATION-ALL STUDENTS

All residents are required an *immediate* mandatory evacuation upon an alarm. Resident Assistants will reserve the right to key into a room during an alarm. If an alarm is activated the following procedures should be followed, *at all times*.

- Take your room key with you if possible.
- Feel your room door for heat; *if hot* do not open it.
- Close your door behind you when you leave.
- Stay low to the floor to avoid smoke and heat.
- **DO NOT** use the elevators.
- Once outside the building, stay at least *100 feet away* and go to the predetermined area for your building.
- Only re-enter the building once the “*all clear*” has been given by the Fire Department or Campus Police.

## SHELTER IN PLACE [only if there is no way out]

- If you can not make an escape, do the following.
- **Do Not** open the door if it is **HOT** to the touch, stuff towels, sheets, or whatever is handy around the cracks to keep out deadly smoke.
- Try calling **9-911** from your phone or campus police **7286** to let them know you are unable to get out.
- Try to signal for help from your window. **DO NOT JUMP!!!!**
- Cover your head and face [*nose and mouth*] if smoke is heavy. Stay low to the floor to avoid smoke and heat.

## **FIRE EVACUATION-RESIDENTS WITH DISABILITIES**

It is expected that a Housing and Residence Life Staff member know of your immobility, whether it is temporary or permanent.

Prior to an emergency evacuation of any kind, partners should be assigned or be chosen to accompany and remain with the resident in such cases.

### **Predetermined Meeting Places for Residence Hall Students**

Davis Hall	[Sidewalk in front of Anniversary Hall]
Moulton Hall	[Parking lot between Davis Library and Florence Evans Hall]
Holzer Hall	[Parking lot between Davis Library and Florence Evans Hall]
Boyd Hall	[Back parking lot of James A. Rhodes building]
Wellness Hall	[Back parking lot of James A. Rhodes building]

### **Ohio Revised Code**

The following is a list of fire related criminal charges and penalties set forth in the Ohio Revised Code.

O.R.C. #

2909.02 Aggravated Arson **[Felony]**

2909.03 Arson **[Misdemeanor to a Felony]**

2909.07 Criminal Mischief **[Tampering with safety devices] [Misdemeanor]**

2917.31 Inducing Panic **[Misdemeanor to a Felony]**

2917.32 Making a False Alarm **[Misdemeanor to a Felony]**

## Fire Protection Equipment

Fire alarm pull stations and fire extinguishers are located on every floor of the Residence Halls. Familiarize yourself with their locations. Tampering with this equipment is a serious matter that could jeopardize the safety of others.

All fire protection equipment [i.e. fire alarms, sprinklers, extinguishers, etc.] is tested on an annual basis or according to the state or federal mandated testing schedule.

## Fire Drills

Fire drills are conducted in residence halls on a periodic basis. Everyone present in the building during the drills must participate by vacating the building according to the evacuation instructions. Rooms will be checked during the fire drill to ensure compliance, failure to vacate the building will result in disciplinary action.

## Fire Prevention

- Predetermine two means of egress or escape. **Know your exits!**
- Learn the location of the nearest fire alarm pull station and portable extinguisher.
- Evaluate and analyze your area. Use common sense. What is the most likely thing to cause a fire and what can you do to prevent it?
- Practice good housekeeping. Avoid clutter that permits fire to spread rapidly and could prevent your escape.
- Do not overload electrical circuits.
- There is to be no smoking in any University building.
- If a person catches on fire, remember **STOP DROP** and **ROLL**.
- The University will reserve the right to periodically inspect buildings and rooms for Fire and Life Safety hazards.

## Fighting Fires

The best way of fighting fires is not to have them.

It is the Universities policy for *you not to attempt to fight any fire that can't be put out immediately with a fire extinguisher*, but to evacuate the buildings and to alert others of the fire. Actual fire fighting is left to the Fire Dept. Anyone interested in learning how to safely operate fire extinguishers for their own benefit should contact their Resident Hall Director or the Director of Safety and Student Activities @ 7216.

## Summary

It is the intention of the University to provide a safe environment for the students, staff, and faculty. With proper education, training, prevention, and your help we can continue to accomplish this. Remember if you see anything that appears it could be a hazard or if you have a question that you need answered please contact your Resident Hall Director or Director of Safety and Student Activities @ 7216.

## Phone Numbers

### *[Emergency Numbers]*

EMS / 9-911

Fire / 9-911

Rio Grande Police / **9-911**

Campus Police / **Ext.7286 or 7375**

Sheriffs Dept./ **9-911**

University Health Services / **Ext.7350**

### **[Non-Emergency Numbers]**

	<b>Ext.</b>	
Paul Harrison	7203	[Chief Operating Officer]
Krystal Wilson	7396	[Housing and Hall Director]
Elaine Armstrong	7454	[Dean of Students]
Tom Kearns	7348	[Director of Maintenance]
Aaron Quinn	7216	[Director of Safety and Student Activities]

