

Policy Title: Fire Safety

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Owning Unit:	Administration

Policy Statement

Prevention of fires is the responsibility of staff, residents, and visitors of University Housing facilities. In addition to providing general fire safety guidelines and identifying prohibited items, this policy details evacuation, fire watch, and smoke detector protocols. This policy also outlines residence hall room fire safety assessment inspections.

Policy Details

- If a fire has started, no matter how small, activate the alarm system by pulling the nearest fire alarm pull station to alert building occupants. In apartments at Orchard Downs without pull stations, residents will evacuate the building. As soon as it is safe to do so, call 911 to alert the fire department and to provide additional information about the fire.
- All fires, even if promptly extinguished, will be reported immediately to the fire department and the appropriate building authorities. The resident advisor is the appropriate authority in a residence hall. In apartments and non-residential buildings, notify the assigned maintenance inspector.
- Unauthorized use, abuse, or interference with fire protection equipment, warning devices, or firefighting personnel is prohibited and is grounds for arrest, disciplinary action, and/or contract action from University Housing.
- Cooking in residence hall rooms is prohibited, except for items prepared with an approved microwave oven.
- Open or covered fires in or on any balcony, stairwell, or entryway of any building is prohibited.
- Cooking or grilling within 25 feet of a building is prohibited.

Approved Items

- All lamps, appliances, and other electronic devices, whether provided by University Housing or brought inside a University Housing facility by a student, staff member, or guest must be UL (Underwriters Laboratories) listed.
- Multiple outlet power strips are permitted provided the:
 - Power strip used is compatible with both the appliance plug and the wall outlet. Adapters are prohibited.
 - Power strip is UL listed with a circuit breaker and undamaged.
 - Cord is entirely visible and does not pass through wall openings or under doors, partitions, or rugs.
 - Cord is not spliced, tied in knots, wrapped around metal fixtures, or draped over pipes or fire extinguishers.

Prohibited Items

The following items are prohibited within all University Housing facilities:

- Extension cords without a circuit breaker.
- Air-conditioners not provided and installed by University Housing.

- Flammable and combustible liquids such as kerosene, gasoline, butane, or lamp oils. These are not permitted unless properly handled by trained University Housing staff.
- Natural trees and resinous greenery for use as decorations. Artificial trees and other decorations must be flame-retardant.
- Materials used for pyrotechnics including fireworks.
- Assembled bicycles, mopeds, scooters, motorcycles, or other cycles.
- Candles, incense, or other items that produce an open flame and/or smoke unless directly related to a religious or cultural event. Prior approval is required.

In addition to the items listed above, the following items are prohibited in residence hall facilities:

- Halogen lamps or other lamps that produce intense heat.
- Toaster ovens, broilers, electric skillet, hot plates, or other exposed element cooking devices.
- Electric heaters with open elements, high wattage hair dryers, or other appliances that draw over 1200 watts of electricity or produce intense heat.
- Refrigerators larger than 3 cubic feet.

Fireplaces

University Housing maintains operable fireplaces at Lincoln Avenue and Busey-Evans residence halls. University Housing residents may reserve the appropriate lounge space in these buildings via the University Housing space reservation system to utilize the fireplaces.

- University Housing Residential Life will provide usage guidelines for anyone requesting use of a fireplace.
- The resident submitting the request is responsible for:
 - Ensuring the fire is always attended.
 - Ensuring fireplace screens are closed when there is a fire.
 - Familiarizing themselves with the nearest fire extinguisher location.
- University Housing Facilities staff will open and close the damper for all requests and will dispose of fire residue materials the day after fireplace usage.

Inspections

- University Housing Facilities is responsible for scheduling annual inspections and upkeep of all fire safety equipment and fireplaces.
- University Housing Residential Life and Family & Graduate Housing staff will perform fire safety room inspections for all residence rooms. These inspections will take place each fall and spring semester.

Fire Watch

Should the fire alarm system within a University Housing residence hall become inoperable, University Housing Residential Life and Facilities staff will work together to implement a fire watch throughout the impacted building(s). During a fire watch, University Housing will:

- Notify the University of Illinois Police Department to inform them that the fire system is down.
- Post signs in the halls to inform residents that the fire system is down and to listen for alternative alert sounds in the event of an emergency.
- Have at least one staff member walk through each floor every hour to watch for fires and violations of fire safety policies.

Smoke Detector Disconnection

For the purposes of this policy, smoke detectors are devices located within each residence hall room that are not connected to, and will not activate, the main building fire alarm system. The room is still protected by

hallway detectors that are connected to the building fire protection system and will sound directly to the fire department; therefore, the resident's room is still deemed safe if the detector is temporarily disconnected.

- University Housing staff are authorized to disconnect a smoke detector in cases where repeated attempts to silence the detector have failed or when the detector repeatedly reactivates after silencing.
- The University Housing staff member that disconnects the smoke detector is responsible for immediately submitting a work order to have the detector repaired or replaced.

Evacuations

- Residents, staff, and guests are required to evacuate a building when the fire alarm sounds and may not re-enter the building until authorized by the proper fire safety authorities.
- Elevators must not be used during a fire unless directed to do so by emergency personnel.
- At the beginning of each semester, the Housing Information Office (HIO) will provide Residential Life, Family & Graduate Housing, and the two local fire departments a list of residents with known accommodation needs.
- Housing Information Office will send communication to all residents that require evacuation or shelter in place assistance to explain what they should do if they hear an alarm.

Procedure Details

Evacuations and Assisted Evacuations

Building specific evacuation procedures are outlined in the Building Emergency Action Plan (BEAP) for each building. These general procedures will be followed if an evacuation of a University Housing residence hall facility is required:

1. Upon activation of a fire alarm, designated evacuation personnel will work their way down the building and yell "Get out! Evacuate! Fire!" through any hallway or stairway that is safe. Evacuation personnel may also check on residents who require assistance as they make their way down the building.
2. Evacuation personnel should make their way to the building command post after reaching the ground floor.
3. The first staff member present at the command post will distribute instructional cards assigning evacuation and crowd control tasks.
4. The first task given is for someone to report to the responding fire command vehicle. The staff member assigned to the fire command vehicle is responsible for providing emergency personnel with a list of students in need of rescue assistance. When the Resident Director on duty arrives on the scene, they will take over responsibility with the fire command vehicle.
5. Staff will work to ensure all evacuees move to a designated staging area as outlined on the instructional cards and the appropriate BEAP.
6. Once evacuees have relocated to the staging areas, the names of individuals will be recorded and provided to the University Housing professional staff member on the scene and/or emergency personnel as quickly as possible.
7. Evacuees located within the staging area should not leave until directed to do so by emergency response personnel.

Candle Usage at Approved Events

In order to guarantee the safety of all residents and ensure compatibility with existing building fire detection and suppression systems, prior approval by the Director of Residential Life for University Housing is required for ceremonies and events that will utilize candles or other open flames. To receive approval, the resident must:

1. Properly request University Housing space at <https://space.housing.illinois.edu>.
2. Indicate in the setup instructions section of the space reservation request that they wish to utilize candles for the event.
3. Check out a portable fire extinguisher from an Area Office or Front Desk prior to the event.
4. Ensure the fire extinguisher is always present during the event and return the extinguisher at the conclusion of the event.
5. Ensure candles on dining tables are only used when in enclosed standard glass containers and remain stationary and monitored once lit.
6. Ensure lighted candles are not used for any activity that involves carrying or holding the candle by a person.
7. Clean and properly remove all wax, matches, etc. from the space upon completion of the event.

University Housing will only grant a candle or other open flame exception for common areas. No exceptions will be granted for resident rooms.

Associated Forms, Attachments and Materials:

1. Fire Inspection Lesson Plan – All materials to complete fire safety room inspections for all residence hall rooms are kept on the University Housing common drive. <T:\All-Housing\Emergency Planning\Fire Safety Inspections>
2. Smudging and Pipe Ceremonies Procedure