



Fire Safety and Evacuation Policy

Effective Date: January 25, 2016

Approval: January 25, 2016

Maintenance of Policy: Facilities and Campus Operations, Department of Environmental Health & Safety/Risk Management

PURPOSE: The purpose of this policy is to reduce potential fire hazards which will in turn preserve life safety and reduce the risk of loss from fire through prevention, education, engineering and administration and to comply with applicable laws, regulations and best practices.

SCOPE: This policy applies to any University of Dayton (University) facility, including any residential structure. The University requires that all members of its community strictly adhere to the fire safety procedures created to ensure the safety of its students, staff, faculty and visitors.

POLICY:

I. PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAME DEVICES PROHIBITED IN STUDENT RESIDENTIAL FACILITIES

- **Appliances:** Any use or possession of electrical appliances or cooking devices in student residential facilities, other than those provided by the University, is prohibited. In campus facilities electrical appliances or cooking appliances must be approved.
- **Open Flame:** The burning of candles, incense, smoking products or any other material used to produce smoke, fire, or open flames is prohibited in all campus facilities, including student residential facilities. See Open Flame Policy for exceptions and variance instructions.

II. GENERALLY PROHIBITED CONDUCT

The following behaviors are inconsistent with fire safety and are prohibited at the University of Dayton.

REFERENCE DOCUMENTS:

1. Campus Security and Fire Safety Report
2. Fire Safety Program
3. Hot Work Program
4. Red Tag Program

APPLICABLE REGULATIONS:

1. Policy and procedures follow National Fire Protection Association (NFPA)
2. Ohio Fire Code

POLICY HISTORY:

Approved in Original Form:

January 25, 2016

POLICY (continued):

- **Failure to Evacuate:** Failure to leave a building during a fire alarm or a scheduled fire drill or failure to immediately vacate the general vicinity which includes all sidewalks, streets, alleys, yards and porches within a one block or 50 yard radius. This pertains to any structure fire, house fire, street fire, yard fire, trash container fire or dumpster fire.
- **False Alarms:** Activating false fire alarms or the improper use of the fire safety equipment e.g., fire sprinkler heads, fire extinguishers, smoke detectors, exit signs fire hoses, etc.
- **Igniting:** Anyone identified or apprehended on campus or in the student residential neighborhood for igniting or attempting to ignite a fire. This includes but is not limited to an interior fire, yard fire, street fire, trash container fire or dumpster fire; contributing in any way to an existing fire; abetting a fire including providing material or accelerants to feed a fire; or by impeding attempts by University or emergency response personnel to extinguish a fire.
- **Risk/Disregard:** Any action that places a facility or community at risk for fire is strictly prohibited. This includes intentionally or unintentionally causing a fire, failure to immediately report a fire and /or tampering with fire safety equipment/systems.
- **Tampering:** Deactivating, damaging, obstructing and/or destroying fire safety equipment and/or systems.

III. REPORTING FIRE

The University is required to report all fires in student residential facilities, even if there is no damage. The Department of Public Safety maintains the statistics and submits an annual report per the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act of 2008. This report is often referred to as the "CLERY Report" which requires annual preparation and submission of the Campus Security and Fire Safety Report to the University community and to the U. S. Department of Education.

Please report the following information:

- Anyone seeing evidence or hearing about a fire that has occurred in a student residential facility should contact the Public Safety dispatcher at 937-229-2121. Public Safety will record the information and ensure the location is checked by a fire official to ensure resident safety.
- Anyone seeing a fire should immediately call Public Safety 937-229-2121 from a cellular telephone or 911 from a campus telephone and provide all information about the location and type of fire.

IV. EVACUATION PROCEDURES

All fire alarms are to be considered a result of a real fire until Public Safety, Fire Department or emergency response personnel advise otherwise.

- In the event of a fire alarm or fire, all occupants are to evacuate the building immediately.
- Elevators are not to be used during fire evacuations.
- The last person out should close the door behind them.
- If flames or smoke are in the escape path, occupants should use an alternate route for evacuation.
- Persons finding themselves in a smoke-filled area should get down low on the floor and crawl under the smoke until past the threat.
- Building occupants should gather outside away from the building at a predetermined meeting place.
- Building occupants should remain at the assembly area until released by police or fire officials.

V. FIRE PREVENTION PROGRAM

Every member of the University community is responsible for assisting in the prevention and proper handling of fire hazards and for being familiar with the University's Fire Prevention Program. The Fire Prevention Program outlines the University's plan to promote fire safety and reduce the risk of fire-related incidents and injuries. A copy of the program is available by contacting Environmental Health & Safety/Risk Management.