

# Fire/Life Safety Policy

## On-Campus Student Housing

### A. Purpose

The University supports and maintains a strong commitment to the safety and health of each student living in On-Campus Student Housing. The University strives to provide a safe environment for students to live and learn. It is the goal of the University that each student recognize the hazards and has the knowledge of how to react if incidents occur. The purpose of this policy is to mandate compliance and assign specific responsibilities associated with the implementation of the University's Fire/Life Safety Program.

### B. Definitions

- 1) Chapter - a Social Fraternity or Sorority recognized by the Dean of Students.
- 2) Fire/Life Safety Program - a program of inspections and training designed to enhance fire and life safety.
- 3) Office of the University Fire Marshal - the office granted authority by the State of Kentucky and the University to enforce all fire and life safety regulations at the University.
- 4) On-Campus Student Housing - any facility that is owned and/or is located on University property that provides sleeping accommodations for students.

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## **Part I**

*This Section contains procedures and requirements applicable to all On-Campus Student Housing.*

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### **A. Training**

- 1) Each student living in On-Campus Student Housing shall complete fire/life safety training at the beginning of each fall semester. Any student moving into On-Campus Student Housing during the spring semester is required to complete fire/life safety training. Training shall consist of information and instruction on the location of exits, proper response to a fire alarm, activation of the fire alarm system, use of a portable fire extinguisher, and a list of emergency numbers.
- 2) Fire/Life safety training shall be conducted or approved by the Office of the University Fire Marshal. Only training that has been approved in writing by the Office of the University Fire Marshal is considered acceptable.
- 3) Each student shall participate in at least two fire drills; one during the fall semester and one during the spring semester.

### **B. Fire Alarms**

- 1) Everyone shall evacuate the facility in the event of a fire alarm.
- 2) All fire alarms, including false alarms, shall be reported to the University Police Department (UKPD) and to the Office of Residence Life.
- 3) False alarms shall not be accepted as an alarm test and/or as a fire drill.
- 4) Fire Alarm systems shall not be deactivated without approval from the Office of the University Fire Marshal. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590).
- 5) The fire alarm system shall be reset by the Housing Maintenance Staff and/or the University Physical Plant Division (PPD) staff.

### **C. Life-Safety Equipment**

- 1) Sprinkler Systems – No items shall be hung on or around sprinkler system piping or sprinkler heads.
- 2) Fire Alarm Pull Station – Each student shall be instructed as to the operation of a pull station.

- 3) Smoke Detectors – Smoke detectors shall not be obstructed or tampered with in any way.
- 4) Portable Fire Extinguishers – Report any vandalism or discharged units to the Office of the University Fire Marshal (257-8590).
- 5) Kitchen Range Hood Suppression Systems – Stoves, exhaust hoods, and filters shall be maintained free of grease. Systems shall be checked monthly to ensure the system is properly charged.

**D. Means of Egress**

- 1) Means of Egress (stairways, corridors, passageways) shall be maintained free of obstructions.
- 2) Stairway doors and corridor doors shall be maintained in operable condition and shall be self-closing and positive latching.
- 3) Emergency lighting and exit signs shall be maintained in an operative condition.

**E. Student Rooms**

- 1) Fire safety information shall be posted in each student room. The information shall include a floor diagram, exit locations, room identification, and emergency evacuation information.
- 2) Subdivision of rooms with partitions is not permitted.
- 3) Elevated beds (loft arrangements) are permitted. The maximum height allowed (at the top of the mattress) for a bed is 66 inches.
- 4) Only items used for study purposes (desk, computer, books, etc.) are permitted beneath an elevated bed. No other items are permitted beneath and elevated bed.
- 5) Candles and incense (open flames) are not permitted.
- 6) Smoking is not permitted in any University building.
- 7) Beds shall not be enclosed in any manner.
- 8) The number of pieces of furniture in a room shall be appropriate to the number of residents. A clear and unobstructed path shall be provided from any point in the room to the means of egress door.
- 9) Cooking is not permitted in a student's room. Microwave ovens may be used for warming food provided the microwave meets the requirements of Section F.

**F. Electrical**

- 1) Electrical equipment shall be maintained and used in a safe manner.
- 2) Extension cords are not permitted.
- 3) Surge protectors that are CE and/or UL listed (listed) and have built-in circuit protection may be used. The surge protectors shall be listed for its use. The surge protectors shall be plugged directly into the wall outlet and not into another surge protector.
- 4) Multi-plug adaptors are not permitted.
- 5) Electrical cords shall not be run under carpet, through walls, under doors or any other location that would subject the cords to physical damage. Damaged cords shall be discarded.
- 6) Outlet and Switch cover plates shall be in place and in working order.

**G. Appliances**

- 1) Cooking is only permitted in approved kitchens. Appliances used to heat, cook or process food, including deep fat fryers, electric skillets, hot plates, toasters and toaster ovens shall be located within a kitchen.
- 2) Microwave ovens are permitted to be used in areas other than a kitchen provided that sufficient electrical current is available. The unit shall be plugged directly into the wall outlet.
- 3) Space heaters are not permitted.
- 4) All cords serving the appliances shall be in good working condition. Hazardous conditions arising from defective or improper use of an appliance shall be abated immediately.
- 5) All appliances shall be listed for their intended use.
- 6) Halogen lamps are not permitted.
- 7) If it is determined that a particular appliance poses a fire hazard. The Office of the University Fire Marshal shall require it to be removed.

**H. Decorations**

- 1) Combustible materials shall not be used for decorations, i.e., cotton, paper, straw.
- 2) All decorations shall be listed as "Flame Retardant"
- 3) All lighting shall be listed for its intended use.

- 4) Decorations shall be arranged in a manner as to not obstruct or cover exits, emergency lighting, exit signs or corridors.
- 5) No open flames are permitted. If an occasion arises for the need of open flames written approval shall be obtained from the Office of the University Fire Marshal.
- 6) All decorations shall be removed prior to students vacating for holiday vacations.
- 7) Exterior decorations shall be self supporting and not attached to the structure.

**I. Motorized Equipment and Bicycles**

- 1) Motorized equipment used for transportation of the physically disabled is permitted within housing facilities. All other motorized equipment is not permitted within housing facilities.
- 2) Bicycles are not permitted within housing facilities.
- 3) Any motorized equipment or bicycle found in a condition that violates this policy is subject to impoundment by UKPD.

**J. General Building**

- 1) Smoking is prohibited on all University Property per Administrative Regulation 6:5.
- 2) Open flames (candles and incense) are not permitted within University buildings.
- 3) Flammable liquids are not permitted in housing facilities (gasoline, lighter fluid, propane gas, etc.).
- 4) Carpet is not permitted on walls.
- 5) No more than 10% of a wall surface can be covered in combustible materials, e.g., posters.
- 6) Fireplaces (wood or gas burning) shall not be operated unless written approval is given by the Office of the University Fire Marshal. Chimneys are shall be cleaned by a professional service and written reports shall be submitted to the Office of the University Fire Marshal for approval.
- 7) Prior to the initiation of any construction/renovation project(s), written approval shall be obtained from the Office of the University Fire Marshal. Construction/Renovation performed without approval shall be immediately discontinued. Any materials and/or alterations resulting from unapproved construction/renovation activity shall be immediately removed.

**K. Inspections**

- 1) Inspections shall be conducted as indicated in Parts II and III of this Policy.
- 2) Results of inspections shall be made available to the Office of the University Fire Marshal and other designated University officials within 10 working days after completion of the inspection.

**L. Corrective Actions**

- 1) Corrective actions shall be determined based on the severity and/or number of violations. The Office of the University Fire Marshal, Dean of Students, and Associate Vice President for Campus Services shall determine the corrective action. Corrective actions shall range from abatement of violations to closure of a facility.

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## **Part II**

*This Section contains procedures and requirements applicable to all Residence Halls.*

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### **A. Hall Directors**

- 1) In the event of a fire/fire alarm
  - a. Ensure that Resident Advisors have started evacuation procedures.
  - b. Evacuate to the assigned meeting location.
  - c. Obtain information from the Resident Advisors as they evacuate the building.
  - d. Report to the responding fire personnel. Provide a status report which shall include the names of those that did not evacuate the facility.
- 2) Ensure that the Resident Advisors, Staff Assistants and Desk Clerks have read and understand the policies, emergency procedures and general safety requirements.
- 3) Ensure that the Resident Advisors have scheduled and conducted Fire/Life Safety training.
- 4) Conduct and evaluate fire drills.
- 5) Ensure that all fire alarms are immediately reported to UKPD.
- 6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal within 48 hours following the event.
- 7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.

### **B. Resident Advisors**

- 1) In the event of a fire/fire alarm
  - a. If conditions permit, check rooms (on your way out of the building).
  - b. Ensure that occupants are evacuating.
  - c. Evacuate to the assigned meeting location.
  - d. Report the status of your floor to the Hall Director. The report shall include the names of those that did not evacuate the facility.
- 2) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.

- 3) Schedule and conduct fire/life safety training for all occupants within their area of responsibility.
- 4) Report deficiencies in fire drills to the Hall Director.
- 5) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.
- 6) In the event of a fire alarm, and only if conditions allow, check rooms (on your way out of the building) to ensure that occupants are evacuating.

**C. Desk Clerks**

- 1) In the event of a fire/fire alarm
  - a. Gather the building roster and student ID box.
  - b. Evacuate to the assigned meeting location.
  - c. Report the status of the facility roster and number of guest to the Hall Director.

**D. Fire Drills**

- 1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.
- 2) One unannounced drill shall be conducted during the Spring Semester.
- 3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (<http://ehs.uky.edu/fire/drill.php>) within 48 hours of the event.
- 4) The fire alarm shall be utilized for each drill.
- 5) The Office of Residence Life shall schedule fire drills.

**E. Inspections**

- 1) Residence Hall staff shall conduct fire/life safety inspections for their areas of responsibility each semester using the Residence Hall Self-Inspection Form. See Attachment (1). Results of these inspections shall be recorded and forwarded to the Office of the University Fire Marshal.
- 2) The Office of the University Fire Marshal shall conduct walk through inspections of each Residence Hall at least once each semester. The Office of the University Fire Marshal reserves the right to conduct inspections as necessary.



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## **Part III**

*This Section contains procedures and requirements applicable to all Fraternity and Sorority (Greek) facilities meeting the definition of On-Campus Student Housing.*

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### **A. President or Designee**

- 1) Ensure that all occupants of the facility (house) have read and understand the policies, emergency procedures and general safety requirements.
- 2) Ensure that Fire/Life safety classes are scheduled and conducted within the first two weeks of each semester.
- 3) In the event of a fire, implement the fire/life safety procedures, and report conditions to the arriving fire personnel.
- 4) Conduct and evaluate fire drills.
- 5) Ensure that all fire alarms are immediately reported to UKPD.
- 6) Ensure that reports on all fire drills are forwarded to the Office of the University Fire Marshal (within 48 hours following the event).
- 7) Report all discharged fire extinguishers to the Office of the University Fire Marshal.
- 8) Ensure the evacuation plan is accurate, posted and that all occupants understand the evacuation procedures.
- 9) Ensure all corridors, passageways and exits are maintained clear at all times and fire doors to stairs are self-closing and positive latching.
- 10) In the event of a fire alarm, and only if conditions permit, check rooms (on your way out of the building) to ensure that occupants are evacuating.

### **B. Fire Drills**

- 1) Two fire drills shall be conducted during each Fall Semester. The first drill shall be an announced walk-through drill. The second drill shall be unannounced.
- 2) One unannounced drill shall be conducted during the Spring Semester.
- 3) All fire drills shall be reported to the Office of the University Fire Marshal via the on-line fire drill report (<http://ehs.uky.edu/fire/drill.php>) within 48 hours of the event.
- 4) The fire alarm shall be utilized for each drill.
- 5) The Dean of Students Office shall schedule fire drills.

**C. Fire Alarms and False Alarms**

- 1) Chapters with excessive false alarms shall be subject to disciplinary action by the Dean of Students.
- 2) No one in a Chapter is permitted to touch a fire alarm system.

**D. Fire /Life Safety Equipment**

1. Fire Alarm Systems (including smoke detectors)

- 1) Each Chapter shall be responsible for contacting University Physical Plant - Electronics Shop to schedule the testing of the fire alarm system.
- 2) Fire Alarm systems shall not be deactivated for any reason. Should the need arise to disconnect the system for a particular occurrence, approval shall be obtained from the Office of the University Fire Marshal (257-8590)

2. Automatic Sprinkler System

- 1) Each Chapter is included in the State Sprinkler Inspection Program. The state contractor shall conduct the inspection of the sprinkler system. Access to the entire facility shall be made available for the inspection and testing of the system.

3. Emergency Lighting and Exit Signs

- 1) Each Chapter shall ensure that all required emergency lighting and exit signs are operational at all times. If a light is found to be non-functional it shall be replaced immediately.
- 2) Each Chapter shall have a 90 minute emergency lighting test performed annually. A copy of each test shall be submitted to the Office of the University Fire Marshal.

4. Portable Fire Extinguishers

- 1) The Office of the University Fire Marshal is responsible for inspecting and maintaining extinguishers in each Chapter.
- 2) If unapproved discharging of extinguishers is discovered, the Chapter shall be charged for replacements.

5. Kitchen Range Hood and Suppression System

- 1) The Chapter is responsible for contacting the appropriate vendor to inspect and clean the Range Hood Duct system.
- 2) The Chapter is responsible contacting the appropriate vendor to inspect the Range Hood Suppression system.

- 3) Each inspection is required annually. Copies of the inspections shall be submitted to the Office of the University Fire Marshal.

**UNIVERSITY OF KENTUCKY  
OFFICE OF THE UNIVERSITY FIRE MARSHAL  
RESIDENCE HALLS SELF-INSPECTION FORM**

This self-inspection check sheet is designed to correspond with the Residence Halls Fire/Life Safety Regulations and Policies. The Office of the University Fire Marshal will use this form as a checklist during its inspection of the facility. All items “checked” need to be explained (i.e., location, maintenance notified or corrective action taken in the comment column).

BUILDING: \_\_\_\_\_ FLOOR: \_\_\_\_\_ DATE: \_\_\_\_\_  
INSPECTOR: \_\_\_\_\_

✓	<b>CHECK ANY OF THE FOLLOWING THAT APPLY:</b>	<b>COMMENTS</b>
	<b>MEANS OF EGRESS</b>	
	Stairwell or Room doors should be self-closing and self latching	
	Exit stairwell or corridors should be clear of debris or storage	
	Exit signs, emergency lighting should be fully operational and not broken, covered, or blocked	
	<b>FIRE PROTECTION</b>	
	Smoke detectors are not broken, missing, damaged, covered or altered to inhibit operation	
	Sprinkler system and heads are kept clear and free from any obstructions at all times	
	<b>SLEEPING ROOMS</b>	
	Beds shall not be enclosed with drapes, flags or other items that may hinder the egress	
	No space heaters, halogen lamps, candles, cooking appliances (deep fryer, hot plate, toaster, toaster oven, electric skillet) extension cords or multi-plug adapters are found in the room.	
	Emergency evacuation plan/electrical diagram is posted	
	<b>GENERAL FIRE/LIFE SAFETY</b>	
	Combustible liquids are being stored in the building.	
	Items being stored in mechanical room.	
	Combustible decorations (crepe paper, live Christmas trees, etc.) used in the building.	
	Bicycles are being kept inside the building or room.	