

Fire Safety Policy: Guidance Document

The Fire Safety Policy (Policy) was developed to ensure the health and safety of faculty, staff, students, and visitors while also ensuring compliance with appropriate regulatory agencies. The Policy utilizes regulatory compliance objectives, as well as, industry best practices, to establish fire prevention guidelines across the campus. The intent of this guidance document is to serve as a high level summary of the Policy. Please refer to the full Policy for a complete discussion of Fire Safety initiatives across campus.

Small Electrical Appliances and Equipment

All appliances utilized in office breakrooms or kitchenettes shall carry a commercial use listing, unless utilized in a private residential property. Please refer to University College Housing for [restrictions](#) in residence halls.

Toaster ovens, toasters, and hot plates are prohibited in University offices, workstations, breakrooms, or kitchenettes. Personal coffee makers (four cups or less) that do not incorporate a hot plate may be used in private offices or workstations (cubicles). Appliances shall be plugged directly into an outlet and be Underwriter's Laboratory (UL) approved.

Space Heaters

Space heaters with electrical heating elements that glow red-hot, as well as, fuel powered (e.g., kerosene, propane) heaters are prohibited from University owned buildings.

Electric space heaters with water/oil fluid enclosed heating elements, or ceramic covered heating elements which provide radiant heat, are allowed for use in University owned buildings.

Environmental Health and Safety reserves the right to inspect and declare any space heater "unapproved".

Unattended Heating Operations

Unattended operation of an appliance which contains a heating element is strictly prohibited on University premises.

Storage in Corridors

Storage in corridors, exits, stairs, and fire escapes is strictly prohibited in all buildings on University premises. This includes, but is not limited to: temporary, short-term or long-term storage or spill over from offices, laboratories, classrooms, or from shipping and receiving areas. No storage is allowed in any corridor with the exception of recessed vestibule areas and no storage is allowed in, or under, any stairwell.

Emergency Exits and Fire Doors

Many campus buildings contain self-closing fire doors which are maintained in an open position and close automatically during fire alarms. It is prohibited, at any time, to block, prop, or wedge a fire door in the open position, or prevent the self-closing of a fire door. Designated emergency exit doors are to be readily opened from the inside at all times, and shall not be, at any time, locked, chained, blocked, or barred to prevent exiting.

Training

Per regulations promulgated by the Occupational Health and Safety Administration (OSHA), fire safety and emergency evacuation training shall be completed by every full-time University employee on an annual basis. This mandatory training course can be completed via the [Chalk website](#).