



Purpose

The Fire Safety Policy (Policy) was developed to ensure the health and safety of faculty, staff, and students, and visitors while 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.

Exits, Stairwells, and Storage Requirements

Storage in Corridors: Storage in corridors, exits, stairs, and fire escapes is strictly prohibited in all buildings on University premises.

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: 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.

Liquid Petroleum/ Propane Storage: Per City of Chicago Municipal Code requirements, storage of liquefied petroleum gas cylinders is prohibited in University owned buildings.

The use of charcoal or liquefied petroleum gas (propane) fueled grills inside any University owned building is expressly prohibited. Open flame grilling may only occur outside and at least 75 feet away from any structure, air intake, or combustible material (e.g., trees, bushes, cars, garbage cans).

General Requirements

Small Electrical Appliances and Equipment	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	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.
Paper Shredders	All paper shredders shall be equipped with thermal protection and an automatic shut-off. Shredder waste paper bins shall be emptied regularly to ensure no excessive amounts of shredded paper accumulate.
Hoverboards	The possession, storage, and/or use of hoverboards on University property (i.e., University owned or controlled buildings, facilities, and other structures, including residence halls and faculty/staff/graduate housing) is prohibited.
Extension Cords and Power Strips	Extension cords and power strips shall be plugged into a wall outlet and may not be plugged into another extension cord or power strip. Extension cords may never be used in place of permanent wiring and may only be used for a temporary period of up to 90 days. Extension cords shall be unplugged when not in use.

Training Requirements

Course	Who is required to take training?	Reference
Fire Safety and Evacuation Training	Full time University Employees (those working more than 1,950 hours annually), in addition to any student working in a lab.	Per regulations promulgated by the Occupational Health and Safety Administration (OSHA), annual fire safety and emergency evacuation training is required.

Report all fires, accidents, and other emergencies by dialing **1-2-3** using a University telephone. From a cellular telephone, report all emergencies to **773.702.8181**.