



# University of New Haven

## POLICIES AND PROCEDURES

Policy Title:

### Fire Safety Policy

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**Responsible Office:** Department of Public Safety

**Responsible Official:** Associate Vice President for Public Safety & Administrative Services

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## *Introduction:*

### Scope

The University of New Haven Fire Safety Policy intends to provide essential information to protect the campus community from the effects of fire and is applicable to all university faculty, staff, students, visitors, and contractors.

### Policy Statement

This policy provides a fire prevention and safety document for the campus community to follow.

### Reason for the Policy

Any fire in a University of New Haven building has the potential to endanger lives and destroy property. The Purpose of this policy is to promote fire safety in an effort to minimize the risks associated with fire and comply with applicable codes.

## *Policy Sections:*

### 8101.1 Definitions

- a. **Authority Having Jurisdiction (AHJ)** - An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, installations, or a procedure.
- b. **Sprinkler Systems**- A fire suppression or control device that operates automatically when its heat-activated element is heated to its thermal rating or above, allowing water to discharge over a specified area.
- c. **Fire Alarm Systems**- A system or portion of a combination system consisting of components and circuits arranged to monitor and annunciate the status of fire alarm or supervisory signal-initiating devices and to initiate the appropriate response to those signals.
- d. **Means of Egress**- A continuous and unobstructed way of travel from any point in a building or structure to a public way consisting of three separate and distinct parts: (1) the exit access, (2) the exit, and (3) the exit discharge.
- e. **Exit**- That portion of a means of egress that is separated from all other spaces of a building or structure by construction or equipment as required to provide a protected way of travel to the exit discharge.

- f. **Exit Access-** That portion of the means of egress that leads to an exit.
- g. **Exit Discharge-** That portion of the means of egress between the termination of an exit and a public way.
- h. **Muster Location-** Pre-determined location to assemble during alarms.  
<https://mycharger.newhaven.edu/web/mycharger/muster-meeting-points?inheritRedirect=true>
- i. **Fire Door Assembly-** Any combination of a fire door, a frame, hardware, and other accessories installed in a horizontal plane, which together provide a specific degree of fire protection to a through opening in a fire door.
- j. **Smoke alarms**  
Single or multiple station alarm responsive to smoke.
- k. **Carbon Monoxide Alarms**  
Alarm that responds to the presence of Carbon Monoxide. CO is a colorless, odorless gas produced by incomplete combustion of a fossil fueled appliance.
- l. **Pull Stations**  
Manual fire alarm devices which activate the fire alarm system when pulled.
- m. **Notification Devices**  
Part of the fire alarm system that alerts occupants that a fire alarm is activated. These devices can be horn, strobes, or horn strobe.

## 8101.2 Fire Emergencies

Fire is a risk in every building you visit, work or sleep. If you encounter smoke or fire, follow the steps below:

- (a) If you smell smoke or see a fire, exit the building through the nearest safe exit notifying others as you exit.
- (b) Activate the nearest fire alarm pull station if the alarm is not already sounding.
- (c) Call **911** to provide the fire department as much information as possible.
- (d) Report to your buildings muster location (<https://mycharger.newhaven.edu/web/mycharger/muster-meeting-points?inheritRedirect=true>) and stay clear of emergency vehicles.
- (e) Do not re-enter the building until emergency personnel say it is safe.
- (f) Report all fires or evidence of a fire immediately to University police.

### 8101.2.1 Trapped by Smoke or Fire

- (a) Do not open the door.
- (b) Place a towel under door to limit smoke from entering.

- (c) Call 911 and give your location.
- (d) Open a window, remove screen if necessary and wave an object to draw attention to your location.
- (e) Be ready to close the window if smoke starts to enter.

### 8101.3 Fire Alarms

- (a) Feel the door with the back of your hand. Open slowly if not hot to check for smoke. If hot or you encounter heavy smoke, do not open!
- (b) If not in immediate danger, make sure to have your keys and proper clothing (coat, shoes, etc.) for the elements.
- (c) Close the door to your room or office to limit the spread of smoke or fire.
- (d) Exit the building through the nearest safe exit.
- (e) Never use the elevator.
- (f) If you encounter smoke as you exit, cover your nose and mouth with a cloth and stay low, below the smoke.
- (g) Meet outside at your buildings muster location and stay clear of emergency vehicles.
- (h) Report anyone missing, trapped or unable to evacuate to university police or fire personnel.
- (i) Never re-enter the building until emergency personnel deem safe.
- (j) Report any fire alarm equipment problems immediately.
- (k) Identify the location of manual pull stations prior to a fire emergency.
- (l) Fire alarms should only be silenced/reset by fire or university police personnel.
- (m) False fire alarms create serious safety implications. Anyone maliciously creating a false fire alarm will face disciplinary action by the university and will be subject to prosecution under the laws of the State of Connecticut.

### 8101.4 Means of Egress

The means of egress is the continuous unobstructed way of travel from any point in the building to the exterior. During emergencies, being able to leave the building quickly is essential to your safety. Having a plan prior to any emergency that includes several ways out could save your life.

- (a) **Never** store items in the means of egress (corridors, stairs and doors) as it can block or delay egress.

- (b) **Never** wedge open fire doors as this may cause smoke and fire to travel throughout the building and potentially trap people.

### 8101.4.1 Evacuation

- (a) Evacuations occur whenever an alarm sounds or ordered to do so by emergency personnel.
- (b) Evacuation should be through the nearest safe exit.
- (c) Assist disabled individuals evacuate if possible.
- (d) If disabled and unable to completely evacuate, seek refuge in a safe area such as a room or stairwell and call for help.
- (d) Never use the elevators during a fire.
- (e) Once outside, report to your buildings muster (meeting) location and stay clear of emergency vehicles.
- (f) Report anyone missing, in an area of refuge or stairwell to emergency personnel.
- (g) Do not re-enter until emergency personnel deem safe.
- (h) Do not block entry routes for emergency personnel.
- (l) Do not congregate directly outside of an exit as this will slow the evacuation of those still inside.

### 8101.4.2 Fire Drills

All Fire Alarms/drills require immediate action and should be treated every time as an actual fire.

- (a) Upon receipt of an alarm, **ALL occupants must evacuate the building**.
- (b) Gather your keys and close the door as you leave.
- (c) Report to your buildings muster (meeting) location (<https://mycharger.newhaven.edu/web/mycharger/muster-meeting-points?inheritRedirect=true>).
- (d) Drills are conducted once a semester in all residence halls.
- (e) Report any fire alarm equipment problems immediately.
- (f) Identify the location of manual pull stations prior to a fire emergency.
- (g) Fire alarms should only be silenced/reset by fire or university police personnel.
- (h) False fire alarms create serious safety implications. Anyone maliciously creating a false fire

alarm will face disciplinary action by the university and will be subject to prosecution under the laws of the State of Connecticut.

### **8101.4.3 Fire Lanes**

No vehicles except emergency response vehicles shall park in designated fire lanes, in front of fire hydrants or block emergency vehicle access (usually in front of buildings). Any vehicle found in fire lanes, blocking fire hydrants and emergency vehicle access is subject to ticketing/towing at the owner's expense. The University of New Haven is not responsible for any damage incurred to vehicles obstructing emergency vehicle response.

## **8101.5 Fire Safety Equipment**

### **8101.5.1 Automatic Sprinkler Systems**

A series of pipes typically water filled that when activated are proven to be effective in suppressing fires. During fires as the temperature rises, sprinkler heads will activate at a certain temperature allowing water to pass through those heads only. Approximately 98% of all fires are controlled by one or two sprinkler heads. In order for sprinkler systems to be effective:

- (a) Do not hang anything from sprinkler components.
- (b) Report any damage or leaks immediately to the facilities department.
- (c) Maintain minimum 18" clearance below sprinkler heads.

### **8101.5.2 Fire Alarm System**

Most buildings on campus have fire alarm systems which can consist of detection equipment (smoke/CO detectors), sprinkler system water flow devices, manual pull stations (usually located within 5 feet of an exit) and notification appliances (horns/strobes). When activated, a fire alarm system provides an audible and visual alarm warning occupants to evacuate. In addition, a fire alarm will notify university police and the fire department to respond and investigate the source. In order for fire alarm systems to be effective:

- (a) Never block any component of the fire alarm system.

Report any of the following problems immediately to the facilities; damaged, loose, hanging, blocked, tampered or beeping equipment or if you are unable to hear the alarm.

### **8101.5.3 Fire Extinguishers**

Should only be used on small fires by individuals trained, competent and comfortable with the use.

- (a) Become familiar with the locations of the nearest extinguisher.
- (b) Don't delay calling 911 in search of fire extinguishers.
- (c) Always work toward an exit.

- (d) If the fire gets too large, close the door and activate the fire alarm as you exit.
- (e) Remember **P.A.S.S.**

**P**- Pull Pin

**A**- Aim nozzle at the base of the fire

**S**- Squeeze the handle to discharge agent

**S**- Sweep the base of the fire

#### **8101.5.4 Fire Doors**

Doors designed to provide a barrier between a fire and egress paths. These doors have various ratings depending on the location. Propping these doors open is a violation of the fire code and renders this safety barrier useless. Fire doors should be equipped with a self-closing device that automatically closes the door after opening. Unauthorized use of emergency exits violates school policy and will be investigated for possible disciplinary action. Any issues with fire doors not closing or being wedged open should be reported immediately.

#### **8101.5.5 Tampering with Fire Safety Equipment**

Unauthorized modifications of or tampering with any fire safety device is a violation of the fire code and school policy. Anyone found guilty of tampering with fire safety equipment will face discipline/prosecution.

### **8101.6 Fire Prevention**

Measures directed toward avoiding the inception of fire. Fire prevention is accomplished through education, inspection and enforcement.

#### **8101.6.1 Smoking**

Smoking and tobacco product use are prohibited in all facilities and areas of the University of New Haven campus. This includes, but is not limited to all indoor and outdoor areas on the Main, North, Sawmill and Orange Campuses. This policy applies to any individual on campus property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week. A full copy of the policy can be found at:  
<https://mycharger.newhaven.edu/documents/10354/196276/Smoking-Policy.pdf/>

#### **8101.6.2 Cooking**

Cooking is the leading cause of home fires and injuries. Unattended cooking is the reason most cooking fires start.

To prevent cooking fires:

- (a) WATCH WHAT YOU HEAT! NEVER LEAVE FOOD UNATTENDED.
- (b) Cook only where permitted such as approved kitchens using university supplied appliances.

- (c) Use only approved devices from a recognized testing agency.
- (d) Keep cooking area clean and uncluttered.
- (e) Cook only when alert. Never cook when tired or impaired.
- (f) If a fire starts in an oven or microwave, turn off power and keep door closed.
- (g) Call 911 if a fire occurs.

### **8101.6.3 Candles/ open flames**

Any open flames or flame producing candles are prohibited on campus except for labs, approved cooking locations and educational purposes. However, Open flame devices may be permitted in the following situations, provided safety precautions satisfactory to and prior approval from the Fire Marshal are obtained:

- (a) For ceremonial or religious purposes
- (b) On stages and platforms where part of a performance
- (c) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected.
- (d) Open flames, candles, and incense are never acceptable in residential halls.

### **8101.6.4 Electrical**

- (a) All electrical appliances should be approved/listed by a recognized testing company such as Underwriters Laboratory (UL) and in good operating condition.
- (b) Do not overload electrical outlets.
- (c) Extension cords are for temporary use and should not be a substitute for permanent wiring.
- (d) Extension cords are never acceptable in residential halls.
- (e) Extension cords should be unplugged when not in use and at the end of the day.
- (f) Use light bulbs with the wattage intended for the appliance.
- (g) Never pin, tack or run cords under carpet or through walls.
- (h) All electrical work must be performed by the Facilities Department.
- (i) Electrical closets are not intended for storage. A 3 square foot clearance must be maintained around all electrical panels, boxes, and disconnects.
- (j) Due to the inherent risk, the following electrical items are prohibited within Residence Halls;



open-coil cooking units, small convection ovens, homemade lighting devices, neon lights and signs, octopus style lamps with multiple arms, extension cords, halogen lamps, heating blankets, multi-outlet adapters (UL approved power strips are allowed-one per outlet), sun and heat lamps, in-door portable stove top grills, small freezers, and larger than 3.2 – 3.3 cubic feet non-University supplied refrigerators. Non-university supplied air conditioners, dishwashers, washers, driers. Additional information can be found in the Student Handbook.

### **8101.6.5 Space Heaters**

Problems with heat should be reported to Facilities before the use of space heaters. If unable to resolve, facilities may issue an approved device.

- (a) Only University of New Haven issued space heaters are allowed.
- (b) Use of approved space heaters must follow the Portable Electric Space Heater Policy found at: <https://mycharger.newhaven.edu/web/mycharger/fire-safety-office-of-fire-marshal>

### **(c) 8101.6.6 Laundry**

- (a) Do not overload washers or dryers with articles of clothing.
- (b) Dryer lint screens must be cleaned prior to and after each use.
- (c) Empty pockets before placing clothing in washer and dryers.
- (d) Turn off washer or dryer if any problems are encountered.
- (e) Keep laundry room door closed.
- (f) Report any problems immediately to facilities or ORL staff.

### **8101.6.7 Grilling**

Must be in accordance with the University of New Haven Grilling Policy. A copy of the complete policy is available at: <https://mycharger.newhaven.edu/web/mycharger/fire-safety-office-of-fire-marshal>

### **8101.6.8 Hoverboards**

Effective January 1st 2016, Self-balancing scooters, more popularly known as hoverboards are not allowed to be charged, operated, or stored inside of any building or on a property owned or controlled by the University of New Haven. This policy is intended to minimize the risk associated with hoverboards overheating, catching fire, or exploding while charging or riding. To review a complete Hoverboard Policy, visit: <https://mycharger.newhaven.edu/web/mycharger/fire-safety-office-of-fire-marshal>

## **8101.7 Inspections**

RA's conduct health and safety inspections during the semester in every residence hall room. The local and campus fire marshals perform fire code inspections in accordance with the Connecticut Fire Prevention Code. Any issues found during these inspections are reported to the Facilities

department for correction.

### 8101.7.1 Self-inspection

**You** are most responsible for your safety. Performing safety inspections of your area can increase your chances for surviving from a fire or other emergencies.

- (a) Ensure your means of egress is maintained, functional and unobstructed, doors not wedged open, and hardware works as designed.
- (b) Electrical outlets are not overloaded, extension cords are temporary and devices are listed from a recognized testing agency such as Underwriters Laboratory (UL).
- (c) Fire Safety devices are not obstructed, missing or damaged (extinguishers, pull stations, exit/emergency lights, sprinkler components, fire doors).
- (d) No excessive storage.

### 8101.8 Fire Safety Education

Fire safety education is provided by members of the Department of Public Safety. Fire safety education programs are provided for all students living on and off campus. Faculty and staff are encouraged to attend fire safety training announced throughout the year.

- (a) Office of Residential Life staff receive fire safety training prior to the start of each school year.
- (b) ORL staff provide basic fire safety training during floor meetings at the beginning of semesters.
- (c) First year students receive fire safety training during orientation covering; residence hall fire safety, prevention, evacuation and muster locations.
- (d) Students living off-campus are offered training throughout the year.
- (e) Fire safety bulletins are provided to all members of the University of New Haven community throughout the year.
- (f) Fire extinguisher training is provided each semester and upon request.
- (g) To receive additional training, contact [creed@newhaven.edu](mailto:creed@newhaven.edu) or call 203-932-7010.

### 8101.9 Referenced Documents

**University of New Haven Department of Public Safety Policies**

<http://www.newhaven.edu/public-safety/public-safety-policies/>

**University of New Haven Student Handbook**

**Connecticut Fire Prevention Code**

**NFPA 1**

**NFPA 101**