FIRE SAFETY

INTRODUCTION

Students will comply with all college rules and regulations and municipal laws and ordinances, including building code regulations; shall exercise ordinary care to avoid fire hazards and occurrences; and shall not obstruct any of the walkways, hallways, or surrounding premises.

Fire fighting, detection, sprinklers, and alarm equipment are provided for the protection of all residents and are not to be used or tampered with except in the case of a fire. Misuse of this equipment is a violation of college policy and New York State civil statutes. Severe criminal penalties are imposed by New York law for activating a fire alarm falsely.

Students are not permitted on residence hall roofs, window ledges, or fire escapes. No building exit shall be obstructed. Window screens are not to be removed for any purpose.

FIRE DRILLS

Consistent with New York Education Law, Section 807 - Fire Drills, Wells College will conduct fire drills four (4) times during each academic year in each residence hall to familiarize students with emergency procedures. Fire drills will be conducted three (3) per academic year in all classroom and administrative buildings. <u>It is imperative that all members of the campus community take fire drills seriously and react accordingly when the alarm sounds.</u>

It is important that all members of the campus community:

- Learn the location of fire exits in your residence hall or your classroom/office building.
- Do not tamper with or damage fire safety equipment.
- Do not assume that an alarm is a fire drill or false alarm.
- Do not congregate in or near walkways or roadways that lead to the building as this may impede emergency response personnel.

EVACUATION PROCEDURES

When the fire alarm sounds, act immediately:

- Close the windows.
- For protection, put on a coat and wear hard-soled shoes.
- Feel the door for heat to determine that it is safe to enter the corridor.
- Turn off the lights in your room when you leave.
- Close the door to your room when you leave.
- Do not rush. Continued order and quiet is essential.
- Go to your designated assembly area as quickly as possible.
- Do not leave the designated assembly area until cleared to do so, so that you may be accounted for.

Everyone must respond to the alarm and leave the building. Do not use an elevator. Think clearly about all the available exits from the building, in case one exit is blocked, so that you can alter your route without causing delay or panic. If you are in the study or social areas, leave by the nearest exit without returning to your room. If you are not in your room at the time, make sure you are accounted for as soon as possible.

WHEN THE EVACUATION ALARM SOUNDS - YOU MUST LEAVE THE BUILDING!

It is a violation of New York State Law to fail to leave a building when the fire alarm is sounding. Always assume it is a real emergency and leave the building. It is also unlawful for any person to prevent another person from leaving the building when the alarm is sounding.

Failure or refusal to evacuate any building when a fire alarm sounds will result in a $50.00 fine for the first instance an individual fails to evacuate a building, and a $100.00 fine and referral for disciplinary action for each additional occurrence.

EVACUATION LOCATIONS

In the event of an actual fire or extended fire alarm, individuals living or working in the residence halls shown below will go to their assigned primary evacuation location, unless directed to go to another location by a college official.

Students should locate and report to their Resident Advisor (RA) or other College Official upon arriving at a designated evacuation location. RA's/College Officials will maintain rosters of students arriving at the evacuation point(s) to assist in accounting for the residents/staff of the affected building(s).

Evacuation Locations

Residence Hall	Primary Evacuation Point	Secondary Evacuation Point
Dodge House	Leach House	Schwartz A.C.
Fairlane Apts.	Dodge House	Leach House
Glen Park	Leach House	Dodge House
Green House	Main Building	Sommer Center
Leach House	Main Building	Schwartz A.C.
Main Building	Sommer Center	Schwartz A.C.
Mandel House	Main Building	Sommer Center
Weld House	Main Building	Leach House

WHAT TO DO IF YOU ARE TRAPPED BY FIRE:

- If all exits are blocked, go back to your room.
- Keep your door closed.
- Pack the space under the door with towels or other materials to keep smoke out.
- Open the windows from the top, if possible, to let fresh air in.
- Let people know you are trapped. Wave a towel or pillowcase out the window, yell, or if possible, call 911 or Campus Safety at x3229.
- Stay low, on the floor, near the window, and wait for help to arrive.

TAMPERING WITH FIRE SAFETY EQUIPMENT

It is a serious offense to tamper with fire safety equipment. Individuals who are found tampering with the fire alarms, extinguishers, smoke detectors or other fire prevention equipment or pulling the fire alarm under false pretenses will be subject to swift and decisive disciplinary action. For the purpose of this policy, Fire Safety equipment is defined as:

- **Fire Extinguishers -** Fire extinguishers are located throughout the residence halls and apartment buildings. They are to be used only in the event of a fire. Do not use the fire extinguishers for anything other than to extinguish a fire.
- **Smoke/Gas Detection Equipment** – Smoke detectors are installed in every dorm room and CO_2 detectors are installed in residence halls and apartment buildings as required by the NYS Fire Codes.

  Do not cover or tamper with the smoke detector in any room or the CO_2 detectors in the hallways. Smoke detectors are wired into the main alarm system for each dorm/building. Tampering with the detector could cause the entire fire alarm system to malfunction.
- **Emergency Exit Signs** – Exit signs are located strategically throughout the buildings. Their purpose is to indicate exit routes, particularly in emergency situations. Do not remove or tamper with any of these signs.

- **Sprinkler System** - Do not hang or attach anything on/to the sprinkler pipes in your room or apartment. If you accidentally trigger the sprinkler system, you will be held responsible for all the damages caused by the sprinkler activation.
- **Alarm Systems** - Any pull station or other equipment or systems installed and/or maintained by Wells College to detect or alert persons to potential fire incidents.

Individuals found responsible for tampering with any fire safety equipment will be charged for any replacement or repair costs, assessed a $250.00 fine, and may face criminal and /or disciplinary action. Eviction from College-owned or operated housing may be the sanction in the most serious, or repeat cases.

PROHIBITED ELECTRICAL APPLIANCES

For the safety of all residents, use and/or possession of these items will NOT be allowed in any of the student rooms or public areas within the residence halls:

- Air conditioners (either floor or window models)
- Electric, propane, or kerosene space heaters
- Foreman Grills® or any open-element cooking appliance
- Toasters, ovens, toaster ovens, hot plates
- Incense or plug-in air fresheners
- Candles and candle warmers
- Sun lamps or any lamps with plastic shades, i.e., “octopus” lights
- Non-UL approved decorative lighting including holiday lighting, rope lights
- Refrigerators exceeding 5 cubic feet
- Electric or candle Potpourri pots
- Electric coils
- Lava lamp, halogen, or other high-intensity lamps
- Electric blankets
- Wireless Routers

NOTE: Students may possess crock pots, slow-cookers, and rice cookers; however these items may only be used in the designated kitchen areas in the residence halls or apartment buildings. Cooking with these appliances is prohibited in any dorm or apartment room.