

Mary Baldwin University Fire Safety

Codes, Prevention, and Events

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Purpose

- *To provide training to students and employees on basic fire code, fire prevention measures, and how to respond to a fire and/or a fire alarm.*
- Under the U.S. Department of Education's Clery Act, all residential students and employees who live or work in campus owned residential housing, require training on how to respond to a fire and/or fire alarm.

Fire Drills

- Residence Halls are required to have four fire drills annually.
- The first to be conducted within the first 10 days of the start of classes.
- Out of the four drills there must be, one during hours after sunset or before sunrise.
- Records of drills must be maintained.

Exits

- Furniture or anything that will keep people from getting to an exit in normal lighting, darkness, or smoky conditions must never obstruct exit access, even temporarily.
- A 36 inch wide (width of the door) clearance from the room entry to the opposite side of the room is required to be maintained.
- No personal belongings may be kept or stored in corridors.



Storage

- Stacked items must be 2 feet below the ceiling.

Improper Storage



Proper Storage



Decorations

- No items may be hung from the ceiling.
- Decorative materials attached to residence hall room walls are limited to up 20%.
- Party streamers and the like are not permitted to be strung in corridors, or across a means of egress.

Decorations (cont'd)

- Decorative material on residence hall room doors are limited to 8.5 inches by 22 inches.
- This includes paper products, laminate material, white boards, chalk boards, wreaths, etc.

Unacceptable Door Decorations



These decorations are unacceptable because they exceed the permissible limit, are flammable and create an obstruction to the door.

Acceptable Door Decorations



Appropriate Room Decorations



Unacceptable Room Decorations



Fire Lanes

- Fire lanes shall not be obstructed in any manner, including the parking of vehicles.
- The city fire marshal can ticket/tow vehicles blocking fire apparatus.

Open Fires

- All open fires/bon fires require a burn permit from the city fire marshal.
- Sky lantern releases are not permitted by fire code.



Fire Safety and Housing Contract

- Refrigerators are allowed under 4.3 cubic feet. They must be plugged directly to the wall.
- Microwaves are not allowed in student rooms, with the exception of the rental MicroFridge combo .
- Kitchen appliances not permitted are; ovens/toaster ovens, hot plates or cooking units, electric grills/skillets, fryers, and toasters.

Fire Safety and Housing Contract

Permitted Cooking Appliances

- Two mini refrigerators per room (must be UL listed and no greater than 4.3 cubic feet).
- Two rental micro-refrigerators per room (must be rented from MBU recognized rental company).
 - All other microwaves are prohibited.
- Coffee pots/makers
- Blenders
- Rice cookers
- Crock pots

Fire Safety and Housing Contract

- All flame producing products are prohibited in residence halls.
 - Lighters are permitted, provided they are not used inside a campus building.
- Candles are not permitted.
 - Wax warmers are permitted.

Fire Safety and Housing Contract

- Lamps with exposed halogen light bulbs are not allowed.
- Holiday lights (strings of lights for Halloween, Christmas, etc.) are not allowed.

Fire Safety and Housing Contract

- Hanging sheets, nets, or other materials from the ceiling or light fixtures is not allowed. Additionally no items can be hung from any fire protection equipment.

Fire Safety and Housing Contract

- All items must be kept four inches away from the heating unit (top and sides) and electrical outlets.

Fire Marshal Inspections

- The city Deputy Fire Marshal conducts routine inspections of the Staunton campus.
- Items to be aware of in residential common areas that he will be looking for are:
 - Storage and trash in hallways
 - Excessive decorations on doors and/or hallways
 - Blocking doorways open
 - Electrical Hazards

Fire Marshal Inspections

- Throughout campus, the Fire Marshal will be looking for some of the following items:
 - Electrical hazards
 - Improper storage of hazardous chemicals
 - Structural damage (i.e. holes in walls, ceilings etc.)
 - Operation of exit and egress lighting

Door Propping



Door propping is unacceptable because it reduces the fire rating of the room in the case of a fire, allowing smoke and/or fire to spread.

Fire Prevention Cooking

- Do not leave unattended even microwaves.
- Use low heat as much as possible, fans if available.
- Only authorized cooking devices in student rooms are:
 - Coffee pots
 - Crock pots
 - Rice cookers
 - Blenders
 - Rented Micro-Fridges
- If using oil use low heat. If fire starts cover or use extinguisher. Never carry pan as the fire will spread. Turn off stove if possible. Keep the area clean! Report spills that need cleaned.



Extension Cords

- No extension cords permitted.
- One surge protector per outlet.
- Do not plug large appliances such as a micro refrigerator into surge protectors. Plug large appliances directly to the wall.
- Holiday Lights are classified as extension cords. These are not permitted in the residence hall room.

Power Extenders



Permitted, provided it is plugged directly into an outlet and not into another surge protector.

Not permitted, because there is no surge protection, and not UL rated.

Grooming/Hair

- If using large amounts of hair spray/oil, with a hair dryer or flat iron, it is recommended to do so in the bathroom, where there are no smoke detectors.
 - Building smoke detectors are sensitive and these products when heated create smoke.
- If styling hair in the room please open a window and ventilate the room, to prevent triggering an alarm.

Electronic Devices

- Turn off devices before you leave for class, or go to bed.
- Do not keep laptops or cell phones in the bed as they will overheat and may cause a fire.



Fire Extinguishers

- Most Extinguishers at MBU are ABC type, which will put out your general fire (paper, wood, gas/oil, electrical).
- Do not attempt to put out a fire if you have not been trained to use an extinguisher, the fire is too large, and/or you do not have a clear path of escape.
- Remember PASS- Pull, Aim, Squeeze, Sweep.
- [Click here](#) for a demonstration on how to use a fire extinguisher.

During the Event FIRE

- If it is too large to extinguish with a fire extinguisher, or if you have not been trained to extinguish a fire, evacuate immediately, assemble in the pre-designated assembly point. If the direction of the wind has smoke blowing in your direction back away further.
 - If you are not able to evacuate, go to a room away from the fire. Close the door and place clothing or any type of material around the door to seal the cracks from smoke. If there is a window, open it and signal to anyone outside that you are trapped. Stay as low as possible. Try to stay calm.
- Alert anyone you see on your way out.
- If the fire alarm is not already sounding activate it by pulling the closest pull station.
- Call 911 once you are out of the building. Provide as much information as possible.
- When Campus Safety arrives alert them that there is a confirmed fire in the building, let them know if there is anyone trapped.
- Do not go back into the building until the fire department or the Campus Safety Officer(s) on scene have given permission.

FIRE ALARM

Treat every fire alarm as if there is a fire

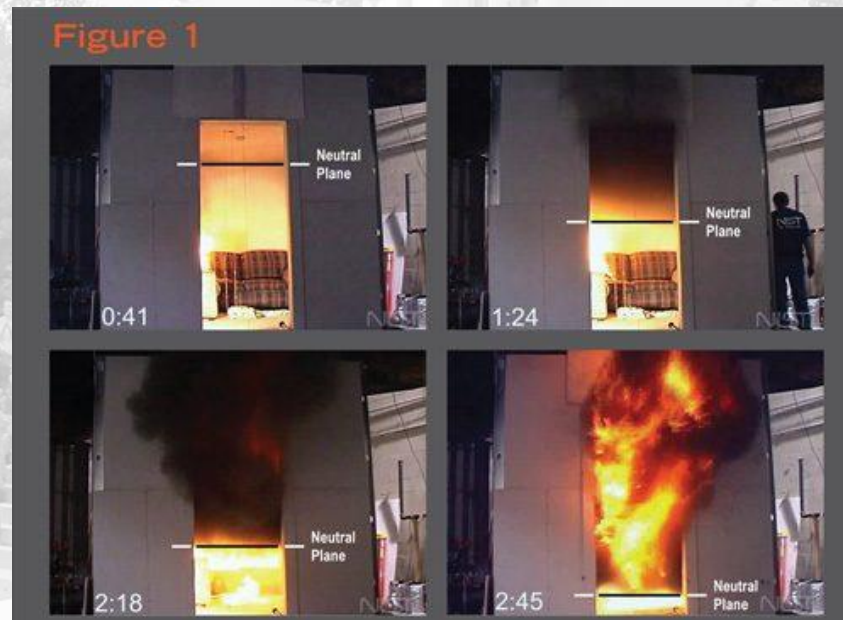
- Upon hearing the alarm evacuate immediately, take only the essential items; shoes and a coat.
- Do not wait for friends or attempt to locate other people in the building. Yell FIRE ALARM and evacuate.
- Assemble in the pre-designated assembly point.
- Do not re-enter the building until given clearance from Campus Safety Officer(s) on scene or the Fire Department.

Timely Evacuation

- Should take no more than 2 minutes for occupants to completely evacuate building.
- Keep shoes and coat by door for the ability to grab and go.
- Assemble in the pre-designated assembly point area. This area has been designated for the safety of the occupants as well as responding personnel. This is important since in most cases the last location you were seen was inside the building. Emergency personnel needs to know everyone is accounted for in the case of search and rescue mission.

Two Minute Evacuation and Flashover

- Flashover is the sudden involvement of a room or an area in flames from floor to ceiling caused by thermal radiation feedback.
- Evacuation of building should be less than two minutes. Flashover can begin in that amount of time.
- The following link directs you to a video which shows how quickly a room will become fully involved with fire. [Click Here for Video](#)



Questions?

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