

# HAMPSHIRE COLLEGE

## Residential Emergency Fire Procedures

Environmental Health & Safety ♦ August 2015

Hampshire College is committed to providing all students with a safe environment in which to learn and live. Fire safety is an important part of this commitment. This information is provided to familiarize you with College policies and procedures; and to establish our expectations of you, as well as what you can expect from the College. Your commitment to your own personal safety and the safety of others is essential to a safe campus.

### Campus Fires

According to Campus Firewatch, there were 169 deaths in college campus-related fires between January 1, 2000 and October 31, 2014. Among the factors in these fatal fires were disabled smoke alarms, careless disposal of smoking materials, and alcohol consumption. On January 19, 2000, a fire in a residence hall at Seton Hall in New Jersey killed three freshmen and caused 58 student injuries. This fire was caused when two students ignited a bulletin board and the fire then spread out of control.

We have had several fires at Hampshire including a fire in Prescott in 2000, Merrill in 2004, Dakin in 2008 and 2010 and Greenwich in 2013. Luckily, there were no serious injuries, but College and student property was destroyed and students were displaced from their rooms.



Residential areas contain many combustible materials that can easily catch and sustain fire. Fire spreads very quickly and can engulf a room in smoke and flames in minutes or even seconds. Toxic gases from burning vapors are also a serious threat in a fire.

### Fire Safety Regulations

All students must comply with the Fire Safety Regulations in the *Student Handbook*. Disregard of requirements will result in disciplinary action.

### Smoking



Smoking is prohibited inside of all buildings, and is not allowed outside within 25 feet of any building.

- Ensure that cigarettes, matches, etc. are completely extinguished and placed in an appropriate receptacle when discarding.

### Fire Safety Equipment

Fire safety equipment is in place to protect the community from fire.



- Tampering with fire extinguishers, sprinklers, detectors or alarms is strictly prohibited.
- Do not use fire extinguishers as door props; leave them in their designated location.
- Fire alarms are for emergencies only. Pranks involving false alarms are strictly prohibited.
- Do not hang anything off of sprinkler heads or pipes. Keep stored materials at least 18" from sprinkler heads.

### Decorating

Requirements for decorating safely are meant to eliminate items that could contribute to fire spread and/or hamper your exit in an emergency.



Key items are:

- No more than 40% of room or common area walls can be covered with combustible items, such as posters, tapestries, etc. Nothing can be hung from ceilings.
- Arrange furniture, curtains, electrical cords etc. so that they are at least one foot away from heaters.
- Keep all exit doors and paths to exits clear.
- No flammable holiday decorations, such as trees or wreaths, are allowed.
- No decorations or postings are allowed in stairways.
- No decorations are allowed in hallways.
- Student doors postings are limited to the existing bulletin board or a 2' x 2' area.

## Fire Safety Hazards

Potential sources of fire must be strictly controlled.

- The only cooking devices allowed in student rooms are hot pots and small microwave ovens.
- Toaster ovens are only allowed in kitchens or lounges.
- Candles or incense are not allowed anywhere inside residential buildings.
- Storage and use of flammable materials, such as spray paint, gasoline, propane, etc. is prohibited in all residential areas.
- Outlet adapter cubes should not be used. If you need additional outlet capacity, use a breaker type power strip.
- Halogen lamps are prohibited.
- Multi-headed lamps with plastic shades must use compact fluorescent or 40 watt or less light bulbs.



## Make sure that you know:

- The location of fire alarms and extinguishers.
- At least two ways out of the building.
- The Hampshire emergency phone number (ext. 1911; 413-559-5555 from your cell phone).
- What to do in the event of a fire or fire alarm.
- Where to check-in if the building is evacuated.



## When the Alarm Sounds:

- Immediately stop what you are doing and head out of the building. (If you are cooking, ironing, etc., turn off the heat-producing appliance prior to exiting.)
- The goal is to evacuate the building within 3 minutes.
- Check the back of your door for heat before opening it. If the door is hot, do not open it; stuff towels or clothes under the door. Call Campus Police (ext. 1911; 413-559-5555 from your cell phone), and attract attention at the window.



- If the hall has dense smoke, do not leave, close the door and follow the same procedures as if the door was hot.
- If the hall has smoke, but is passable, stay low to the floor while moving to the exit.
- If there is no smoke, go out the door, close it behind you, and quickly exit.
- Go to the designated meeting spot and check in with the housing staff.
- Do not reenter the building until the fire alarm has been shut off and Hampshire College Campus Police or the Amherst Fire Department tells you it is safe to enter.
- If there is a fire in your room, get out and close the door, pull the fire alarm, and call Campus Police from a safe location.



## Evacuation Drills

In order to achieve these goals and comply with state requirements, the College conducts evacuation drills at least once per semester to practice what to do and evaluate areas that may need improvement. If occupants do not evacuate quickly, drills may be repeated. Individuals that do not evacuate during drills will be sanctioned. Further drills or training may be conducted if it appears that individuals do not know what to do, where to meet, etc.

## Cooperation

Safety is everybody's responsibility and we appreciate and expect your full cooperation in demonstrating that you know what to do in an emergency and that you are committed to keeping Hampshire College safe for everyone.

<b>Building: Dakin</b>
<b>Check-In Locations: Bocce Court in the Merrill Quad</b>
<b>House Office: X 5770</b>
<b>Campus Police (EMERGENCY): X 1911</b> <b>Cell phone or off-campus 413-559-5555</b>