

# LEHIGH UNIVERSITY FIRE SAFETY COMPLIANCE PROGRAM

## **POLICY STATEMENT**

The University is committed to providing its residential students and guests with a safe environment in which to live, learn, and work. It is the responsibility of all students, staff, guests, and visitors to abide by all fire safety rules, regulations, and guidelines.

## **Student Training**

Residential students of Lehigh University are trained in basic fire safety policies by the Residential Life Staff in Residence Halls or by Residential Services Staff in Fraternities and Sororities. This training is received at mandatory floor and house meetings at the beginning of each academic year. Fire safety residential policies are reviewed and fire safety systems are discussed. Locations of and policies regarding the following are covered:

- smoke detectors
- fire alarm pull stations
- fire extinguishers
- sprinkler heads
- emergency exit lighting and signage
- emergency evacuation routes
- proper evacuation protocol in the event of a real fire

The same information is covered for new residents who move into facilities during or between semesters.

## **Fire Safety Programming**

The importance of fire safety at Lehigh University is highlighted during National Fire Safety Week, which takes place each year in October. Programming emphasizing fire safety takes place in all residential areas during that National Fire Prevention Week. Examples of programs that have occurred are:

- showing of videos on how quickly residential rooms can catch fire and burn
- visits from the City of Bethlehem Fire Commissioner
- discussions on how fire safety is everyone's responsibility

## **Fire Reporting**

If a fire is discovered, activate the nearest pull station. If safe to do so, call Campus Police at 8-4200 if using a campus phone or 610-758-4200 if using a cell phone to report the area and type of fire.

## **Residential Fire Safety Systems**

All residential facilities at Lehigh University contain the following fire safety systems:

- hard wired smoke detectors in every room
- audible alarms which report back to the University Police Department

- complete sprinkler installation
- fire extinguishers on every hallway, in every common kitchen area and all individual apartment kitchens

\*All fire safety systems are checked on a monthly basis by a third party vendor. A detailed description of all fire safety systems can be found at Residential Services.

### **Responding to Alarms**

The City of Bethlehem Fire Department responds to all fire alarms on campus. The University Police typically arrive first at the scene of a fire alarm and communicate the severity of the emergency to the City of Bethlehem Fire Department while they are en route. All residents of the building are required to evacuate the building upon hearing the alarm; failure to do so is a violation of the campus housing contract.

In the event of an actual fire or sprinkler discharge, University Police will contact the Dean of Students staff member and the Residential Services staff member who are on emergency call duty. The duty personnel will contact additional departments and individuals as needed.

### **Evacuation**

It is the expectation of all residents, guests, visitors and staff to evacuate the residential facility upon hearing a fire alarm. Evacuation should be made through the nearest exit in accordance with the fire evacuation map located on all hallways throughout the residential system.

Once you have exited the building you must remain outside the facility and gather a safe distance from the building and emergency personnel. No one may reenter the building until the City of Bethlehem Fire Department has communicated that the building may be reoccupied. Additionally, all residents, guests, visitors and staff should follow these guidelines:

- use stairways, never use an elevator
- if conditions permit, close all open doors to in order to contain the fire and smoke
- if smoke filled conditions exist, crawl low to the floor under the smoke to the nearest exit
- if you must exit through a door, touch the door and the knob with the back of your hand; if it is hot try another escape route
- if you are trapped in your room, seal the door with rags and signal from your window; call 8-4200 or 9-911 and let Campus Police know your location

### **Fire Extinguishers**

There is a fire extinguisher placed in all hallways and common areas throughout our residential system. The extinguishers are to be used by emergency responders and trained University personnel only. Do not attempt to fight a fire with an extinguisher unless you have been

appropriately trained on the proper use of the equipment. If you discover a small fire and the alarm fails to sound, go to the nearest pull station and activate the alarm and evacuate the building immediately.

Fire extinguishers throughout our residential system are inspected on a monthly basis by a third party inspector to ensure their proper charge and functionality.

### **Fire Drills**

Residential System fire drills are scheduled and conducted in accordance with the Pennsylvania State Fire Code. Fire drills are scheduled to occur each academic semester, prior to October 15<sup>th</sup> during the fall semester and prior to February 15<sup>th</sup> during the spring semester. Fire drills are conducted by the Office of Residential Services in conjunction with the University Police Department. Results of each fire drill are sent to the City of Bethlehem Fire Department and are on file at the Office of Residential Services. Poor evacuation times will result in retesting.

### **Disabled Persons**

Any persons with disabilities who require assistance evacuating a building should notify the University Police Department and the Office of Residential Services so that an evacuation assistance plan can be made with the Bethlehem Fire Department.

### **Fire Inspections**

The Office of Residential Services in conjunction with the Office of Residence Life conduct fire safety inspections in student's individual rooms and apartments during the month of October. These inspections are conducted to ensure that the fire safety policies which are outlined in our General Provisions of Student Occupancy are being followed.

### **Prohibited Items and Activities**

The General Provisions for Student Occupancy (housing contract) outlines prohibited items and activities in our Residential System. Some of the prohibited items and activities include;

- smoking in any residential facility
- hanging items from or blocking access to sprinkler heads
- candles – any type including religious or decorative
- halogen lamps
- non-University issued space heaters
- small cooking appliances including coffee makers, toaster ovens and microwaves
- electric blankets
- refrigerators exceeding 4.6 cubic feet
- decorations which violate the provisions outlined in the GPO

### **Furniture**

All furniture supplied by the University meet the requirements of Cal Tech 133 and University supplied mattresses meet Cal Tech 117. These measurements are standards used throughout the furniture industry regarding the combustibility requirements of residential furnishings. We

strongly recommend that student owned furniture brought into our residential system conform to the same guidelines.

**Additional information**

Additional information on fire safety at Lehigh University can be obtained at the Office of Residential Services, 610-758-3500 or on our website at [www.Lehigh.edu](http://www.Lehigh.edu).