

History of Campus Fire Safety

On January 19, 2000 three students were killed and 62 students and firefighters were injured when a fire erupted at Seton Hall University. This fire, originally lit as a prank, proved to be one of the deadliest college fires in recent history, as three couches in a 3rd floor lounge approached 1500 degrees F in less than 5 minutes.

In this tragedy's aftermath, then NYS Governor George Pataki created a Task Force on Campus Fire Safety in February 2000. The result of this task force today is annual wall-to-wall fire inspections of all NYS colleges and universities, with the assistance of the NYS Office of Fire Prevention & Control (OFPC).

Hamilton College is committed to fire safety as a priority in student residences and other campus facilities. As evidence of that commitment, 100% of Hamilton's on-campus residential facilities are sprinklered. However, no fire alarm, detection or suppression system can 100% guarantee that a Seton Hall-like tragedy will not occur here, as most OFPC violations tend to be behavioral in nature. While there are a number of College departments charged with administering Hamilton's fire safety programs, all students and employees must **DO THEIR PART** and abide by this Fire Safety Notice.

Best Practices & Recommendations



Power Strips

- Use power strips instead of extension cords, which will “trip” in the event of a power surge.
- But be sure to never “piggy-back” such devices, one to another.

Fire Extinguishers

- While these devices are found throughout campus, they are **not** intended to enable “fire-fighting” by those not trained in extinguisher use.
- If you would like to be trained in fire extinguisher use, please contact Fran Manfredo or Brian Hansen.



Faculty/Supervisor Fire Safety Roles

- Recognize that wherever you teach students or supervise students or other employees, **YOU** play a critical role in the success of our fire safety program.
- Always treat a fire alarm signal, even if it's a fire drill, as a potential emergency.
- Know the “initial gathering points” for building evacuations in all facilities you teach or supervise others in, and ensure you communicate those locations accordingly.

Hamilton

Employee Fire Safety Notice

Emergency Phone Numbers

Campus Safety	x4000
Human Resources	x4302
Student Health Services	x4111
HCEMS	x4000
Env. Protection & Safety	x4647
Physical Plant	x4500

Note—This document is not inclusive of all fire safety programs at Hamilton College. Please see this website for additional information: <http://www.hamilton.edu/college/EPS/firesafety.html>

Prohibited Items, Actions & Nevers...



No Light Duty Household Extension (or Zip) Cords

•These devices are only suitable for non-commercial/household use, and are **not** permitted on campus at any time.



Heavy Duty Ext. Cords

•These devices are only suitable for periodic use, like to run a vacuum or other mobile equipment.

•A heavy duty extension cord running a desk lamp is **not** periodic use, and will result in a fire safety violation.



No Multi-Plug Adapters

•Again, these devices are only suitable for non-commercial/household use, and are **not** permitted on campus at any time.



No Piggy-Backed Outlet Strips

•These devices are acceptable for safely extending an electrical circuit.

•However, **do not** piggy-back one outlet strip to another.

Other Generally Banned Items

- Holiday Lights
- Halogen Lamps, Lava Lamps, Heat Lamps
- Candles/Incense
- Natural Christmas Trees
- Space Heaters or Air Conditioners

Storage Issues

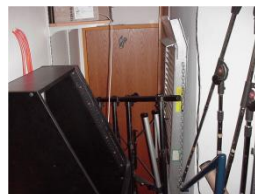
•The excessive storage of materials in an office such that it might block your timely exit from the space is prohibited.



•The storage of combustible materials on walls/shelving must observe an 18" clearance from the ceiling in a sprinklered building, or 24" in a non-sprinklered building.



•You may not place anything that obstructs access/egress paths in your in building's hallways, stairwells or even storage spaces.



Smoking

•By the NYS Indoor Air Quality Act, smoking is **prohibited** in all College buildings and facilities.

•As a further courtesy, smokers should stay at least 20 feet from any building entrance or air intake manifold.

Food Storage/Cooking/Prep Outside of Approved Kitchenettes

- Employees should utilize designated kitchenettes for food storage/cooking/prep.
- For energy conservation reasons, employees are discouraged from having personal refrigerators in their offices.
- The only permissible food warming devices outside of kitchenettes include those with internal/self-contained coils.

Never tamper with or otherwise obstruct fire safety equipment installed in your building, such as:

- Smoke/heat detectors;
- Sprinkler heads/piping;
- Fire extinguishers;
- Fire/smoke doors;
- Fire alarm panels;
- Pull stations; or
- Exit/egress signage.

Corrective Actions

All college facilities, including employee offices, are subject to regular inspection by the offices of Env. Protection & Safety, Campus Safety and Physical Plant, as well as the annual OFPC fire inspection (set for late September). Dependent upon the nature and severity of any fire safety related violations discovered during the course of an inspection, corrective actions that may be levied upon the responsible party(ies) include, but are not limited to, additional instruction, on-the-spot confiscation or disciplinary action.