



Fire Safety Guidelines

Appliances

1. An appliance can be defined as any instrument or piece of equipment or device designed for a particular use and powered by electricity. (i.e. computers, copy machines, refrigerators, freezers, space heaters etc.)
2. Always use appliances that are UL or FM labeled.
3. Adequate space should be given around appliances to allow for air circulation.
4. Clothes dryers should have the lint removed after each load and excess build-up of lint around the dryer should be cleaned regularly.
5. Appliances should be plugged directly into wall outlets.
6. Frequently inspect the electrical connection of appliances to ensure a good connection with the receptacle
7. Frequently inspect the condition of appliances. If appliances begin to spark or produce an electrical smell, turn power off immediately and discontinue using the appliance.

Candles & Incense

1. Candles, incense burners, oil lamps or other personal items that have open flames or that smolder, are prohibited in work areas (individual or group), conference rooms, restrooms, etc. in all campus buildings. This restriction applies to such items regardless of whether the item has been lit.

Combustible Storage

1. Eliminate excess combustible materials such as paper and cardboard.
2. Never store combustible materials in hallways, stairwells, or mechanical rooms.
3. When stacking combustible materials, leave at least 24" from the top of the storage to the ceiling.

Compressed Gas Cylinders

1. Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Ropes, cords, rubber and other combustible material are not approved for this purpose.
2. Compressed gas cylinders shall have their caps in place except when they are in use or are being serviced or filled.

Decorations

1. Never hang anything from fire sprinkler piping or sprinklers.
2. Never obstruct fire alarm devices.

3. Any combustible decorations such as curtains or drapes must be of a fire resistant material.
4. Never obstruct an exit or the visibility thereof.
5. Light strings are considered temporary wiring and are only to be used during holidays.
6. Decorations should not be placed in exit corridors or stairways.

Decorations (Holiday)

1. Do not use live cut Christmas trees in University buildings. Use an artificial tree that is fire resistant.
2. Do not place holiday decorations where they may block emergency egress (e.g., stairways, corridors, near doors, etc.)
3. Only use decorations that are fire retardant.
4. Practice good housekeeping by minimizing paper and other combustible decorations.
5. Avoid using extension cords. If you must use an extension cord, use a heavy gauge cord and place it in plain view. Make sure the cord does not pose a tripping hazard.
6. Use FM or UL labeled electrical decorations.
7. Do not light candles or use other decorations with open flames
8. Turn off lights when the room is unoccupied.

Electrical Safety

1. Extension cords are for temporary use (defined as an 8-hour work day or less).
2. Unplug and properly store cords when not in use.
3. Install permanent code compliant wiring for long term use.
4. Extension cords or power strips must be plugged directly into a wall receptacle – no daisy chaining is permitted.
5. Extension cords should be used for portable equipment.
6. Extension cords and power strips should be examined regularly for damage and removed from service if damage is found.
7. Extension cords and power strips should be UL listed. Power strips shall contain circuit breakers.
8. Extension cords shall not be run above ceiling or under carpet or other similar materials.
9. A working space of not less than 30" wide (or width of equipment), 36" deep and 78" high shall be provided in front of electrical service equipment. No storage shall be permitted within this designated work space.

Emergency Access and Egress

1. Keep all means of egress clean, clutter-free, and unobstructed.
2. Do not place hazardous materials or equipment in areas that are used for evacuation.
3. Do not use corridors or stairways for storage or office/laboratory operations.
4. Do not place locks, chains, or other devices that can defeat or obstruct an exit without prior written permission from the Department of Facilities & Construction.
5. Corridors may not be used as an extension of the office or laboratory.
6. Keep furniture in the corridors to a minimum, i.e., narrow, small benches along the wall and only if they do not block the egress path.

Fire Doors

1. Fire doors serve as a barrier to limit the spread of fire and restrict the movement of smoke. Unless these doors are held open and released by the building fire alarm system fire doors should remain closed at all times. Do not tamper with fire doors.
2. Know which doors are fire doors and keep them closed to protect building occupants and exit paths from fire and smoke.
3. Never block a fire door with a non-approved closure device such as a door stop, blocks of wood, or potted plant.
4. For fire doors with approved closure devices, make sure that nothing around the door can impede the closure.
5. Never alter a fire door or assembly in any way. Simple alterations such as changing a lock or installing a window can lessen or completely void the fire rating of the door.
6. Doors to offices, laboratories, and classrooms help act as smoke barriers regardless of their fire rating. Keep these doors closed whenever the room is unoccupied.
7. A closed door is the best way to protect your path to safety from the spread of smoke and fire.

Fire Extinguishers

1. Never block access to a fire extinguisher.

Liquefied Petroleum Gas (LPG)

1. Do not store LPG near heat, flame, or other ignition sources.
2. Do not leave portable LPG containers larger than 16 oz. in a building overnight.
3. Inspect containers for excessive denting, bulging, gouging, and corrosion and check hoses for cracks and deterioration; containers displaying any of these signs shall be removed from service.
4. Label all containers as Flammable and as LP-Gas, Propane, or Butane.
5. Cylinders shall be located to minimize exposure to excessive heat, and physical damage.
6. Cylinders shall be stored away from exits, stairways, or areas normally used or intended for the use of egress for occupants.
7. The maximum allowable quantity of LPG stored in a building shall not exceed 2 pounds.
8. Quantities in excess of this amount shall be stored outside in a lockable ventilated enclosure of metal exterior construction.

Space Heaters

1. Always use appliances that are UL or FM labeled.
2. Space heaters must never be left on unattended, even if you are just going to step out for a moment.
3. Space heater must be equipped with an automatic shut off feature.
4. Space heaters should be unplugged when not in use.
5. A minimum of 36" should be maintained from any combustible materials.
6. Adequate space should be provided around space heaters to allow for air circulation.
7. Space heaters must be plugged directly into wall receptacles.
8. Frequent inspections of electrical cords for damage and to ensure a tight connection of the cord into the receptacle

9. If heater begins to spark or produce an electrical smell, turn power off immediately and discontinue using the appliance.