

UNIVERSITY OF RICHMOND

HOUSING FIRE SAFETY POLICY

SFTY 2
May, 2002
Revised March, 2003
Revised August, 2004
Revised July, 2005
Revised March, 2006
Revised June, 2007
Revised April, 2008
Revised May, 2009
Revised November, 2010
Revised May, 2011
Revised August, 2012
Revised August, 2014
Revised October, 2015
Revised October, 2016
Revised September, 2017

FIRE SAFETY POLICY

The following regulations are intended to maintain a safe living environment for students residing in University housing. Any person, who performs any act that endangers the life, safety, or property of others, will be considered to be in violation of the University Housing Fire Safety Policy and the Unified Agreement. Violations of the University's Housing Fire Safety Policy are subdivided into categories. There may be fire safety concerns that are not specifically addressed by this Policy that will be responded to on a case-by-case basis.

It is an expectation that all students accepting housing at the University understand the University Housing Fire Safety Policy and will abide by the established rules and regulations for living in University housing.

Inspections and Sanctions

Representatives from the Office of Residence Life & Undergraduate Student Housing or Environmental Health and Safety and Risk Management will inspect all residential facilities several times per academic year. Students who are found to be in violation of the University's Housing Fire Safety Policy will receive the sanctions listed below. The violations noted below pertain to each resident of the room/unit, regardless of which resident is responsible for the violation. If you are aware of a violation in your room/unit and your roommate(s) refuse to correct the violation, it is your responsibility to inform the Office of Residence Life & Undergraduate Student Housing. You will avoid being charged for the violation if you report it in advance of any inspection. Students are expected to reimburse the University for missing/damaged equipment and to immediately remove item(s) in violation. Students who fail to comply and/or have repeated violations will be referred to the appropriate Dean.

Fire Safety violation records and sanctions are maintained and implemented cumulatively from year to year. The Office of Residence Life & Undergraduate Student Housing maintains student fire safety violation records and sanction history separate from a student's conduct file. This data will be used as a basis for determining violations/sanctions in subsequent years.

First Violation = Warning

Second Violation = \$25 fine

Third Violation = \$50 fine

Subsequent violations will result in additional sanctions as deemed appropriate and referred to the student's respective Dean's office

Failure To Comply: Students who do not correct a violation within a given period of time may be charged with failure to comply and referred to the student's respective Dean's Office.

CATEGORY A

Residence Hall/Apartment Cleanliness

Residents are to maintain their rooms/apartments in a manner acceptable to the Office of Residence Life & Undergraduate Student Housing. Residents should not allow excessive trash to accumulate in a room, an apartment, or around apartment areas. Residents should not allow clothes and/or other personal property to cover the floor of their living area or allow garbage to accumulate and become a health concern.

Posting and Decorations

Residents may place postings or decorations on the exterior of their room doors only. All other postings and decorations in the halls or common areas of all University housing must comply with the General Housing Information and Policies web page.

CATEGORY B

Hallway, Exit ways, and Common Areas (i.e. suite and entry spaces)

Exit ways must be kept totally clear at all times. Clothing, furniture, or other items may not be placed in a hallway, stairwell, or common area. All items must be kept in resident or designated storage rooms.

Christmas Trees

Cut or live Christmas trees, wreaths, garland, etc., are not permitted in University housing.

Decorative Lights (inside of building)

- All holiday/decorative lighting sets must bear UL listing tags.
- Lighting sets are prohibited in corridors or any common area.
- Lighting sets may be utilized on artificial trees, or placed around room windows.
- Lighting sets are prohibited around room doorways.
- All lighting sets must be turned off when the room is unoccupied.
- Lighting sets may not be in contact with draperies, paper, or combustible decorations.
- Lighting sets may not be hung from ceilings.

Decorative Lights (on exterior of building)

Residents of the University Forest Apartments and the Atlantic and Pacific Houses may elect to display decorative lights on the exterior of their units. These lights must be attached directly to the exterior of the building and/or shrubbery immediately adjacent to the unit. No more than three strings of lights may be joined together.

Cooking in Residence Halls

University policy prohibits cooking in residence halls. The only exception to this rule is locked, limited access kitchens. Food preparation is allowed using only a Microwave oven in a residence hall room.

If the building fire alarm is activated as a result of cooking in a residence hall room, the responsible individual(s) will be notified that in the event of a second occurrence, their cooking appliances will be confiscated by the Office of Residence Life & Undergraduate Student Housing.

Extension Cords/Power Surge Protector Strips

For safety reasons, the University requires the use of Fire Shield brand extension cords and surge protectors. This is the only brand of extension cord/surge protector that monitors the leakage current, thus sensing any damage to the cord, and shuts off the electrical power safely. The only exceptions to this requirement are the Gateway Village Apartments and Westhampton Hall. These facilities have built-in Combination Arc-fault Protected Circuits. Occupants of these facilities may use non-Fire Shield surge protectors. The surge protectors and or power strips must be UL-approved with a built-in circuit breaker. Extension cords will not be authorized for use in those facilities with built-in Combination Arc-fault Protected Circuits. Where allowed extension cords and or surge protectors cannot be run above the ceiling. Multi-plug adapters, such as cube adapters, plug-in air fresheners with an outlet, or any other outlet or receptacle not hardwired into the building or part of a Fire Shield is prohibited. A battery backup UPS may be used for computers.

Ceiling Fans

Installation of ceiling fans or alteration of the electrical system is prohibited.

CATEGORY C – Includes items that may be confiscated during inspections or need to be removed.

Discharged Fire Extinguishers

If a student discharges a fire extinguisher in order to put out a fire, there will be no sanction or charge for replacing the extinguisher. Students are to notify the appropriate Deans office when:

- a fire extinguisher is used to put out a fire
- the fire extinguisher has leaked down, i.e. the gauge is no longer in the green
- the fire extinguisher is missing

Fire extinguishers are not to be removed from their proper locations or made inaccessible by wall hangings, furniture, etc., or discharged unless there is a true fire emergency. If a room/apartment fire extinguisher is found to have been tampered with, the occupants will be sanctioned.

Tampering with Room Smoke Detectors

A resident who has tampered with or vandalized a room smoke detector in any way will be sanctioned. It is the student's responsibility to report a faulty smoke detector to University Facilities.

Sprinkler System

Do not hang or drape items from sprinkler pipes or heads. This may cause flooding/property damage.

Fire Alarm Evacuation

A resident who is found not to have evacuated the residence hall as a result of a fire alarm will be sanctioned.

Unauthorized Electrical Items

The following items are prohibited in all residential facilities:

- Space heaters
- Hot plates
- Crockpots
- Toaster ovens (not permitted in residence halls)
- Cookers/Steamers/Grilling Machines **of any form** (not permitted in residence halls)
- All open/visible coil electrical equipment of any type (not permitted in the residence halls)

PLEASE NOTE: All cooking in the University Forest Apartments and Gateway Village Apartments may only occur in the kitchen area.

Prohibited Items and Practices

- **Covered Ceiling Light:** Students are not permitted to place or drape materials across, on, or from the ceiling light or any other room light fixture.
- **Decorative Materials:** No materials of any kind may be hung from ceilings. Approximately 20 percent of the total wall surface in a room may be covered with decorative materials; however, they must remain flush with the wall and cannot hang diagonally between two walls.
- **Halogen Lamps:** Halogen lamps with bulbs rated over 100 watts are prohibited.
- **Gas Powered Vehicles**
- **Flammable and Combustible Liquids:** Flammable and combustible liquids of any type are not permitted in University housing.
- **Candles, Incense, Flame Producing Products**
- **Fireworks**
- **Smoking:** The University of Richmond prohibits smoking, including e-cigarettes, inside classrooms and administrative buildings, residential facilities, dining areas, athletic facilities and university owned vehicles. Smoking is prohibited within 25 feet of the outside of any building to prevent smoke and e-cigarette vapors from entering through entrances, windows, ventilation systems, or other means.
- **Open Fires and Grills:** Open fires are not permitted on campus. At the University Forest Apartments, propane or charcoal grills are permitted on the edge of the patio farthest from the apartments. If a charcoal grill is to be used, the container that holds the charcoal briquettes must be in excellent condition, with no holes and the container is to be covered with a properly fitted lid to

prevent embers from flying out and igniting nearby materials. Never leave a grill unattended.

- **Bed Risers, Lofts, Platform Beds, Partition Walls:** The University does not permit the construction or use of unauthorized bed risers, lofts, platform beds or partition walls.

Furniture

In order to allow for resident comfort, while at the same time recognizing safety and disposal issues, the University allows residence hall residents too add a limited amount of student owned furniture to their rooms. Depending on the number of occupants in the room of a residence hall, Atlantic House, Pacific House, and the law dorm, residents may add 1, 2, 3, or 4 pieces of furniture from the following table.

A	B
Upholstered Chair	Couch
Papason Chair	Love Seat
	Futon
	Papason Chair (Full)

Singles: May add 1 piece of furniture from either column A or B; however, the bed must be lofted to accommodate an item from column B.

Doubles: May add either 2 items from column A or 1 from A and 1 from B. If the building is of the suite design the beds must be lofted or bunked to accommodate an item from column B.

Triples: May add either 3 items from A, 2 from A, and 1 from B, or 2 from B

Quads: May add 4 items from A, 2 from B, or 2 from A and 1 from B.

A resident also may replace the University supplied desk chair with an office style chair.

University Forest Apartment residents also may add student-owned furniture to their apartments. Given the larger floor space in the apartments and the existence of two entrances/exits per apartment, residents are exempt from the guidelines established in the furniture table.

Exit/entry doors must remain unobstructed in all University housing.

CATEGORY D

Malicious Burning/Arson

A student found to be involved in an incident of malicious burning/arson will be evicted immediately from campus housing and may be suspended or dismissed from the University. The student will be required to reimburse the University for any damage. The University may require the student have a psychological evaluation and treatment to remain and/or to be readmitted, and if readmitted, the student will not be allowed to live on campus.

Tampering/Vandalizing the Central Fire Alarm/Smoke Alarm or Sprinkler System of Any Building

A student who is found guilty of tampering/vandalizing the central fire alarm/smoke alarm or sprinkler system of any building will be evicted immediately from campus housing and may be suspended or dismissed from the University. The student will be required to reimburse the University for any damage. If readmitted, the student will not be allowed to live on campus.