

## **VIII. Fire Prevention Policies and Procedures**

### **Fire Evacuation**

Failure to evacuate a campus building immediately upon the sound of an alarm, or failure to follow specific prescribed procedures, including the on-site directives of a campus representative is prohibited.

#### **In case of a fire:**

1. Begin evacuation immediately. If you can do so safely, knock on your neighbors' doors and notify them that they must immediately leave the building. Stay calm and keep order. Signs are posted in each residence hall and in each apartment giving appropriate evacuation routes. Evacuate using the nearest safe exits or stairwell. Assemble outside in your designated area.
2. If you can do so safely on your way out, pull the nearest fire alarm. This is a building alarm that will automatically notify the Fire Department.
3. Do not re-enter the building until permission has been granted by the Fire Department.
4. Contact the RA, Dean of Students or the Director of Housing.

### **HCHC FIRE RELATED POLICIES**

#### **Fire Safety**

It is essential for the safety of all members of the college community to be particularly careful about fire hazards. Firearms, fireworks, halogen lamps and heating devices of any type, and any other property or material which has the potential to be dangerous to persons or property, are strictly prohibited from all residence halls. Students agree to comply with the regulations in the Student Handbook for appliances, computers and fire safety. Offenders of these regulations and abusers of fire alarms and other residence hall fire equipment will be subject to fines, removal from campus housing, disciplinary proceedings and/or criminal prosecution.

False reports of fire or other dangerous condition, creation of a fire hazard or other dangerous condition, or activities that interfere with campus safety, civility or environmental health are strictly prohibited.

#### **Flammable Material**

At no time may a resident store or bring into any building a flammable, combustible or explosive fluid or material other than cleaning fluids that are customary for residential life.

#### **Smoking**

There is absolutely no smoking allowed in any building on campus. All students agree to comply with this rule by virtue of residing in campus housing.

## HCHC Jeanne Clery Act Compliance - 2015

The disposal of cigarette butts anywhere on the grounds of HCHC is prohibited. Cigarettes must be put out and safely disposed of in a fire-safe container. Fines in the amount of \$50 per occurrence will be issued to offenders and/or disciplinary action if deemed appropriate by the Director of Housing.

### **Fire & Smoke Alarms, Heat Detectors & Extinguishers**

When a fire alarm sounds, it is imperative that all students evacuate and stand clear of the building until signaled by officials to enter. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and is a federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined \$250 plus the cost of recharging the extinguisher. Smoke alarms have been placed throughout the campus. Inoperable or malfunctioning smoke or heat detectors should be reported to the Director of Housing immediately. Tampering with or setting off smoke alarms or heat detectors is a violation of federal law. Students who tamper with smoke alarms or heat detectors for any reason other than emergency situations will be fined \$250 plus the cost of repairing the equipment.

### **Burning or Lighting of Materials**

The lighting and/or burning of any material, including, but not limited to candles, incense, scented oils, potpourri, etc. is strictly prohibited.

Anyone found in violation of this policy will be fined \$125 per occurrence and/or realize a loss of housing privileges. (Source: Student Handbook)