

# FIRE and LIFE SAFETY

YOUR RIGHT. YOUR **RESPONSIBILITY** TO KEEP SAFE.



## FIRE AND LIFE SAFETY

Safety in Western Oregon University's residential facilities means protecting people and property. WOU's campus is a great place for students to learn and grow. But like any other community, WOU can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students. **Campus safety depends on everyone, including you.**

Keep the door to your room or apartment closed and locked! Do not leave it propped when going to class. Leaving it open even one minute is an invitation to robbery or attack; and is a fire safety hazard.

### LIFE SAFETY TIPS



YOUR KEYS TO CAMPUS SAFETY

- Always find out who is knocking - before you open the door.
- Never leave ANY doors propped open.
- **KEEP YOUR KEYS AND/OR FOB SAFE!!**
- Don't lend your key/fob (including PIN) to anyone.
- Don't leave keys/fob lying around in your room.
- If your key/fob is lost or stolen, report it to the Residential Service Center or residential staff immediately. Your lock will be changed or fob canceled and you will receive new keys/fob. A \$25 - \$75 fee will be applied to your student account.
- When entering a building or community, do not let un-escorted visitors into the hall.

### FIRE SAFETY INSPECTIONS

FIRE SAFETY INSPECTIONS ARE CONDUCTED IN OCTOBER IN ALL RESIDENTIAL FACILITIES. ALL RESIDENTIAL STUDENTS WILL BE EXPECTED TO WORK WITH STAFF AND TO COMPLY WITH FIRE SAFETY REGULATIONS. THE FOLLOWING WILL HELP YOU MAINTAIN A "FIRE SAFE" ROOM.

### POLICIES

*The following are violations of the fire code or rules pertaining to fire and life safety:*

- Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in the smoke detector in your room), extinguishers, or other fire/life safety equipment.
- False alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons.
- Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at times other than during an evacuation or emergency.
- With the exception of barbecues outside of family housing units, storage of flammable liquids/gases and other materials (propane, gasoline, etc.).
- The use of open flame devices including but not limited to candles and incense in or around the residence halls.

### INSPECTION BASICS



Adhere to these basic ground rules when setting up your room to guide you to an inspection that is violation-free.

If you have a need for extra electrical outlets, use a power strip with a built-in circuit breaker. Power strips should be plugged directly into the wall. To avoid the risk of overloading circuits, do not combine power strips to obtain more outlets.

Use only UL certified (UL certified sticker affixed), grounded and insulated extension cords.

Posters may be posted to the wall, but wall to wall posters and posters on the ceiling are a violation of fire safety codes. Please keep more than 50% of your wall space, and 25% of the door surface in your room clear of any combustible materials. No posters can be mounted on floors.

Flags, tapestries and blankets must be sprayed/treated with fire-retardant before hanging.

Only a limited amount of material can be posted on windows (no more than 10% of the window can be covered).

Every smoke detector **must** be operational. Smoke detectors are checked every term to determine if they are functioning properly. Please contact your hall staff if your smoke alarm is not working properly. Students whose detectors are found to be without a battery and/or rendered inoperable will be fined up to \$100.00.



## Basic Inspection Rules continued . . .

With the exception of microwave snacks, cooking is not allowed on campus except for units with kitchens. Single / exposed element burners, toasters, etc. are prohibited in all residential facilities.

Hot air popcorn pop-pers, hot pots, and drip coffee makers are acceptable provided there is a built-in shutoff and there are no exposed heating elements.

Provided microwaves and microwaves in Family Housing units must be plugged directly into an outlet (do not use an extension cord).

Use of halogen lamps are prohibited due to the intense heat of halogen bulbs.

Electric blankets and heating pads are not allowed.

Doors should never be left open or propped when your room is not occupied.

All lights must be UL listed.

String or rope lights are permitted in your room. They must be UL listed, and cannot obstruct doors or windows in any way.

Neon signs are not allowed.

Lit candles or any open flames are not allowed.

Streamers of any kind, including crepe paper are not allowed.

Do not hang anything from the ceiling.

Do not hang decorations above, in front of, or too close to doorways or windows. Do not block exits.

Only 25% of the entire hallway surface (excluding existing bulletin boards) can be covered with posters.

Only 10% of the interior surface of the hallway door can be covered. (Equivalent to a white board or small door dec).

### AVOID THESE COMMON CITATIONS

- USE OF CANDLES
- ANY COMBUSTIBLES ON CEILING
- TAMPERING WITH SMOKE DETECTOR
- USE OF UNAPPROVED MULTI-TAPS - All multi-taps must have a circuit breaker.
- USE OF UNAPPROVED EXTENSION CORDS - Use only approved power strips with circuit breakers.
- USE OF HALOGEN LAMP
- TOO MANY COMBUSTIBLES (posters, signs, cloth of any kind)
  - ON WALLS (over 50%)
  - DOORS (over 75%)
  - WINDOWS (over 10%).
- FIRE EGRESS ISSUES (blocked doorway, inaccessible pathways, items hanging over an exit).
- STORING COMBUSTIBLES TOO CLOSE TO CEILING OR SPRINKLERS (18" in Arbor Park, Ackeman, Alderview, & Heritage - 32" in all other buildings)

## FIRE SAFETY . . . IN THE EVENT OF A FIRE

If you discover or suspect there is a fire, pull a fire alarm and exit the building. Make an attempt to warn others as you leave. When you reach the evacuation location, contact a residential staff member and give them as much information as you can.

**SAFETY WITHIN THE RESIDENTIAL COMPLEX AT WESTERN OREGON UNIVERSITY MEANS PROTECTING PEOPLE AND PROPERTY. CAMPUS SAFETY DEPENDS ON EVERY ONE, INCLUDING YOU!**

If you have been alerted by an alarm, witnessed smoke or fire, or have been directed to evacuate the building:

Keep low to the floor if there is smoke in the room. If smoke is not present, close your window.

Feel the door before opening it. If it is hot, don't open it. If it is not hot, open it carefully. If smoke or heat is present, close the door and stay in the room. Seal up the cracks around the door with whatever is handy. If

you can, call 911 ("9-911" from a campus phone) and report that you are trapped. Be sure to give them your room number and location. If you cannot make contact via phone, hang a sheet, jacket, etc. out your window to attract attention.

If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell (\*\*remember to take your keys/fob with you\*\*). If the nearest exit is blocked, go to another exit.

Move quickly in a crouched position when escaping through a smoke-filled corridor. If possible, place a wet cloth over your face and head.

Once outside the building, move away from the building and watch for vehicle traffic. **Do not** enter the building again until you have been directed to do so by fire officials or by the hall staff. Please wait outside until instructed during **all** alarms. The silencing of the alarm does not mean the building is safe to re-enter!

# FIRE SAFETY

CONTINUED . . .



## FIRE EGRESS GUIDELINES



In the event of a fire, know what you need to do and where you need to go to be safe. Listen to residential staff for direction.

### RESIDENCE HALLS

- **ACKERMAN:** Exit building and proceed towards the basketball courts or towards "H" lot on the other side of the fire lane.
- **BARNUM:** Exit building and proceed across J-loop to the front of "J" lot.
- **HERITAGE:** Exit building and proceed north towards the lawn at Public Safety.
- **LANDERS:** Exit building and proceed across J-loop to the front of "J" lot.

### APARTMENTS

- **ALDER VIEW:** Exit your apartment and proceed to Parking Lot J.
- **ARBOR PARK (Cedar, Noble and Spruce):** Exit the building and proceed to Parking Lot J.
- **KNOX ST.:** Exit your apartment and proceed east (away from campus) across Knox Street.

**HERITAGE, ACKERMAN and ARBOR PARK RESIDENTS:**

**DO NOT USE THE ELEVATOR WHEN EXITING YOUR BUILDING!!**

## PROTECT YOUR PROPERTY

Identify items of value with your name and ID# (i.e. Driver's License, Student ID) followed by some kind of symbol. Engrave this information onto your property with an engraver. (For example: John Doe ODL: 555555.)

Don't leave belongings unattended, whether you are at the gym, the Health and Wellness Center, the Library, in the lounge, or classroom. Don't leave your clothes unattended when doing your laundry.

Register your bike, and always make sure that it is locked securely. Campus Public Safety registers and will engrave bikes for students at no charge.

Lock your car and park in well-lit areas.

Record the following information about your valuables:

1. What the item is
2. A description of the item
3. Serial number
4. Value of the item



**CONSIDER PURCHASING  
RENTERS INSURANCE**

## UNIVERSITY PROPERTY Deserves Your Attention, too!

Be alert when using University furniture and equipment. Help protect it from theft, vandalism, and unauthorized use. Report any suspicious activity to your hall staff or University Public Safety. In the long run, you and other students pay for University property so it makes sense for you to help protect it!

### KNOW IT ALL NUMBERS

**PROGRAM THESE NUMBERS INTO YOUR PHONE  
- READY TO USE SHOULD YOU NEED THEM -**

ACKERMAN/BARNUM: 503-932-9461

ARBOR PARK: 503-932-3417

FAMILY HOUSING: 503-932-3414

HERITAGE: 503-932-3415

### EMERGENCY CONTACT NUMBERS

Police, Fire, Ambulance 911  
University Public Safety 503-838-8900

### NON-EMERGENCY

Campus Public Safety 503-838-8481  
Polk County Fire Dist. #1 503-838-1510  
Monmouth Police Dept. 503-838-1109