7.1 Fire Safety Policy

Suffolk University Fire Safety Policy

Suffolk University has developed policies prohibiting activities and objects which are considered to be fire hazards or which pose a potential threat to the University Community. University employees will be trained on the policies and will be expected to understand and comply with them. Students in the residence halls are also expected to comply, and may have additional policies to comply with that are listed in Residence Life Policies.

Decorations, Displays, and Hazardous Substances
The following are prohibited at Suffolk University:

- Possession of items capable of producing an open flame (including all candles, incense, torches, sterno, etc.)
- The use of items capable of producing an open flame (including all candles, incense, torches, sterno, etc.) NOTE: The responsible use of matches and/or cigarette lighters is allowed only in designated smoking areas
- The storage and use of flammable items (including gasoline, charcoal lighter, propane gas, etc.) except in designated areas and in compliant storage containers and cabinets
- The hanging of tapestries or other large combustible items which cover ceilings, fire detectors, sprinklers, doors, or windows or are near other measures of egress
- The hanging/posting of combustible material (i.e. papers, posters) in elevators or stairwells
- The alteration of permanent lighting with, but not limited to, black lights, cloth, tapestries, and/or paper
- The use or possession of unauthorized appliances which include: coffee pots/makers, electric heaters, and hot plates
- The use or possession of heating elements or lighting elements including sun lamps, halogen lamps (torchieres), and heating coils

Fire Safety Policies
The following is prohibited at Suffolk University:

- The act of falsely pulling a fire alarm
- Intentionally, recklessly, or negligently causing the sounding of a fire alarm without evidence of a fire
- Failure to evacuate the building during a fire alarm
- The act of causing the fire alarm to sound by intentionally or recklessly misusing or damaging other fire safety equipment
- Tampering with any fire safety equipment including, but not limited to, smoke detectors, fire extinguishers, fire safety signs or postings, telephone boxes, exit lights, emergency lighting, sprinklers, fire alarms, and fire doors
- The act of discharging a fire extinguisher without evidence of fire
- Tampering with electric circuit panels
- The obstruction of any entrance, exit, corridor, or stairwell by placing furniture or other property in these areas

The following are items to be proactively aware of:

- Keep stairwells, exits, and passageways free of obstructions at all times
- Keep access to fire protection equipment (pull stations and fire extinguishers) free and clear
- Store flammable and combustible liquids in approved storage containers and cabinets
- Keep storage a minimum of 18 inches below sprinkler deflectors
- Ensure fire doors are unobstructed and not blocked open

The Office of Environmental Health and Safety (OEHS) may conduct fire safety inspections in the buildings on campus. Violations of this policy will be noted and items in violation of the policy may be confiscated. Requests to use or possess materials that are prohibited may be made on a case by case basis to OEHS.

Reviewed by	Date
Incident Support Team	8/19/2015