

## FIRE AND LIFE SAFETY REGULATIONS

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### **PURPOSE:**

The purpose of this policy is to promote a safe work environment. Compliance with these procedures will help minimize fire hazards, making the campus safer for students, faculty, staff and visitors.

### **SCOPE:**

The following fire and life safety regulations apply to any university owned, leased and/or occupied facilities.

### **REGULATIONS:**

#### **Prohibited Activities**

1. Intentional activation of a **fire alarm** when there is no fire emergency is prohibited.
2. Removal of **fire extinguishers** from their installed locations or discharge of a **fire extinguisher** unless there is a fire emergency.
3. Tampering with any component of the smoke detection system, and or carbon monoxide detector. This may include, but is not limited to, **covering, blocking or attaching items to fire protection equipment.**
4. Blocking, even partially, doorways, hallways, and stairwells, which are all components of a means of egress.
5. **Fire rated doors** are designed to provide a specific degree of fire protection from fire and smoke. Fire doors must not be propped open or disabled as to not function properly.
6. Tampering with components of a **fire rated door.**
7. **Safety signs** and markings are not to be altered, defaced, destroyed, covered, or removed.
8. Items stored on a **cook top surface such as a stove or grill.**
9. The **storage** of excessive amounts of paper or trash.
10. Refrigerators and microwaves may not be powered by a power strip. These items must be plugged directly into the wall.

#### **Prohibited Items**

1. **Unapproved space heaters.**
2. **Cooking appliances** are limited to hot pots, popcorn poppers, and pop-up toasters and may only be utilized in designated break rooms.
3. **Microwave, coffee pots, refrigerators, ice makers, etc.** may only be utilized in designated break rooms. If you have a condition/situation in which you feel a small appliance is needed in your office, you must contact the Baylor University Department of Public Safety for a waiver.
4. **Heat –producing appliances** may not be left on while unattended or used in a hazardous manner.
5. **Torchiere halogen lamps.**

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6. **Live Christmas trees.** Only artificial trees may be used for interior decorations and shall be labeled “fire resistant” or “flame retardant.”
7. **Live plants shall** not be decorated with any type of lighting or electrical source.
8. **Alcohol lamps, oil lamps, fireworks, flammable or combustible materials such as gasoline, kerosene, lighter fluid, charcoal products,** or similar substances are not permitted in any Campus Living and Learning unit.
9. **Candles** (candles with cut wicks are permitted.)
10. **Multi-plug adapters (e.g., 3-way plugs)** or other splitters to increase the number of appliances on one outlet. An **UL-approved power strip** is acceptable but, must be plugged directly into the wall. Do not plug a strip into another strip.
11. **Electrical cords** (not extension cords) must not be routed unsafely (under carpets, pathways, through doorways, taped down, etc.) Spliced, taped, or frayed cords must not be used.
12. **Dimmer switches.**
13. The use of **extension cords that are not UL approved.**
14. Unauthorized motor vehicles (**motorbikes, mopeds, motorcycles, and scooters**) parked in a residential facility.

Hazardous conditions not anticipated by specific reference in this policy are prohibited. Such conditions will be specifically identified.

A report of each inspection will be emailed to the department/building contact(s). For additional information regarding the inspection procedure, please see policy Facility Inspection Policy and Procedures.