

**MUHLENBERG
COLLEGE
FIRE SAFETY RULES AND
REGULATIONS**

The safety of the students at Muhlenberg College is of great importance. The College assumes the primary role of providing a safe atmosphere in which to work and study. Students must contribute to the safe atmosphere by assuming their own responsibility for safety. Any student not complying with the Fire Safety Rules and Regulations set forth will be subject to disciplinary action and/or fines up to \$300.

A. FIRE ALARMS AND EQUIPMENT:

1. Fire equipment is to be used only as necessary in the case of fire. Its use and misuse must be reported to the Office of Residential Services and/or Department of Campus Safety and Police immediately so that it may be restored to useful condition with no unnecessary delay.
2. Fire equipment includes (but is not necessarily limited to) fire bells, pull stations, alarms, extinguishers, hoses, exit signs, smoke detectors, sprinkler systems, instruction signs, equipment cases, and electrical panels.
3. Students face fines and disciplinary action for needlessly discharging, stealing, or improper use of fire alarms and/or equipment.
4. When the person responsible for tampering with fire alarms and/or equipment cannot be identified, individuals residing within the section will be billed the cost of the entire fine plus maintenance charges in accordance with the College damage assessment procedures.
5. Students who tamper with fire alarms and/or equipment are subject to arrest and prosecution by the City of Allentown in addition to College disciplinary action, fines, and/or reassignment.
6. The College reserves the right to issue other sanctions ranging from fines to expulsion.
7. Failure to evacuate a building during a fire alarm may result in disciplinary action and/or fines.

B. FIRE PREVENTION:

1. Students are expected to be alert at all times to the hazards and dangers of fire in their area and to exercise all proper precautions to prevent fire, notify proper authorities of any potential fire and safety hazards, and promptly report a fire.
2. Students are expected to help prevent false alarms and should report any tampering with the alarm system to Campus Safety.
3. Flammable substances and solids, such as gasoline, paint, benzene, naphtha, cleaning fluids, explosives, charcoal lighter fluid, chemicals and fireworks may not be used or stored in residence halls. Lighted candles, incense, kerosene lamps and/or heaters, halogen lamps, multi-bulb lamps, homemade TV and radio antennas and student installed electric heaters may not be used in the residence halls.
4. ALL COOKING MUST BE CONFINED TO DESIGNATED COOKING AREAS. Use of electrical appliances such as hot plates, heating coils, coffeepots, popcorn poppers, electric frying pans, toaster ovens, irons, and electric heaters are prohibited in student rooms and common lounges without kitchens. All appliances must be UL approved with UL approved

ords. Low wattage electrical equipment and attached cords must also be UL approved. The College reserves the right to determine the danger of electrical appliances and

remove them. If the College determines a cooking item is being used in areas other than designated cooking areas the item may be confiscated.

5. Storage or placement of any items (including trash, bicycles, boxes, furniture, etc.) in public areas such as corridors, stairwells, or balconies is prohibited. Items placed or stored in public areas will be removed by the College with a charge for their release. Items may not be left outside residence buildings at any time (i.e. trash cans).

6. All decorations used in corridors or public areas shall be flameproof or fire resistant materials. The College reserves the right to remove any and all decorations that do not comply. Spray painting or use of flammable paint products in residence halls is prohibited.

7. Hanging of cloth material along walls is discouraged for safety reasons. No material or paper may be draped or affixed overhead or from ceiling pipes.

8. Section and fire doors are to remain closed at all times. Residents of the section and/or specific individuals will be held responsible when the doors are blocked or propped open. A door will be considered propped if there is any physical obstruction (such as tape, stones, hangers, cardboard, trash cans, etc.) which prevent it from closing or locking.

9. Any additional lighting (i.e. Christmas lights) must be UL approved with proper installation and approved by Plant Operations, Campus Safety and/or Residential Services. No lights may be strung from any pipes or fire/safety equipment.

10. No storage of any type of gas powered vehicles inside residence halls or enclosed areas.

11. Use of charcoal or propane grills is permitted; however, the grill must be at least 20 feet from any structure. Lighter fluid cannot be stored inside any residential facility.

12. Ashes must be properly disposed of in designated metal cans. Cans can be requested by contacting Plant Operations office at 484-664-3400. If ashes are found in any College owned and/or leased properties, the person will be subject to disciplinary action and/or fines.

13. Use of fireworks must be approved by the Director of Campus Safety and a permit from the City of Allentown must be granted.

14. Muhlenberg College is a smoke free campus, therefore all college facilities are smoke free (including vaping devices and electronic or e-cigarettes). Smoking is permitted only on non-College owned locations, such as city owned sidewalks. Regardless, smoking is not permitted within 20 feet of any College owned building. Smoking devices should always be properly extinguished and discarded in ashtrays.

15. Any violation of the above fire prevention regulations may be subject to disciplinary action and/or fines.

C. FIRE DRILLS AND SAFETY INSPECTIONS:

1. All persons must evacuate the building when a fire alarm is sounded.

2. The Department of Campus Safety shall be responsible for establishing procedures for supervised fire drills in residence halls in compliance with local and state fire safety regulations.

Fire drills are conducted once per academic semester.

3. Alarm systems shall not be tampered with or tested by unauthorized persons.
4. Fire drill procedures include the requirement for all resident students to become familiar with fire evacuation plans for each building, to include recognition of fire alarms, procedures for notifying authorities of fire, and evacuation from the building. Evacuation procedures are posted on the back of each resident's room door. If these rules are not on the back of the door, it is the students' responsibility to obtain a new copy from Campus Safety.
5. Each resident and any guests will leave the residence hall according to instructions for the area where they are when the alarm is sounded.
6. Lack of cooperation during fire drills and active alarms will be considered a serious breach of discipline and students may be subject to disciplinary action and/or fines.
7. Authorized representatives of the College shall have the right to enter any room at any time for maintenance, repairs, and inspection for health, security, and safety hazards. After inspection, failure to amend hazards or violations may result in termination of the resident's housing contract. During any activation of the fire alarm system, officers or other response personnel may enter a room unannounced in an attempt to locate and resolve the cause of the alarm or to ensure compliance with evacuation procedures.

Contact: Director of Campus Safety, 484-664-3112