



Ursinus College shall maintain a high-level fire prevention program to reduce the risk of the occurrence of fire. This policy outlines the general fire prevention measures implemented and specific guidelines to be followed by the campus community. Additional information on fire prevention can be found in the Emergency Response Plan and the Residence Life Student Handbook. Contact the Director of Facilities or Environmental Health & Safety/Risk Manager should you have questions about this policy.

**A. GENERAL FIRE PREVENTION MEASURES IMPLEMENTED**

1. The address and phone number of the fire department and other emergency units are posted in strategic locations along with the emergency procedure for summoning assistance.
2. A warning system for fire and emergencies is established. Alarm systems are tested regularly to ensure that the systems are in working order.
3. A monthly self-inspection is conducted to identify and correct recognizable fire hazards.
4. Exit doors, approved hardware and lock devices, exit signs, passageways and means of emergency exit are inspected periodically to insure their proper working condition and unobstructed access. Padlocking of a designated fire exit is prohibited.
5. Interior fire doors that are designed to limit the spread of fire are inspected and tested periodically to ensure their proper working condition. Holding fire doors open by the use of chocks, wedges or similar means is prohibited.
6. Emergency lighting are inspected and tested periodically to ensure good operating condition.
7. Procedures are established for reporting and investigating fire and other incidents.
8. Emergency drills are held semi-annually.
9. Selected personnel are trained in the use of fire extinguishers.

**B. HOUSEKEEPING:**

A high standard of housekeeping is the most important factor in the prevention of fire. Employees can make the greatest contribution in maintaining these standards.

1. Storing combustibles, trash containers and other materials in stairwells, corridors, doorways and other portions of the means of egress from the building is prohibited.
2. Attic space shall be kept clean, free of combustibles and locked when not in use.
3. Electrical rooms, and telephone closets shall be kept free of combustibles and locked. Stacks, exhaust ducts, and filters shall be cleaned as frequently as necessary to prevent the buildup of combustible dusts and fibers. Any materials stored in mechanical rooms must be at least 3' clear of any mechanical or electrical equipment and neatly stacked on shelves or pallets.
4. Rags, clothing and waste material contaminated with oils, such as animal or vegetable oils, paints, thinners, wax furniture polish, and other liquids or compounds that could cause spontaneous heating shall be kept isolated from other combustibles and in metal containers with tight fitting lids. Properly ventilated



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metal lockers shall be provided for storage of highly combustible supplies and workers' clothing contaminated with liquids that are subject to spontaneous heating and ignition.

5. Combustible packing materials, such as shredded paper, plastic and excelsior, shall be stored in metal containers with hinged self-closing covers. Metal containers, which normally remain open, shall be automatic closing with fusible links.
6. Trash shall not be permitted to accumulate to such a degree that it would create a fire hazard to the building in which it is located or would become an exposure hazard to another property. It shall be collected and disposed of at least once a day.
7. Containers for bulk collection of trash or recyclable paper shall be metal with metal covers. Open wastebaskets shall be metal or other noncombustible material or fire-safety approved plastic. Dumpsters and other large trash containers in buildings, shall be stored in 2-hour fire rated trash rooms having automatic sprinklers; or in loading dock areas, separated from the rest of the building with 2-hour fire rated construction and protected with automatic sprinklers.
8. Exterior trash containers shall not be located under combustible roof eaves, in close proximity to combustible buildings or adjacent to window openings. Dumpster and other central trash disposal units shall be located outside at a minimum of 15 feet from combustible buildings, metal wall buildings, unprotected openings in masonry wall buildings and storage areas.
9. Maintaining a high standard of housekeeping is every employee's responsibility. However, the department chairperson, facility director or office supervisor assumes final responsibility for this important activity.

**C. SMOKING:**

1. Smoking is prohibited in all buildings on campus.
2. Responsibilities:
  - a. Department Chairpersons/Directors/Supervisors shall ensure that their employees abide by the regulations within their respective work areas.
  - b. Employees shall adhere to the regulations and call them to the attention of visitors as necessary.
  - c. Campus Safety and the Residence Life Staff enforce regulations throughout campus.

**D HEAT-PRODUCING APPLIANCES:**

1. Cooking appliances such as coffee makers and hot plates used in Faculty and Staff areas must conform to the following requirements:
  - a. The appliance must be placed on a non-combustible surface.
  - b. For cooking appliances, a clearance of at least 36 inches from combustibles must be maintained in all directions.
  - c. A clearance of 3 feet from combustibles must be maintained around all space heaters.
  - d. Appliances and power cords must be both Underwriters Laboratories (UL) listed for proper use.



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- e. Broilers, portable water heaters (such as coffee makers), percolators, electric heaters, hot plates and similar heat producing equipment shall be UL listed for commercial use.
  - f. Appliances should have a visual (lamped) signal indicating that the power is turned on.
  - g. Coffee makers and hot plates should be unplugged after use.
  - h. Existing electrical circuits must be capable of handling the load imposed by the operation of the heating device.
2. The use of space heaters in faculty and staff offices are strongly discouraged as the heaters upset the balance of the building heating system as well as pose a potential fire hazard if not used properly. **Call Facilities Services to assess the heat issue prior to using a space heater.** If you must use a space heater, follow these guidelines:
    - a. Heater may not be equipped with coils that glow.
    - b. Heater must be equipped with automatic shut-off.
    - c. Heater must be UL or ETL listed. Look on the tag near the plug.
    - d. Maintain a clearance of 3 feet from combustibles around the heaters.
    - e. Turn off and unplug the heater at the end of the day.
  3. The use of liquefied fuel gases (LNG or LPG), such as propane, is prohibited indoors unless permission is obtained from the Director of Facilities Services/Environmental Health & Safety/Risk Manager.
  4. Kerosene or alcohol space heaters shall not be used inside buildings.
  5. Abnormally high process temperatures used in drying ovens, other heat producing equipment shall be closely supervised, and the temperature controls shall be set under the ignition temperature of the substance being heated.
  6. Combustibles shall be kept at a minimum of 36 inches from heat producing equipment, including flames, ovens, furnaces, engine mufflers, lamps and irons.
  7. A 10-pound all-purpose dry chemical (ABC type) portable fire extinguisher must be accessible within 30 feet of any cooking or heating operation.

#### E. **OPEN FLAMES**

Due to the potential risk of fire and the device being left unattended, the **use of open flame devices are prohibited in all academic/support buildings, residence halls, and grounds.** These guidelines apply to faculty, staff, students, contractors, and visitors to campus including groups renting space. Additional guidelines for residence halls are located in the Student Handbook.

1. Open flame devices include the following (but are not limited to):
  - Bonfires
  - Butane burners
  - Campfires
  - Candles
  - Propane Grills



- Incense burners
- Oil lamps
- Potpourri burners
- Torches

Suitable substitutes are readily available and include LED candles, plug-in air fresheners, candle warmers, and scented oil diffusers.

2. **Exceptions** include the following:
  - a. Science laboratories for experiments and research
  - b. Dining Services equipment used in normal operations
  - c. Sterno burners used by Dining Services for special events.
  - d. Sternos may be used in the Bakes Center Lobby and hallway provided permission is given by the Director of Athletics or designee. Sternos must be placed on a non-combustible surface, away from combustible materials, and attended to while lit.
  - e. Gas grills used by Dining and Facilities Staff (these grills should be used 20' away from the building). Store propane tanks outside of the building.
  - f. "Hot Works" activities that produce a flame, spark, or heat performed by Facilities personnel or contractors. These activities may include welding, cutting, brazing, grinding, sawing, and torch soldering.
  - g. Charcoal grills (see separate [guidelines](#))
  - h. College-owned faculty and staff housing.
3. Candle light vigils
  - a. Vigils must be held outside, 20' from the building.
  - b. Candles must be extinguished at completion of the vigil and disposed of properly (dip in cold water to ensure out before storing/disposing).
4. Ceremonies
  - a. The Leadership Development and Student Activities Office require the use of LED candles for all ceremonies.
  - b. The use of candles is permitted for weddings held in Bomberger. The candles must be "attended to" at all times when lit and extinguished immediately at the conclusion of the ceremony.
  - c. For all other ceremonial events, contact the Director of Facilities or Environmental Health & Safety/Risk Manager two weeks prior to the event.
5. Religious events
  - a. Use of candles during Chapel service is permitted. The candles must be "attended to" at all times when lit and extinguished immediately at the conclusion of the service.
  - b. Use of candles is permitted in the Hillel house providing an assigned person stays with the candle until completely burnt, the candlestick holders are placed on a metal tray, and the candles are sufficiently located away from combustibles such as curtains.



6. Theater Productions – contact the Environmental Health & Safety Risk Manager/Director of Facilities at least two weeks prior to the event.

**For all other open flame use, contact the Environmental Health & Safety/Risk Manager or Director of Facilities at least two weeks prior to the event.**

**F. TRAINING**

1. Ursinus College shall inform employees of the fire hazards of the materials and processes to which they are exposed via email, the website, or in person as applicable to the employee's job.
2. Ursinus College will review annually or at the time of initial assignment those elements of the fire prevention plan that pertain to employees in case of an emergency. Copies of this fire prevention plan are found in the Facilities Services Safety Manual, the Environmental Health & Safety/Risk Manager's Office, and on the Environmental Health & Safety webpage.