Introduction:

Fire is a real and constant threat to the welfare of university students. Building designers plan for fire safety in the construction and renovation of campus buildings. Occupants must be aware of the fire protection features of their buildings and be careful not to undermine their purpose. In addition, occupants must know and practice fire safe behaviors by identifying hazards and using appropriate preventative measures. The building may be constructed to the highest standards but it is only as safe as the behaviors of the occupants.

General Guidelines

1. Keep all exit corridors and hallways clear of obstructions and/or debris.

2. Turn off electric or heat producing equipment such as automatic coffee pots when not in use.
3. Don't dispose of cigarettes in trash receptacles.

4. Don't smoke in areas where oxygen, flammable and combustible liquids and gases are in use.

**Fire Emergency**

1. Preplan your response to a fire emergency. Know where the nearest fire alarm, extinguisher, and fire exit stairwells are located.

2. If you discover a fire...
   
   Evaluate the situation.
   
   Secure the immediate area by removing personnel.
   
   Close door(s) to the room or area.
   
   Activate the building fire alarm.
   
   Call Campus Police to inform them of the emergency

3. If you hear the fire alarm...

   Don't delay, evacuate the building immediately.

   Use the nearest stairwell to exit the building.

   Once outside, stay at least 100 feet from the building and do not interfere with fire department personnel and equipment.

   Do not re-enter the building until an "All Clear" is issued by Campus Police.
Fire Alarms

All Xavier buildings have audible fire alarms and most have strobe flashers.

If a fire alarm sounds, evacuate immediately through the nearest safe exit. Close doors behind you. Do not use elevators. Do not return to the building until an all-clear is given by the University Police. Please follow any instruction given by Campus Police.

False Fire Alarms

Causing a false fire alarm is against Xavier’s policy and an inconvenience to everyone in the building. The University takes this very seriously, and will act swiftly and severely with anyone who causes a false fire alarm. Those found responsible for causing a false fire alarm.

Tampering with Fire Safety Equipment

Tampering with any fire safety equipment, whether it is a pull station, smoke or heat detector, sprinkler head, horn/strobe unit or fire extinguisher, is also a crime and against University policy. Your life is too valuable to have someone tamper with fire safety equipment in your residence facility; don't allow yourself to be put in jeopardy.

Fire Prevention

Be aware of and report any violations of fire safety rules such as blocked exits, damaged smoke detectors or missing electrical panel covers.
In general, storing items in hallways and stairwells is prohibited in campus buildings and not a good idea off campus either.

Make sure exits are unobstructed.

Report vandalized or improperly maintained smoke alarms and fire alarm systems.

In residence halls, follow regulations on the use of extension cords and cooking appliances.