

## Fire Safety at Bay State College

### PREVENTING FIRES

1. Keep fire ignition sources (high-intensity lamps, etc.) away from combustible material (pillows, comforters, etc.).
2. Posters, flags, or other wall hangings must be used sparingly and are not to be hung from the ceiling, nor are they to cover light fixtures or electrical outlets.
3. Construction of partitions, lofts, and other additions to your room (including shelving units mounted on the walls) are not allowed.
4. Holiday decorations are not to be placed on the outside of room doors nor in the hallways, and are to conform to special guidelines as outlined by staff members.
5. Keep room entryways, corridors, landings, stairwells, fire escapes and exits free and clear at all times – this includes bicycles, furniture and bed frames.
6. Candles, incense and other sources of open flame are not allowed. **They will be confiscated and thrown away.**

### ELECTRICAL APPLIANCES

1. Appliances such as microwaves, hot plates, hot pots, electric frying pans, electric burners, sandwich grills, waffle irons, toasters, and toaster ovens are strictly forbidden in student rooms.
2. Space heaters and heating blankets are forbidden in all residence halls.
3. Clothes irons may only be used on an ironing board; ironing on carpeted floors, furniture or beds is unsafe and prohibited.
4. If you have any questions about any appliances that can or cannot be used in your room, please check with a staff member.
5. Do not tamper with or alter the electrical system in your room.
6. When the number of electrical appliances exceeds the number of electrical outlets, a power strip (surge protector) that is U.L. approved with a circuit breaker must be used.
7. Only U.L. approved, heavy-duty (12 or 14 gauge) extension cords may be used. "Spider" extension cords or extension cords with more than one outlet on the end are prohibited and will be confiscated.
8. Torchier-style halogen lamps are **PROHIBITED IN ALL RESIDENCE HALLS.**
9. **All illegal appliances will be confiscated and thrown away.**

### SMOKING

1. Smoking in hallways, stairwells, lounges, bathrooms, and front steps is forbidden.
2. Smoking is not allowed in individual rooms.

### FIRE ALARMS

1. Learn where fire alarm stations and pull boxes are located on your floor and in your residence hall.
2. Should you detect a fire, sound the building's fire alarm, evacuate the building, and then call 911 from a phone at another location.
3. Whenever a fire alarm sounds, evacuate the building immediately using the nearest available exit.

### EVACUATION PROCEDURES

1. Learn where the two nearest exits to your room are, including fire escapes.
2. When an alarm sounds, dress quickly (for the weather) and secure your room key.
3. Before opening your room door, feel it for warmth. If it is hot to the touch, do not open it. If not, open the door very slowly.
4. When you leave your room, **CLOSE THE DOOR BEHIND YOU.**
5. If smoke is present, crawl out of the building low to the floor.
6. Without hindering your own evacuation and on your way out of the building, warn as many of your fellow residents as possible by knocking on doors and shouting.
7. Once outside, stand clear of the building well away from all entrances.
8. Do not reenter the building until specifically instructed to do so by Residence Life staff or Fire Department official.
9. **If conditions prevent you from leaving your room:**
  - a. Prevent fumes and smoke from entering your room by blocking all openings (with wet towels if possible).
  - b. Alert telephone operator of your location.
  - c. If smoke is in your room, stay close to the window holding a towel (wet, if possible) to your face.
  - d. Do not break or open windows unless necessary – this source of oxygen may fuel a fire or create a draft that will allow more smoke or fumes to enter your room.
  - e. To alert rescue personnel of your location, hang a white towel or other brightly colored cloth out of your window.