

# Wellesley College



## STUDENT FIRE SAFETY GUIDELINES & INFORMATION



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To report a fire or other emergency call Campus Police at 781-283-5555 or ext. 5555.

# Introduction

Welcome to Wellesley College! This fire safety handbook is meant not only as a guide for compliance with College policies and guidelines, but also as a resource for you about campus fire safety. It is the responsibility of everyone on campus to reduce the risk of fire, know what to do in case of an emergency and always respond immediately to fire alarms. A combination of both fire and life safety systems with occupant response provides the highest level of protection to life and property.

Emergency evacuation drills are an important part of your safety while on campus. Drills are conducted each academic semester in residence halls usually in the evening and without notice. Participation is mandatory and provides familiarization with: the alarm signal, use of alternative exits and stairwells, assembly area(s) or muster point(s), and accounting for others once you have exited the building. Emergency evacuation drills are also performed in academic buildings in the fall and spring.

Each residence hall has volunteer students serving as a “Fire Chief.” These individuals receive training and are asked to conduct bi-weekly inspections. As peer mentors, they assist in communicating safety concerns to hall residents during regularly scheduled meetings, and participate in fire drills. Community Director, House Presidents, and resident assistants assist with maintaining fire safety awareness, conduct dorm room inspections and education. If your interested in becoming a residence hall “Fire Chief” please contact Sgt. Whitney of the Wellesley College Police Department.

Campus Fire Safety Officers conduct fire and life safety inspections of residence halls, academic building and other places on campus. They also assist in educating students, faculty, and staff on fire prevention, awareness, and response.

We count on you to adhere to the guidelines and policies in this book, as they provide you and your fellow students with a level of safety. The Fire Safety Officers and Campus Police Department are always available to help with questions. Feel free to contact us:

Sergeant Bruce Whitney, WCPD	<a href="mailto:bwhitney@wellesley.edu">bwhitney@wellesley.edu</a>	<a href="tel:781-283-3932">781-283-3932</a>
Fire Safety Officer Ken Tremblay	<a href="mailto:ktremblay@wellesley.edu">ktremblay@wellesley.edu</a>	<a href="tel:781-283-3885">781-283-3885</a>
Fire Safety Officer Bob Cunha	<a href="mailto:rcunha@wellesley.edu">rcunha@wellesley.edu</a>	<a href="tel:781-283-3885">781-283-3885</a>

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# Student Do's and Don't List

## Do's

- Know at least two (2) ways out of any building.
- Activate the nearest fire alarm pull station if a fire is detected.
- Remain calm.
- Leave your room with a coat and proper footwear.
- Knock on doors and call out “fire” while you evacuate to alert others.
- Respond to every fire alarm activation.
- Feel your door for heat and look for smoke before opening door fully.
- Close your door and any other door between you and a fire.
- Use stairwells to evacuate - never use an elevator.
- Help others if your able to do so without putting yourself at risk.
- Exit to the outside and move away at least 20-feet from the building to your designated assembly/muster location.
- Account for roommates or floormates.
- Always wait for Fire Department or the Campus Police to give the all-clear to re-occupy a building after a fire alarm activation.
- Smoke only outside of buildings in designated areas and dispose of smoking materials properly.
- Keep your living space free of fire hazard or items that can cause ignition (see list for what not to bring on campus).
- Keep hallways, stairwells and aisleways clear of storage. Do not store personal items items such as clothes, shoes or furniture in these areas.
- Stay in the kitchenettes while cooking or heating food. Never leave it unattended.
- Know where fire extinguishers are located.

## Don'ts

- Do not smoke in any building on campus.
- Do not delay reacting to a fire alarm or emergency evacuation signal.
- Do not assume it is a false alarm or drill.
- Do not use the elevator during a fire alarm. Use only stairwells to evacuate.
- Do not prop open fire/smoke stairwell or hallway doors with wooden wedges or any other object.
- Do not block entrances or roadways preventing access by firefighters.
- Do not re-enter the building unless permitted by the Fire Department or the Campus Police.
- Do not introduce sources of ignition into your living space (smoking, candles, incense, heating or cooking equipment).
- Do not overload electrical outlets or power strips.

- Do not tamper with smoke detectors or disable them from operating at any time.
- Do not walk away from the kitchen if cooking or heating food.
- Do not activate a fire alarm unless there is an emergency.
- Do not block, hide, or disguise an exit. Keep exits, stairwells and hallways free and clear of obstructions or combustibles.

## ITEMS TO LEAVE AT HOME

All students should be aware of these prohibited items on campus:

- Candles, incense, or scent pot burners that use an open flame.
- Extension Cords (Exception: Power strips with built-in surge protectors are permitted).
- Cooking Equipment such as: microwave oven, toaster, hot plates, toaster ovens, grills, rice cookers or similiar high-wattage appliance with exposed heating surfaces.
- Non UL approved portable electrical devices.
- Halogen lamps or bulbs.
- Electric portable heaters or air coolers/conditioners (Exception: air conditioners approved for use by College).
- Flammable decorations including natural or artificial Christmas trees.
- Draperies, curtains, and tapestries that are not labeled fire retardant.
- Fireworks.
- Hoverboards.

## Your Dorm

Residence halls have many life safety systems in place to protect you and your fellow students. It is important to know what they are and how they work.

All residence halls have fire sprinkler suppression systems providing localized application of water to control (and often extinguish) a fire at its origin. Dormitory rooms have a smoke alarm which provides a local alarm only to the occupants of that room. Smoke detectors in the hallways, stairwells and common areas are connected to the buildings fire alarm system. Upon the activation of these smoke detectors, a fire sprinkler beginning to flow, or the use of a manual pull station, the buildings emergency evacuation notification signal will sound. Simultaneously, it will contact the Town of Wellesley Fire Department and our Campus Police Department. The notification alarm must initiate an immediate action/response by you and other occupants.

Manual pull stations are located within a few feet of each exit or stairwell of every building. They should be used to activate the fire alarm system. Emergency evacuation maps are posted throughout campus and provide: exit directions, locations of stairwell, corridors, fire extinguishers and pull stations. Exit signs identify the exit direction and the exit door itself. Make yourself familiar with at least two ways out of every building you frequent.

Portable fire extinguishers are located throughout every building on campus at multiple locations. Their use is for extinguishing small or smoldering fires only after the manual pull station has been activated.

Residence hall designs incorporate smoke and fire doors for stairwells and hallways to compartmentalize smoke and fire from spreading. **Do not defeat these life safety features by keeping these doors in an open position at anytime.**

Emergency generators provide electrical power to important life safety systems, as well as select lighting in hallways, stairwells and exit paths.



# Preparing for Emergency Response and Procedures

Emergency response procedures have been established to ensure the safety of all in the event of an emergency evacuation. Experience has proven that strict and consistent observance of fire prevention rules saves lives and property. Evacuation of all occupants of the building is expected during fire alarms. It is incumbent upon all at Wellesley College to comply with the following procedures for a safe evacuation:

**Alarm** (pull the alarm)

**Contain** (close doors behind you)

**Evacuate** (get out safely and quickly)

**Rescue** (assist people only if you are not putting yourself at risk)

**Assemble** (go outside and away from the building to designated assembly/muster area(s))

## What to know ahead of time:

- Know at least two exit routes from your floor/area.
- Know the locations of at least two pull stations: (Hint: in most buildings the pull stations are located near an exit stairwell or door).
- Be aware of individuals in your area that may need assistance in getting to a safe area during an emergency.
- If the alarm signal sounds, respond to it every time.

## If you discover a fire:

- **Remain calm.**
- **Pull the nearest alarm.** The alarms, or “manual pull stations”, are linked to Campus Police and to the Wellesley Fire Department. By pulling the alarm you are initiating an immediate action/response by the occupants. Know the location of at least two pull stations.
- Knock on doors and call out “*FIRE*” while you evacuate to alert other occupants.
- **Call Campus Police**, 781-283-5555 or ext. 5555, from a safe location. (Although the alarm has already been activated, this backup call will ensure Campus Police has been notified of the emergency).
- **Safely and orderly exit the building** and assemble outside and away from the building to designated assembly/muster area(s) (See list on page 9-10). Be available to the first responders (i.e., Campus Police and Wellesley Fire Dept.) to answer any questions they may have about the fire, such as the type of fire, the floor number, the room location or if anyone is in need of assistance.

**If you hear the alarm sounding in your building:**

- **Remain calm.**
- **Immediately** prepare to orderly evacuate from the building.
- **Leave** your room with a coat and proper footwear.
- **Feel your door before opening** If it is warm or the doorknob is hot, do not open. If the door is cool open it slowly to determine heat and smoke is not present.
- **Close all doors** behind you as you exit and if smoke is present stay low to the floor or crawl to the nearest exit.
- **Use the stairwells to evacuate**, never use the elevators when the fire alarm is sounding.
- If you can do so without putting yourself at risk **assist any injured individuals who may need assistance exiting:** (Certain individuals in your building may need assistance with evacuation or getting to a safe location. Specific procedures for these individuals are determined in advance, to properly and safely evacuate these occupants to an area during an emergency.).
- **Assemble outside of the building** in the safe and predetermined assembly/muster location(s) for your residence hall. Never go to another location during an evacuation. (By not going to your assigned assembly/meeting location you will jeopardize an accurate headcount which may result in time-consuming and dangerous search/rescue activities.).
- **NEVER block roadways or entrances** into buildings. The fire department must have free and clear access to the building and to all entrances.
- **Do not re-enter the building** until permitted by Fire Department officials (even if the fire alarm has been silenced, await the OK to re-enter.)

**If fire conditions require you to stay in your room:**

- Prevent smoke and heat from entering your room by blocking all openings. Use clothing, bedding or wet towels if available.
- Call Campus Police to alert them to your location (building name, floor, and room number) and state that you're unable to evacuate due to fire and smoke conditions.
- If smoke is present in your room remain near the window holding a wet towel or clothing to your face (if possible).
- Do not open the window or break the glass unless absolutely necessary. This is a source of fresh air and may intensify a fire, or allow smoke to enter the room.
- Attempt to signal emergency responders on the ground by waving a white or brightly colored towel or bed sheet from the window. Using a flashlight or cell phone flashlight on blinking/pulse mode may also help.



## Emergency Evacuation Assembly/Muster Locations *For Residence Halls*

**Residence Hall**

**Assembly/Muster Locations\***

\*Always exit from the safest and closest location within a building. Then gather outside at either location until all-clear to re-enter is provided by Wellesley Fire Department or WCPD.

**Bates**            1) Front courtyard away from building 2) Rear exit on grass away from building

**Beebe**            1) Center Quad on grass 2) Rear loading dock away from driveway on grass

**Cazenove**       1) Center Quad on grass 2) Front exit on grass away from building

**Cedar Lodge** 1) Front exit on grass away from building 2) Rear exit on grass away from building

**Cervantes**      1) Front exit off sidewalk before roadway 2) Rear exit away from building

**Clafin**            1) Side exit to TC courtyard 2) Rear exit to roadway behind Lakehouse

**Dower**            1) Front exit to side walk by college road 2) Rear exit to grass area

**Freeman**        1) Front exit up stairs to Bates courtyard 2) Rear exit to grass area

**French House** 1) Front exit to side away from building and roadway 2) Rear to grass area

**Homestead**     1) Front grass area toward Dower 2) Rear grass area toward New Dorms

**Instead**         1) Front grass area towards College Club 2) Rear grass area toward New Dorms

**Lakehouse**     1) Front exit downhill to Boathouse area 2) Side exit to center island by Clafin

**McAfee**         1) Front exit to Bates courtyard 2) Rear exit to grass area

**Munger**         1) Front exit to grass hill 2) Rear exit to courtyard away from building

<b>Pomeroy</b>	1) Center Quad on grass 2) Side exit to front grass away from building
<b>Severance</b>	1) Front exit across street to grass 2) Rear exit to TC courtyard
<b>Shafer</b>	1) Center Quad on grass 2) Rear exit towards Munger courtyard
<b>Simpson West</b>	1) Rear exit down sidewalk to grass off roadway 2) Side exit out kitchen to grass
<b>Stone-Davis</b>	1) Front exit downhill to grass area 2) Rear exit to courtyard away from building
<b>Tower Court</b>	1) Front exit across street to grass area 2) Rear exit to courtyard

# Fire and Evacuation Procedures for Individuals with Disabilities

Evacuation of all occupants of any building is expected during fire alarms. It is also recognized that some individuals with temporary or permanent disabilities may have difficulty evacuating, and may need assistance. As in all cases, (but especially with individuals likely to need assistance in evacuating,) it is important to develop a personal plan.

Specific plans must be determined in advance to properly and safely evacuate the building during emergencies. Please contact the Environmental Health and Safety Office, (781-283-3882) or Disability Services (781-283-2434) for assistance in creating an individualized evacuation plan.

## **Factors to consider:**

Here are a few questions to ask yourself if you meet the need for an individual evacuation plan:

- Are you able to safely evacuate using stairs (multiple floors)? If you are not confident on the stairs and others are evacuating, are you likely to fall, injure yourself, or cause others to be injured?
- If you are blind or visually impaired, will you need assistance finding or using the stairs to evacuate?
- If you are hearing impaired will you need additional accommodations to alert you to a fire alarm notification signal? Will you need someone to alert you in case of evacuation?
- If you use a wheelchair and decide to be assisted on the stairs, do you know how to instruct someone (ideally Campus Police or Wellesley Fire Dept.) in how to safely move you?
- Are you comfortable in your knowledge about nearby safe areas and stairwells?

If the answer to any of these questions is “no”, please reach out to Disability Services or Environmental Health and Safety so that we may help.

## Electrical Extension Cords Use

- Use only labeled “UL” approved power strips with built-in surge protectors.
- The power strips shall be a minimum size of “12/3 (gauge/wires)” with a maximum length of six (6) feet.
- Electronic devices plugged into these power strips cannot exceed the wattage designed for the strip.
- Never plug a power strip into another power strip or add multiple plug adapters.
- All defective/damaged wiring (e.g., frayed/cut wires, broken/defective plugs or switches) or equipment shall be promptly removed from use.
- Secure all wiring, cords, and cables. Keep them away from general travel areas to prevent falls/trips.
- Do not place power cords over doors or under flooring (or floor covering such as rugs.)

# **POLICY FOR SAFE USE OF FIREPLACES**

The aesthetic value associated with a fireplace is unquestioned. Thus it is Wellesley College's intent that all fireplace use be conducted according to recognized safety practices. In addition, equipment associated with the use of fireplaces must be maintained and inspected to ensure adherence to established safe practices.

## **BEFORE USING A FIREPLACE**

**Use of a fireplace must be with the permission and supervision of a Resident Advisor and/or Community Director.**

- Use only the firewood provided by the college.
- Do not bring in wood, brush or tree limbs from the outside into buildings.
- Smoke from the fireplace can activate smoke and carbon monoxide detectors. NEVER disconnect smoke detectors or carbon monoxide detectors under any circumstances.
- Fireplaces undergoing or in need of repairs will have "do not use" signage.
- Fireplaces are unsafe for use until the all the below guidelines are followed.

## **PREPARE TO START A FIRE**

- A fire extinguisher (usually water or a multi purpose ABC dry chemical extinguisher) should be readily available.
- Fireplace equipment such as screens and irons must be present prior to use.
- Make sure the damper is open before lighting a fire. Some fireplaces also employ a fan switch to maintain a draft in the fireplace. It is imperative that these are kept operating while the fire is burning.
- The fireplace should never be left unattended, and should be allowed to fully extinguish before leaving the room unattended.
- Fires must be started small and kept to a moderate size. Fireplaces are generally a poor choice as a heating source and should only be used to create a pleasant ambiance.
- Indoor storage of fuel (wood) is limited to one evening's supply.
- No cooking should be attempted in the fireplace.
- The fireplace must not be used as an incinerator to burn trash or plastics.
- Do not hang clothes near an operating fireplace to dry.
- All occupants should be familiar with general fire safety procedures and evacuation.
- Don't mix artificial logs (wax) with other solid fuels.

- Charcoal, briquettes, and coal are not permitted because they create large amounts of carbon monoxide.

## **GETTING THE FIRE STARTED**

- Make certain that the damper in chimney is open (look up into the chimney to confirm)
- Turn on electric draft fan (if installed).
- Prepare crumbled paper, tinder and small amount of dry firewood on the grate or andiron.
- Light a piece of twisted paper in the fireplace and hold in the throat of the fireplace to create a draft (this will help move the smoke up the chimney and not out into the room).
- Light paper under the wood and burn for 30 minutes before adding heavy logs or wood.
- Add wood slowly and carefully when the fire is burning well.
- Do not close the damper until the fire is completely burned out so that smoke will enter the room.
- Never use an accelerant to start a fire or intensify an already burning fire under any circumstance.

## **AFTER USING THE FIREPLACE**

- Keep the damper open until ashes are cool.
- Place fuel on andirons to keep logs from rolling into the room.
- A fireplace grate, if installed, must be kept open to allow for combustion air to enter the fire box and to prevent solid fuel from rolling into the room.
- Use only provided fireplace utensils such as a metal poker, tongs, or shovel.
- Ashes can remain hot and ignite if disturbed well after a fire is out.
- Only use a metal can with lid and carrying handle using a metal shovel to remove ashes from the fire box. Never use a plastic or paper bag.
- Soak the ashes with water and stir until completely doused.
- Dispose of the ashes outside the property in a metal container on a non combustible surface (not the trash dumpster) and away from the building.



## Fire and Life Safety Fines

These fines are applied to student accounts when fire and life safety policies are violated. Students may also be subject to Honor Code Council sanctions, if applicable.

Tampering/Disabling/Damaging Smoke Detectors _____	\$250
Open Flames/Fire, Burning Candles or Incense in Room _____	\$100
Blocking Fire Exit _____	\$250
Use of Appliances Prohibited by Environmental Health and Safety Policy _____	\$50
Malicious Activation of a Fire Alarm _____	\$500
Violation of No Smoking Policy (1st violation)* _____	\$25

\* Students who violate the Residential Hall Smoking policy by smoking **within 25 feet of any residential building** will receive a \$25 fine upon the first violation. Upon subsequent violations, the fine will increase incrementally by \$10 per violation (that is \$35 for the second violation, \$45 for the third, etc.) **After 3 violations the student may be referred to the Honor Code Council.** This policy cannot be used in place of the College's Alcohol and Other Drug Policy. Smoking that specifically violates that policy is responded to via the process set out within that policy.

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