

Dorm Fire Safety

Fire Safety Regulations No Candle/Open or Enclosed Flame Policy:

The possession, lighting, or burning of candles, incense, oil lamps, lanterns, grills, George Foreman-type grills, or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all on campus residence halls. This also extends to other Longwood owned or controlled buildings and property with regulations that ban the presence of such items. Exceptions to this policy may occur only under the following conditions: (1) written approval is provided by the Dean of Students; (2) a designated building or area permits use for a specific purpose (such as classroom instruction or on an outdoor, cement surface), or (3) Fraternity/Sorority ceremonies (see below for specific guidelines which **MUST** be followed) (**Student Handbook, p. 60**).

****The above includes Longwood Managed Properties in addition to:**

Exceptions to this policy may occur only under the following conditions: 1) written approval is provided by the Office of Environmental Safety or 2) a designated building or area permits use for a specific purpose. For additional information regarding sanctions, see No Candle/Open or Enclosed Flame Policy in the Judicial Code of Conduct Standards and Community/Student Life Policies section of the Handbook (**Student Handbook, p. 91**). (**Reference 308.3.8 Group R-2 dormitories of the Virginia Statewide Fire Prevention Code**).

Chapter Room Fire Safety Regulations:

Candles may be allowed in chapter rooms during fraternity and sorority ceremonies under the following conditions:

- 1) The event is registered with the Associate Director for Fraternity and Sorority Life, the Director of Residential and Commuter Life, and the Office of Environmental Health and Safety **two week prior** to its occurrence.
- 2) An advisor trained in fire safety procedures and employed by Longwood University is present for the ceremony.
- 3) A representative of the organization identified as a risk management officer and trained in fire safety procedures is present.
- 4) The candles are extinguished with water and remain extinguished.
- 5) A fully charged fire extinguisher is present.
- 6) An operational telephone is present.

*Candles will be stored with the Residence Education Coordinator (REC) of the building that houses the chapter. Chapters may obtain their candles at noon on the business day closest to the ceremony, and must return the candles to the REC **no later than 5 pm** on the business day closest to the ceremony.

*Alcohol may not be consumed before the ceremony and may not be present or consumed during the ceremony.

(**Student Handbook, p. 62**).

Fire Safety Regulations:

High importance is placed by the University on promoting fire safety in the Longwood Managed Properties and encouraging all students and student groups to take leadership in this area. Students are expected to participate in regular Longwood Managed Property fire drills and attend periodic fire

safety programs in order to understand how to manage the risks and respond appropriately in case of emergency. There are serious sanctions for those who, through violation of fire codes, create a danger for others. This includes setting off false alarms, tampering with fire fighting equipment, or failing to leave a building when a fire alarm is activated. Sanctions will range from loss of privileges to dismissal from the University.

Each student room will be inspected at least three times a year to determine whether fire safety regulations are being followed. Also, Longwood personnel retain the right to conduct additional room inspections to ascertain safety conditions.

In general, when student's present concerns or ideas that could result in safer Longwood Managed Properties, the Office of Residential and Commuter Life will consider those suggestions (**Student Handbook, p. 93**).

All residents are expected to observe the following regulations critical to the prevention of residence hall fires:

- 1) The use or possession of any dangerous chemical or explosive material, such as fireworks, spray paint, weapon memorabilia, gun powder, gasoline, etc., is prohibited within the residence halls.
- 2) The possession, lighting or burning of candles, incense, oil lamps, lanterns, grills or any device capable of producing an open or enclosed/contained flame or odor is prohibited in all Longwood Managed Properties.
- 3) The possession or use of items using halogen light bulbs is prohibited.
- 4) Residents found to be tampering with fire alarms, smoke detectors, or fire extinguishers are subject to Longwood disciplinary action and/or legal prosecution. The same sanctions apply to calling an ambulance or fire-fighting apparatus without just cause.
- 5) The hanging or any object or item from ceilings or fire sprinkler heads is prohibited.
- 6) Room/apartment doors, corridors, stairways, and building exits should be kept clear or obstructions at all times. Fire doors on corridors and in stairways should be kept closed at all times.
- 7) All resident and guests must evacuate any building in which a fire alarm sounds. Persons refusing to evacuate constitute a hazard to fire officials and will be subject to disciplinary action.
- 8) In accordance with State Fire Regulations, all party and dance decorations, booth decorations, stage props, float decorations, etc., must be made of flame-retardant materials (i.e., foil, nylon ribbon, artificial greenery, treated crepe paper). Proper documentation must be provided.

(**Student Handbook, p. 95**).