



### **Policy Contents**

- Policy Statement
- Reason for Policy
- Responsibilities
- Procedures
- Related Information

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Responsible Officer: Vice President of Student Life &  
Vice President of Operations

Policy Owner: Student Life Office

Policy Contact: Vice President of Student Life

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## **POLICY STATEMENT**

By October 1 of each year (beginning with the October 1, 2010, report containing data from the 2009 calendar year), UVF maintains and distributes a notice of the Annual Fire Safety Report to all enrolled students and current employees regarding its on-campus housing facilities. Because the report is distributed by posting the report on its website, the University provides a notice by October 1 that includes a statement of the report's availability, the exact electronic address at which the report is posted, a brief description of the report's contents, and a statement that the University will provide a paper copy upon request.

The University combines the Annual Fire Safety Report with the Annual Security Report; therefore, the title of the combined reports must clearly state that both reports are included

The Annual Fire Safety Report includes, for each on-campus student housing facility:

- Statistics for the three most recent calendar years for which data are available for
  - The number of fires and the cause of each fire;
  - The number of [persons who received fire-related injuries that resulted] in treatment at a medical facility, including at an on-campus health center;
  - The number of deaths related to a fire; and
  - The value of property damage caused by a fire.
- A description of each housing facility fire safety system, including the fire sprinkler system;
- The number of fire drills held during the previous calendar year (number of fire drills in 2009 for the 2010 report);
- Policies or rules on portable electrical appliances, smoking, and open flames;
- Procedures for student housing evacuation in case of fire;
- Policies regarding fire safety education and training programs provided to students and employees, including the procedures students and employees should follow in the case of a fire;
  - For the purposes of including a fire in the statistics, the titles of each person or organization to which students and employees should report that a fire occurred; and

- Plans for future improvements in fire safety, if determined necessary by the institution.

The statistics are also to be submitted to the Department of Education. The Department must make the statistics publicly available.

The University maintains a fire log – that records by the date that a fire was reported – for any fire that occurred in an on-campus student housing facility. The log includes the nature, date, time, and general location of each fire. An entry to the log, or an addition to an entry, must be made within 2 business days of the receipt of the information. The log for the most recent 60 days is open to public inspection during normal business hours. The University will make older portions of the log available within 2 business days of a request for public inspection. The institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement is satisfied by the annual fire safety report described above.

### **Statement of Commitment to Fire Safety**

University of Valley Forge is committed to fire safety in its residence halls and elsewhere on campus. All residence halls are equipped with smoke and heat detectors, fire extinguishers, emergency exit doors, and emergency lighting systems.

### **Fire Drills**

Mandatory fire drills are conducted at least two times per year. Fire drills are jointly supervised by personnel from Student Life, Campus Security, and the Facilities Department. Reports of these drills and a fire log are maintained by the Student Life office.

### **Fire Safety Policies**

From the Student Handbook, “Safety Standards:”

### **Fire Regulations and Procedures**

It is essential for the safety of all members of the University community to be particularly careful about fire hazards. The burning of candles, incense, or oil lamps (any open flames) is prohibited in every University building except at special events with permission of University personnel. The fine for an open flame violation is \$100.

### **Fire Alarms and Fire Extinguishers**

When a fire alarm sounds, it is imperative that all students evacuate immediately and stand clear of the building and in their designated evacuation location until signaled by officials to reenter the building. Setting off a fire alarm without any sign of imminent danger is extremely irresponsible and a Federal crime. Fire extinguishers are for emergency situations only. Students who tamper with or discharge extinguishers for any reason other than emergency situations will be fined \$150 plus the cost of recharging or replacing the extinguisher.

### **Smoke Alarms and Heat Alarms**

Smoke alarms have been placed throughout the residence halls. Batteries will be provided and replaced by the Facilities Department. Inoperable or malfunctioning smoke detectors should be reported to the Facilities Department immediately. Tampering with smoke detectors is a violation of Federal law and puts you, your roommate, and your neighbors at risk.

Residents who are found to have covered a smoke or heat detector, removed the batteries, or otherwise tampered with fire safety equipment, may be required to move off campus without refund of housing payment, rent, or deposit. Other disciplinary action may be taken.

Setting off smoke or heat detectors due to negligence, as determined by the fire department, will result in

a fine of \$50 and may result in additional fines that can range from \$500 to \$1000 or more charged by the fire department. In that instance, the University will assess the fine to the person(s) responsible for the false alarm. Other consequences may include fire safety education, removal of the student from the room or apartment, or removal of the equipment (for example, an apartment stove) that was used in setting off the false alarm.

## Fire Drills

Fire regulations require that fire drills be held periodically. There is a fine of \$25 for students who fail to immediately evacuate during a fire drill.

## Evacuation Locations

Building Name	Evacuation Location
DiTrollo Hall	Yard between Beuttler Hall and Student Life Office
Beuttler Hall & Annex	Parking lot across Beulah Heights Street
Shelton Hall	Green Lane Commons
Wells Hall	Green Lane Commons
Damiani Hall	Green Lane Commons
Beisel Hall & Annex	Green Lane Commons
Bongiorno Hall	Parking lot behind Dining Commons
Paproski Hall	Field next to Bongiorno Hall
Berkey Hall	Field next to Bongiorno Hall
Building 32	Parking lot behind Solomon's Porch
Building 33	Parking lot behind Solomon's Porch
Hartwick House	Upper parking lot

## From the Student Handbook, "Emergency Situations, Fire:"

### Fire

- Know the location of fire extinguishers, fire exits and alarm systems in your area and know how to use them.
- If a minor fire appears controllable, IMMEDIATELY contact Campus Security at 484.614.2965. Then, if trained, promptly direct the charge of the fire extinguisher toward the base of the flame.
- If an emergency exists, activate the building alarm (fire alarm).
- In the case of large fires that do not appear controllable, IMMEDIATELY notify Campus Security at 484.614.2965. Then evacuate all rooms, closing all doors to confine the fire and reduce oxygen available to it. DO NOT LOCK DOORS.
- When the building evacuation alarm is sounded, assume there is an emergency. Walk quickly to the nearest marked exit and alert others to do the same.
- In the event of an explosion, immediately take cover under tables, desks and other objects that will give protection against falling glass or debris.
- Assist the physically challenged in exiting the building. DO NOT USE THE ELEVATORS DURING A FIRE! Remember: smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic.
- Once outside, move to a clear area at least 500 feet away from the affected building. Keep streets,

fire lanes, hydrants and walkways clear for emergency vehicles and crews.

- If requested, assist emergency crews as necessary.
- A Campus Emergency Command Center may be set up near the emergency site. Keep clear of the Command Center unless you have official business.
- Do Not Return to an evacuated building unless told to do so by a University official.

## **From the Student Handbook, “General Housing Guidelines, Electrical Appliances:”**

### **Electrical Appliances**

The use of electrical appliances in residence halls is limited for safety reasons. Irons, hot pots, coffee makers, and refrigerators smaller than 4.9 cubic feet are permitted. Items that are prohibited include halogen lamps, hot plates, toaster ovens, microwaves, ovens, kerosene heaters, and indoor grills or skillets (George Foreman, rice cookers, crock pots). Candle warmers are permitted in residence halls but any damage from improper disposal of wax or spills will be charged to the student.

UL approved electric heaters are permitted as long as they are in good condition and have been approved by the Facilities Department to insure that the proper amperage is available. Residents are urged to observe all safety instructions when operating electric heaters and to use them with extreme caution. The University provides microwaves and refrigerators for most floors. Cooking is not permitted in residence hall rooms. Snack foods should be properly stored and disposed of to prevent insects and rodents.

### **Other Policies:**

#### **Safety Stations**

Safety Stations are located within the main hall or lounge of campus residence halls. Each station has a first aid kit, emergency contact information, and a phone that can be used to access Campus Security or 911 services. Tampering, disabling, or removing items from the Safety Station will result in disciplinary action. In addition to Safety Stations there is also an Emergency Phone located in the south entrance of the Harrup Administration Building and all elevator call buttons will contact Campus Security.

#### **Fire Safety Education**

Fire safety education is conducted by various means throughout the school year. Floor plans, evacuation routes, evacuation assembly locations, drill procedures, and fire safety policies are reviewed by Student Life Staff at the Residence Life Meeting and by RAs at the first floor meeting at the beginning of each semester. Floor plans and evacuation routes are posted on each residence hall floor. Fire safety information is also published in the Student Handbook. The University celebrates Fire Prevention Week, during which fire safety training is offered.

#### **Fire Alarm/Sprinkler Systems by Building**

<b>Building Name</b>	<b>Type of System</b>
DiTrollo Hall	Pull station/alarm/dial out to fire board
Beuttler Hall & Annex	Pull station/alarm/dial out to fire department
Shelton Hall	Pull station/alarm/dial out to fire department
Wells Hall	Pull station/alarm/dial out to fire department
Damiani Hall	Pull station/alarm/dial out to fire department
Beisel Hall & Annex	Pull station/alarm/dial out to fire department
Bongiorno Hall	Sprinkler system/pull station/alarm/dial out to fire department
Paproski Hall	Pull station/alarm/dial out to fire department

Berkey Hall	Pull station/alarm/dial out to fire department
Building 32	Pull station/alarm/dial out to fire department
Building 33	Pull station/alarm/dial out to fire department
Hartwick House	Sprinkler system/pull station/alarm/dial out to fire department

## Fire Statistics

The University collects and publishes fire statistics in compliance with federal requirements.

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## REASON FOR POLICY

UVF is committed to the safety of its students, faculty and staff. The publication of these policies and the fire safety statistics contained in the Annual Fire Safety Report encourage overall campus fire safety. They also fulfill Federal Compliance requirements.

UVF participates in the Title IV, HEA programs and maintains on-campus Student Housing Facilities based on HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1) (T). HEOA Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(i) HEOA amendments effective August 14, 2008

October 29, 2009 FR notice (revised 34 CFR 668.41(a) and 34 CFR 668.41(e), added 34 CFR 668.49)

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## RESPONSIBILITIES

Overall responsibility for the Annual Fire Safety Report and the policies and information contained within it is given to the Vice President of Student Life in consultation with the Vice President of Operations. Responsibility for the statistics to be compiled for this report rests with the Director of Security (fire log), the Facilities Office, Residence Life Directors, and the Vice President of Student Life.

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## PROCEDURES

The Vice President of Student Life will review all policies related to Fire Safety Policies, Fire Statistics, and the Fire Log in consultation with the Vice President of Operations. All policy changes will be enacted immediately and noted in the next Annual Fire Safety Report to be distributed on October 1.

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## RELATED INFORMATION

### Fire Code Regulations:

- Open Flames
- Fire Drills
- Decorations & Christmas Trees

### Section 308 - Open Flames

308.3.8 Group R-2 dormitories. Candles, incense and similar open-flame-producing items shall not be allowed in sleeping units in Group R-2 dormitory occupancies.

## **Section 408 - Use and Occupancy - Related requirements - Emergency Planning and Procedures**

408.3 Group E occupancies and Group R-2 college and university buildings.

Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

408.3.1 First emergency evacuation drill. The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes. 408.3.2 Emergency evacuation drill deferral. In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.

408.3.3 Time of day. Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

408.3.4 Assembly points. Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.

## **Section 806 - Decorative Vegetation in New and Existing Buildings (This applies to Christmas trees and similar holiday decorations)**

806.1 Natural cut trees. Natural cut trees, where allowed by this section, shall have the trunk bottoms cut off at least 0.5 inch (12.7 mm) above the original cut and shall be placed in a support device complying with Section 806.1.2.

806.1.1 Restricted occupancies. Natural cut trees shall be prohibited in Group A, E, I-1, I-2, I-3, I-4, M, R-1, R-2 and R-4 occupancies.

Exceptions:

- Trees located in areas protected by an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 shall not be prohibited in Groups A, E, M, R-1 and R -2.
- Trees shall be allowed within dwelling units in Group R-2 occupancies.

806.1.2 Support devices. The support device that holds the tree in an upright position shall be of a type that is stable and that meets all of the following criteria:

- The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
- The device shall be capable of containing a minimum two-day supply of water.
- The water level, when full, shall cover the tree stem at least 2 inches (51 mm). The water level shall be maintained above the fresh cut and checked at least once daily.

806.1.3 Dryness. The tree shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.

806.2 Artificial vegetation. Artificial decorative vegetation shall meet the flame propagation performance criteria of NFPA 701. Meeting the flame propagation performance criteria of NFPA 701 shall be documented and certified by the manufacturer in an approved manner.

806.3 Obstruction of means of egress. The required width of any portion of a means of egress shall not be

obstructed by decorative vegetation.

806.4 Open flame. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.

806.5 Electrical fixtures and wiring. The use of unlisted electrical wiring and lighting on natural cut trees and artificial decorative vegetation shall be prohibited. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.

## **Section 805 - Decorations and Trim**

<http://www.campusfiresafety.org/assets/media/useruploads/files/cfz/jan10.pdf>

805.1 General. In occupancies of Groups A, E, I and R-1 and dormitories in Group R-2, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall be flame resistant in accordance with Section 805.2 and NFPA 701 or be noncombustible. In Groups I-1 and I-2, combustible decorations shall be flame retardant unless the decorations, such as photographs and paintings, are of such limited quantities that a hazard of fire development or spread is not present. In Group I-3, combustible decorations are prohibited.

The requirements in this section apply to decorative materials installed in Group A, E, I and R-1 occupancies and dormitories in Group R-2 occupancies. The list of groups is based on the number of persons and the condition or capabilities of the occupants to evacuate quickly in an emergency. Decorative materials must be noncombustible or be maintained flame resistant in accordance with Section 805.2 and NFPA 701. The requirements for Groups I-1 and I-2 become more stringent because of the nature of the occupants and activities in these types of facilities. Combustible materials in these facilities must be flame retardant, but a limited amount of decorations, such as photographs and paintings, need not be flame retardant. No amount of combustible decorations is permitted in Group I-3 facilities.

805.1.1 Noncombustible materials. The permissible amount of noncombustible decorative material shall not be limited.

Where decorative materials are classified as noncombustible, they are presumed to contribute little, if any, to the growth and spread of fire; therefore, the quantity of noncombustible decorative materials is not limited.

805.1.2 Flame-resistant materials. The permissible amount of flame-resistant decorative materials shall not exceed 10 percent of the aggregate area of walls and ceilings. Exception: In auditoriums of Group A, the permissible amount of flame-resistant decorative material shall not exceed 50 percent of the aggregate area of walls and ceiling where the building is equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1, and where the material is installed in accordance with Section 803.4 of the International Building Code.

Flame-resistant materials may contribute to fire growth and spread. More specifically, flame resistance does not mean that the materials will not burn, only that they are going to delay the onset of ignition. These materials are, therefore, limited to a maximum of 10 percent of the total wall and ceiling area of the space under consideration. Unlike incidental trim, decorative materials are not necessarily distributed evenly throughout the room.