

## **Safety Guidelines and Emergency Procedures**

### **Appliances**

Because of demands on the electrical system and because of fire code regulations, it is critical that all residents comply with the following guidelines:

- No open coil electrical equipment of any sort may be used. Coffee makers and water heaters must be closed-coil, pot type.
- Microwave ovens may not be used in student rooms.
- No individual room air conditioners are allowed in student rooms, other than what the College provides.
- Refrigerators should not exceed 2.7 cubic feet (two per room) or 4.5 cubic feet (one per room). Refrigerators must be plugged directly into a wall outlet or into a UL approved power strip.

### **Fire Safety**

Fire codes and insurance liability require us to restrict certain objects and activities in residence halls, to protect the safety of all students. The College has thus developed the following guidelines:

- Follow the appliance policy – it is designed to help protect against fire.
- All electrical items should be Underwriters Laboratory (UL) approved.
- Do not use normal household extension cords, especially when used with high amperage equipment. Instead, use UL approved power strips with built-in circuit breakers and heavy-duty extension cords with a safety fuse.
- Keep all hallways and exits clear of obstructions with complete access available at all times. (This includes the narrow entranceway that some rooms have.)
- All stairwell doors, which act as fire separations, are to be kept closed.
- Sunlamps, clip-lamps, and halogen lamps are not permitted.
- You may ONLY burn self-contained jar candles, and they may NEVER be left unattended. All other candles and flame-emitting articles (including incense and paper) and flammable chemicals are prohibited in the residence halls. Seniors may burn their "tradition" candles only during specific traditional activities.
- Do not remove or tamper with smoke detectors--beeping smoke detectors should be reported to the RD.
- It is against the law to activate a fire alarm when there is no fire and/or to disable a smoke alarm system. To do so will result in disciplinary action.

### **Fire and Severe Weather**

All residence halls will have a fire and tornado drill at least once per semester. Refusal to participate in a drill will be reported for disciplinary action.

Evacuation procedures are posted on the door of each residence hall room and should be read carefully. An RA will explain the procedures at a hall or floor meeting early in the semester.

In case of severe weather: You will be notified via the emergency notifications system or your Resident Assistant. All residents must cooperate fully and should follow evacuation procedures. Residents should refrain from using the elevator during this time.

In case of fire: If you discover the fire, activate the nearest alarm. Residents should exit the building according to evacuation procedures. Residents should refrain from using the elevator. All residents must cooperate fully with the City of Marion Fire Department.

**If a fire occurs, the following people are to be notified:**

President

Senior Vice President and Academic Dean

Senior Vice President and Dean of Students

Superintendent of Facilities and Security

Director of Residence Life

Business Manager

**Fire safety Education**

At the beginning of each school year the residence life personnel explains to the dorm students the procedures to follow in case of a fire. They review procedures on how to evacuate the building and where the student is to check in so that each student is accounted for.

The following poster is posted on the back of each dorm room door. Also included on the poster is a diagram of the building indicating where the exits are located.

## Fire and Tornado Safety Procedures

### ● In case of Fire:

- Be familiar with all emergency exits, especially the one nearest to your room.
- If you hear the fire alarm, use the back of your hand, not your palm, to see if the door is hot. If it is cool, open cautiously and make your way to the emergency exit.
- **Do not** use the elevator.
- If there is smoke, cover your mouth and nose, crouch low to the ground or crawl to the exit.
- If you are trapped in your room, put wet towels at bottom of the door and break your window. Put towel or sheet out window so firemen will know you are in your room and need help.
- Go to the designated gathering area in the center of the quad.
- Check in with your RA at the location.
- Do not go back into the building until **all clear signal** is given from the authorities.

### ● In case of Tornado:

- When there is a tornado alarm, proceed immediately to the basement.
- Stay away from windows.
- **Do not** use the elevator.
- Remain calm in the basement until an **all clear signal** is given.