

Nuisance Fire Alarms:

- Nuisance alarms occur when the building fire alarm is activated either unintentionally or intentionally when a fire situation is not present. Those responsible for these types of alarms will be charged judicially.
- Smoke detectors may be activated with hair dryers, spaying cleaning or air freshening agents, smoking, burning food, steam, or burning incense.

Heat Detector Facts

- Heat detectors do not activate from cooking. They react to sudden and rapid changes in temperature over a specific time period or a high heat build-up.
- The heat detector is not considered an early warning device. It is classified as a property protection device because the detector responds to the high heat present in a fire.

Fire Suppression System

A water based fire suppression system is comprised of sprinkler heads, associated piping, controls, and water under pressure.

In the event of a fire, the sprinkler heads are designed to activate at a pre-determined temperature. All residence halls are equipped with sprinkler systems. Please take note of the following policies:

- Do not hang items or material from the sprinkler head, which may activate or interrupt the spray pattern of the device.
- Do not hit the sprinkler heads or tamper with any associated components of this Life Safety System!
- Do not use an elevator. In the event that you are in an elevator when the alarm sounds, it will bring you to the ground floor.



Escaping a Fire

As soon as the fire alarm sounds, prepare to exit immediately. Then touch your door to test its temperature. If it is hot, put towels or clothing around the door-frame to prevent smoke from entering. Open your window and wave something white to attract attention. If the door is cool, evacuate your room as soon as possible. Go to the nearest exit. **DO NOT WAIT** for a staff person to tell you to leave. ***It is your responsibility to evacuate the building in a quick and orderly fashion!*** If there is smoke in the hall, stay low and proceed to the nearest exit. There are two exits on every floor. Do not panic if one of the exits is blocked, proceed to the next one. Stay calm. Do not run or shout. Do not use an elevator. In the event that you are in an elevator when the alarm sounds, it will bring you to the ground floor.

It is essential to determine which residents have safely escaped. You should assemble in the adjacent parking lot to your residence hall. Do not attempt to re-enter the building until the Fire Department or Campus Police has declared the emergency over.

Keep in Mind

Fire drills are conducted to familiarize everyone with the sound of the alarms. Use the emergency exit locations to evacuate the building safely. These drills are conducted once each semester. ***Remember,*** failure to evacuate when the alarm sounds is punishable by a fine and/or other disciplinary action.

Automatic and manual fire alarms are provided in all buildings, which are all connected to Campus Police. Damaging these systems is a serious offense and can result in prosecution and/or college disciplinary action. Creating a nuisance alarm is punishable by a fine, expulsion from residence halls and/or college, and up to 12 months imprisonment.

Fire extinguishers are located in all campus buildings. These are to be used *only* for their intended purpose, and should not be removed at any other time. Extinguishers are to be used only by trained personnel. Don't waste any time.

Get Outside Quickly! People who misuse fire extinguishers are subject to sanctions as severe as suspension from housing.



BENTLEY UNIVERSITY

► Residence Hall Fire Safety

Emergency Number: 781-891-3131



Reporting a Fire

If you discover or suspect a fire, activate the nearest fire alarm pull station. Then call Campus Police at 781-891-3131, or pick up the nearest red emergency telephone, which will connect you to Campus Police. Give the dispatcher the specific location of the fire, and any other pertinent information. If your residence hall is equipped with tamper covers over the Pull Stations, be aware that:

- Pulling the tamper cover to gain access to the fire alarm pull station will activate the tamper alarm only, and will not report the alarm to Campus Police.
- You must proceed to pull the lever on the Fire Alarm Pull Station. By doing so, the building alarm will sound, alerting Campus Police and the Waltham Fire Department of the condition.



Preventing a Fire

All cooking appliances, except microwave ovens, are prohibited from all rooms except kitchens. This includes hotplates, hotpots, toaster ovens, popcorn poppers, and any other appliances whatsoever. Space heaters are not allowed. In an emergency situation only Facilities Management will provide an approved space heater.

Cooking is allowed only in apartments and dormitory kitchens. When cooking, remember the following:

- Keep ovens clean at all times and turn on smoke exhaust fans when cooking.
- Do not leave the oven or other heat producing appliances unattended while they are in operation.
- Use only U.L. listed appliances.
- If a pan of grease catches on fire, immediately turn off the heat, cover with a lid and, if available, throw baking soda into the flame. Do not try to extinguish the fire with water, flour, sugar, or other materials. Never try to carry a cooking utensil with burning liquid.
- Do not open the door to clear cooking smoke; open a window. Otherwise you will set off the hallway smoke detectors and create a nuisance alarm.

Additional fire prevention rules include:

- Plug all types of multiple plug adapters directly into wall outlets. Do not use more than two extension cords in a single multiple-plug adapter. Check cords for wear and have faulty appliances repaired or removed from the residence.
- Flammable and combustible liquids are prohibited in all residences. This includes lighter fluids, charcoal briquettes, gasoline, benzene, propane, alcohol, cleaning fluids, paints, and thinners.
- All types of candles and incense are prohibited.
- Halogen lamps and neon signs are prohibited.
- Combustible waste should be disposed of as soon as possible. Trash and garbage should be emptied in the proper refuse containers, not left in corridors or hallways. Limit room trash collection to a maximum of one 12-pack sized box of mixed recyclables and two kitchen size trash bags or one large trash bag. Accumulations greater than this are not allowed.
- Room furnishings should not obstruct or hamper any access to an exit. All doors must be able to swing freely in their full range of motion. Bicycles chained to stairways or landings are prohibited.
- Motorcycles, mopeds, gasoline engines or engine parts are prohibited.
- Do not drape any type of combustible material over lamps or other electrical fixtures.
- Do not prop open fire doors. Closed fire doors are designed to prevent smoke and fire from spreading.
- Do not use flammable decorations at anytime, especially during the holiday season. Remember, live trees or combustible ornaments are not permitted. This includes cardboard cut-outs from boxes.
- Do not hang any items from the ceiling as they may interfere with the designed spray pattern of the sprinkler system or the path of heat and smoke to a fire detection device.



If You Smoke:

- Smoking is not permitted inside any building on campus.
- When outside, dispose of cigarettes and matches in smoking urns only.

Smoke Detector Facts

- All smoke detectors are hardwired to the building's electrical system; therefore they have no batteries. Do not attempt to dismantle or tamper with these devices—there is a potential for electrical shock.

Apartments and Suites

If you reside in an apartment or suite, then your room is equipped with multiple smoke detectors.

- When one detector is activated, you will hear the alarm in your room only. The building fire alarm will not be activated until a second detector in the room senses smoke.

Dormitories

If you reside in a dormitory style building, then your room is equipped with one smoke detector. Activation of this detector will sound the building fire alarm.

- Do not attempt to block or cover your smoke detector. It could save your life and the lives of other residents.
- Any deficiencies should be reported to your R.A., R.D., Residence Life, or Facilities Management.

For more information, check out our website:
http://www.bentley.edu/facilities-management/life/fire_safety/index.cfm
Or read the Student Handbook:
<http://www.bentley.edu/shandbook/index.cfm>