Marshall University
Housing and Residence Life Office

FIRE SAFETY IN THE RESIDENCE HALLS

If There Is A Fire:

1. **Sound the Alarm:** If you discover or suspect a fire, sound the fire alarm. If there is no alarm in the complex, warn the other occupants by knocking on doors and shouting as you exit the building.

2. **Exit the Building:** Try to aid others, but only if you can do so safely. After leaving the building remain at least 100 feet away from it. Do not return to the building until university personnel has given an “all clear” signal.

3. **Call the MUPD:** 304-696-4357 (HELP). Give as much information as possible to the dispatcher.

To Survive A Building Fire:

**Know Your Building:** Take the time to familiarize yourself with the posted floor plans. Floor plans are located near all stairways and exits. These floor plans show you:

1. The correct emergency evacuation route
2. The location of all pull stations on your floor
3. The location of all exits on your floor
4. The location of all fire extinguishers on your floor

**Crawl If There’s Smoke:** If you get caught in smoke, get down and crawl on your hands and knees. Cooler, cleaner air will be near the floor.

**Feel Doors Before Opening:** Feel the metal doorknob and the door itself before opening any doors. If it is HOT, don’t open it. If it is cool, brace yourself against the door, open it slightly, and if heat or heavy smoke is present, do not proceed; just close the door.

**Go To the Nearest Exit or Stairway:** If the nearest building exit is blocked by fire, heat, or smoke, go to another exit. USE AN EXIT STAIRWAY - DO NOT USE ELEVATORS. Elevator shafts may fill with smoke or the power may fail, leaving you trapped. If the stairway fire doors are closed, they will keep out fire and smoke and protect you until you are outside. Close as many doors behind you as you can - this helps confine the fire.
If You Are Trapped:

**Keep the Doors Closed:** Seal cracks and vents so that smoke cannot come in. Open the windows (if possible) from the top to let out the heat and smoke and from the bottom to let fresh air in.

**Signal for Help:** Hang an object in the window (a bed sheet, a jacket, etc.) so that it is visible to emergency personnel outside. If there is a phone, call 911 and report that you are trapped. Be sure to give your location and room number. DO NOT JUMP FROM THE ROOM! The fire department will rescue you.

If You Are On Fire:

**Stop, Drop, and Roll:** If your clothes catch on fire, stop, drop, and roll wherever you are. Rolling smothers the flames.

**Cool Down Burns:** Use cool tap water on burns immediately. Do not use ointments, butter, or lard. If skin is blistered, dead white, brown, or charred seek medical attention.

False Alarms and Criminal Activity

Maliciously activating a building’s fire alarm system or discharging a fire extinguisher, setting fires, and vandalizing fire equipment are prohibited and will result in disciplinary action, including but not limited to expulsion. If any tenant has knowledge of such activity, he/she should contact the Marshall University Police Department.

Fire Drills

As required by State Law, periodic unannounced fire drills will be conducted. ANYTIME a fire alarm sounds tenants must vacate the hall according to instructions given by the university staff and/or fire department personnel. Failure to vacate may result in a citation by the Fire Marshal, a fine, and disciplinary action.

If You Are Physically Challenged

If you are physically challenged (even temporarily), you should do the following: (1) Learn about fire safety (2) Plan ahead for fire emergencies (3) Be aware of your own capabilities and limitations (4) Notify staff of your condition so that they may aid you in case of a fire.

During a fire, look for places of refuge, like stair enclosures or behind fire doors. Most elevators will not operate when the alarm sounds and are not safe to use during fires. It may be safer to stay in your room.
Open Flames, Flammable Liquids, Banned Items

For fire safety reasons, the possession or use of gasoline petroleum derivatives, candles, incense, or canned heat units within the residence hall living units is prohibited.

Appliances*

For safety reasons and to avoid system overload, the following restrictions are placed on appliances and electrical equipment in residence halls:

1. The possession of extension cords, hot plates, toaster ovens, halogen lamps, barbeque grills, or other heat-producing cooking utensils is **NOT** permitted. **NO** appliances with open or exposed heating coils are permitted. Refrigerators rated at more than 2.5 amps are not permitted in student rooms.

2. Coffee pots, microwaves and popcorn poppers encased with heating units are the only cooking appliances permitted in the residence halls. Their use must be restricted to the purposes for which they are designed, i.e., heating liquids or making popcorn.

3. Electrical amplified musical instruments, including microphones, may not be used in student rooms. Electronic equipment capable of transmitting radio waves of any frequency is not permitted without special permission from the Director of Public Safety and the Housing and Residence Life Office Department. Outside radio and television antennae are not permitted.

4. All electrical appliances in operation cannot exceed 20 amps of power at one time. Appliance amperage is usually specified in the instrument manual, or on the equipment itself. Overloading the capacity of circuits can cause damage to your appliances as well as to the building’s electrical system. Although Marshall University cannot assume liability for any damage, the Department of Housing and Residence Life will advise you about safe electrical power usage and give you advice on your particular electrical equipment.

5. Electrical extension cords are **NOT** permitted, nor are multi-outlet electrical plugs that are plugged into or attached to wall outlets.

6. The use of power strips/surge protectors is permitted for computers, TV’s, cell phone chargers and radios. **All electrical appliances** (such as refrigerators, microwaves, coffee makers, space heaters, etc.) must be plugged directly into a wall outlet. If you have any questions concerning safe usage of surge protectors, contact the Housing and Residence Life Office.

*Residents are responsible for obtaining renter's insurance for all their personal property.

National Statistics

- An average of 1,800 residence hall fires occur nationally every year, resulting in damage, injury and death. (source: National Fire Protection Association).

- Fire Departments in the US respond to over 155,000 electrical fires annually. Faulty flexible power cords, extension cords, and surge strips are responsible for 50% of these fires (source: Consumer Products Safety Commission).
RESOURCE NUMBERS

Marshall University Police
696-4357 (696-HELP)

Safety & Health Department
696-3432

Housing and Residence Life Office
696-6765

University Information
696-3170

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