

# Residential Fire Safety Guide

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## Table of Contents

1.0 Purpose and Scope	3
2.0 Responsibilities of Positions	3
2.1 Environmental Health and Safety Department (EHS)	3
2.2 Residence Life	3
2.3 Community Safety	3
2.4 Facilities Services	3
3.0 Fire Safety Equipment	3
3.1 Smoke Detectors	4
3.2 Fire Extinguishers	4
3.3 Fire Sprinklers	4
3.4 Fire Doors	4
3.5 Carbon Monoxide Detectors	4
4.0 Emergency Evacuation Strategy	5
4.1 Exit Strategy	5
4.2 Evacuation Routes	5
4.3 Fire Evacuation Drills	5
5.0 Fire Prevention in Your Residence	5



## 1.0 Purpose and Scope

Welcome! The following pieces of information are to help you prepare for an emergency situation and gain an understanding of the protective and preventive measures taken to keep you safe in your residence. Please read through the materials carefully and try to commit the information to memory.

## 2.0 Responsibilities of Positions

### 2.1 Environmental Health and Safety Department (EHS)

Environmental Health and Safety is responsible for promoting regulatory compliance with Oregon Fire Code including being the custodian of fire evacuation maps and ensuring their accuracy. Additionally, EHS is responsible for maintaining fire extinguishers and other emergency equipment throughout the campus.

### 2.2 Residence Life

Residence Life is responsible for monitoring of residential buildings to ensure safe conditions and removal of potential fire risks. Distribution of this guide is facilitated by Residence Life during the move in process.

### 2.3 Community Safety

Community Safety coordinates emergency response and preparedness for the Reed Campus. Community Safety Officers act as first responders during emergencies. Dispatch officers act as liaisons between Reed College and outside emergency services such as the Portland Fire Department.

### 2.4 Facilities Services

Facilities Services is responsible for the required testing of and maintaining fire safety equipment including smoke detectors and the fire sprinkler systems. Issues discovered with any fire safety equipment should be brought to Facilities Services for repair.

## 3.0 Fire Safety Equipment

Each residence hall and apartment building is equipped with tools to alert residents and responders in the event of an emergency, as well as extinguish or slow the spread of a fire. The exact location of some of these items (extinguishers, pull stations) are found on the fire evacuation maps provided.



### 3.1 Smoke Detectors

Each room is equipped with a smoke detector in the ceiling. Please do not cover, remove, or tamper with the detectors in any way. If your detector is malfunctioning please contact [Facilities Services](#).

### 3.2 Fire Extinguishers

Every floor and kitchen contains a fire extinguisher. Check your fire evacuation map for specific locations. ABC fire extinguishers, like those supplied in residential buildings, are capable of extinguishing ordinary combustibles, flammable liquids, and electrical fires.

Fire extinguisher training is available to all community members and provided to chemistry students during their first week of lab. Do not attempt to fight a fire unless it is contained and easily extinguishable. If you determine that you can control the fire, first pull the fire alarm and ensure you have a clear evacuation route before attempting to extinguish. Use the PASS method: Pull the pin, Aim at the base of the flames, Squeeze the handle, and Sweep from side to side. Empty the full contents of the extinguisher to completely smother the fire, then exit the building via the designated evacuation route and head to the assembly point.

### 3.3 Fire Sprinklers

Hallways and common areas are plumbed with fire sprinklers. These sprinklers are activated either by smoke or heat depending on the location. Do not store items within 18 inches of the ceiling in sprinkler-containing areas to allow for full coverage. In rooms without sprinklers do not store items within 24 inches of the ceiling to reduce the risk of fires spreading from one level to another.

### 3.4 Fire Doors

Fire doors are specifically constructed and placed to slow the spread of fire within a building. Located at stairwells and other strategic points, they are identifiable by a metal tag on the interior of the door near the hinges. Fire doors should not be propped open with door stops or bricks. If they are equipped with magnetic door-holders they may be held open that way, but if absent the doors should remain closed so they may function in the event of an emergency.

### 3.5 Carbon Monoxide Detectors

Residences which contain appliances that burn gas or other fuel (fireplaces, stoves, water heaters, etc.) are equipped with carbon monoxide (CO) detectors. Some of these detectors are integrated within the fire monitoring system, others are stand alone detectors placed throughout the building. We ask that if you hear an alarm to evacuate the building and to notify Community Safety.



## 4.0 Emergency Evacuation Strategy

### 4.1 Exit Strategy

If there is a fire it is paramount that you exit the building quickly and move to the designated assembly point identified on the evacuation map. If you hear a fire alarm, smell smoke, or see flames evacuate the building at once. To ensure safe exit follow the procedure below.

- If readily available, grab a towel to protect your face from smoke.
- Put on shoes to protect your feet.
- Feel your door handle with the back of your hand to check for heat.
- Exit your room and close the door behind you.
- Make your way to the nearest emergency exit following the evacuation route.
- If not already activated, pull a fire alarm to alert other occupants of the fire.
- Once outside, congregate at the assembly point. Do not leave until your Area Coordinator says it is ok to do so.
- Call Community Safety at 503-788-6666 if they are not already on scene.

### 4.2 Evacuation Routes

Two egress pathways at a minimum are provided for each residence. A master list of evacuation maps for residential buildings is available [here](#).

### 4.3 Fire Evacuation Drills

Fire evacuation drills are planned events conducted by Residence Life, Community Safety, and Facilities Services. Drills are not announced to residents beforehand. These practice evacuations are conducted four times throughout the academic year in residential buildings. We ask that residents participate in the drills with the seriousness that a fire emergency demands. Upon hearing the fire alarm please stop whatever activity you are doing and calmly exit the building following the emergency evacuation strategy listed above.

## 5.0 Fire Prevention in Your Residence

Please adhere to these rules to reduce the risk of a fire occurring in your room. Breaking these rules puts not only yourself but your neighbors and community at risk.

- Open flames are prohibited, including candles.
- Do not use extension cords as permanent connections. Power-strips with a surge protector are allowed.
- Hot plates are not allowed. Stoves are available in the kitchen areas.



- Do not tamper with any fire detection or prevention devices.
- Do not cover more than 20% of wall surfaces with combustible materials (including tapestries and posters).

