Office of Environmental Health & Safety

Resources

- *Fire Extinguisher* and *Fire Safety* classes will be provided upon request. Call 439-7785 to schedule.

- *Fire Safety* power point presentations, videos and additional web links for valuable fire safety information are available at: www.etsu.edu/healthsafety/Fire_and_Life_Safety/index.htm.

Fire Safety Saves Lives!

ETSU
East Tennessee State University

Student Guide

Developed by the Office of Environmental Health & Safety
**Prohibited Items in the Residence Halls:**
- Candle warmers and lighted candles
- Halogen lamps
- Extension cords, but *Power Strips* with a surge protector are allowed
- Hot plates or any open coil burner
- Heaters of any kind, unless authorized by Facilities Management
- Incense
- Flammable materials, such as gasoline, paint thinner, and oil lamps
- Propane grills and gasoline engines
- Fireworks, ammunition, guns, and weapons
- Live Christmas trees

**Fire Alarm Systems and Equipment:**
- There are smoke detectors in each room/apartment, in the corridors, and in other common areas.
- The misuse of fire alarms, fire detection devices, or fire extinguishers constitutes a serious offense. Any resident who misuses such equipment or devices will be subject to disciplinary action and/or criminal prosecution.
- Every building has fire extinguishers. They are usually located in the corridors. Know their location. Fire extinguisher training is available. Call 439-7785 to schedule a class.

**Never:**
- Smoke in bed. On campus, smoking is only allowed in your personal vehicle. ETSU’s “tobacco free” policy is actively enforced by the Office of Environmental Health & Safety and Office of Housing & Residence Life.
- Prop open a fire door. Fire doors stop the passage of heat, smoke, and flames. They must remain closed to be effective.
- Burn candles - Candles account for 67% of residential fires annually.
- Ignore a fire alarm. Proceed to the nearest exit immediately.
- Leave food cooking on a stove unattended.

**In Case of a Fire:**
- Leave the building immediately! Use the nearest exit. Refer to the evacuation plan in your room/hall.
- Know two ways out: one exit may be blocked by fire and smoke.
- If smoke is encountered, do not walk upright...crawl. The air is cooler and less toxic near the floor.
- If your clothes catch fire...*stop, drop, and roll* to extinguish the flames.
- Close doors on the way out.
- Do not use the elevator. Elevators can trap you between floors or open onto the fire floor.
- Activate the fire alarm pull station near the exit door when leaving.
- Call 911 from a campus phone or 439-4480 from your cell phone.
- Go to the designated assembly area, which can be found in your bldg.’s “emergency procedures plaque”, located near the main entrance/exit.

**Cooking:**
- Always stay in the kitchen: **Never leave food unattended!**
- Dress right: No loose clothing, roll up your sleeves
- Turn pot handles in to prevent spills
- If the pan should catch fire:
  - Using an oven mitt, cover the pan with the lid to smother the fire
  - Turn off the heat
  - Never pour water on a grease fire: this will spread the flames
- If using a microwave oven, check the cooking time on the food package and follow directions.