



SFTS Student Housing Fire Policies and Report

(Last revised October 2016)

STUDENT HOUSING FACILITIES			
FACILITY	STYLE	SAFETY SYSTEM	SPRINKLER?
Hunter Hall, 25 Richmond Ave.	Apartment	Smoke Alarm/Fire Alarm/Extinguishers	Yes
Landon Hall, 33 Richmond Ave.	Apartment	Smoke Alarm /Fire Alarm/ Extinguishers	Yes
Oxtoby, 125 Mariposa Ave.	Apartment	Smoke Alarm/Extinguishers	No
Student Village, 15,12 & 25 Kensington Court	Apartment	Smoke Alarm/ Fire Alarm/Extinguishers	Yes
35 Seminary Road	Townhouses	Smoke Alarm/Fire Alarm/Extinguishers	Yes

Student Housing Fire Report			
	2012-13	2013-14	2014-15
Number of fires	0	2	0
Number of Injuries	0	0	0
Number of Deaths	0	0	0
Property Damage	0	\$100-\$999	0
Number of fire drills	2	2	0

Cooking

Cooking is allowed only in designated kitchen areas. Students are permitted to have small microwaves in their rooms, but due to fire hazard concerns, other kitchen appliances are not permitted in residence hall rooms.

Electrical Appliances

Use of electrical appliances is permitted in the residence halls within certain guidelines. Generally, appliances should require no more than one thousand

(1,000) watts. Appliances used in the residence halls must be safe in design and structure and must be properly maintained. U.L. approved appliances are required. Electric heaters, electric burners, and toaster ovens are not allowed. Before leaving for breaks and holidays, residents must unplug all electrical appliances to guard against fire hazards.

Electrical Cords and Outlets

Multi-plug outlets and improper use of extension cords create fire and safety hazards.

Extension cords and multiple outlets are designed for minimum use for short periods of time. Therefore, please consider the following guidelines when using this equipment:

Too many appliances on one extension cord can cause the cord to overheat and may result in a fire. (Note: Two or more cords plugged together are theoretically still only one cord.) Risk of shock or electrocution is increased when extension cords are placed in or through doorways that have metal doors or door frames and when cords are draped over metal objects or put in areas where they may be walked on. Please do not use extension cords that are over 6 feet long.

The outlets in each room were designed for either one or two appliances. Using too many appliances at one time may cause a circuit overload. Multi-plug covers, cords, or other splitters used to increase the number of appliances on one outlet are prohibited due to safety hazards and possible circuit overloads. However, a multi-plug power strip with an internal fuse is permissible.

This is not an exhaustive list of problems that can be caused by improper use of cords and outlets.

For further clarification, please contact Facilities and Maintenance at 415-451-2806 with additional questions.

Fire Policies and Evacuation Procedures

Fire and evacuation information is posted on each floor of the residence halls. Residents should be familiar with this information. SFTS considers fire safety extremely important, and students have an obligation to adhere to university regulations, as well as city and state statutes. In buildings with fire alarms, residents will participate in periodic fire drills each semester. Failure to respond appropriately to fire alarms will necessitate additional drills for all residents.

Fire Prevention Regulations

The following are prohibited in the residence halls because of their potential as fire hazards:

1. Open flames such as candles, incense, matches, and lighters
2. Appliances with exposed heating elements
3. Doors and walls in rooms that are more than one-half covered with paper or posters
4. Use or possession of fireworks or firecrackers
5. Use or possession of combustible paints, spray paint, or liquids
6. Mopeds or other combustible engines
7. Halogen Lamps

Fire Evacuation Procedures

Detailed information is posted on each floor of SFTS buildings. Each resident should follow the established procedures.

Occupants should leave their doors open as they exit a room. (If possible, residents should take their room key with them.)

Occupants should begin an immediate and orderly evacuation along the designated evacuation route established for the area. Do not run. Move quickly to the nearest designated stairwell and exit the building and wait for instructions or permission to reenter the building.

Authorized staff or administrators will signal when the building is safe and ready for reentry. No one is allowed to reenter until this signal is given. Please note that firemen may indicate a building is safe, but they cannot give permission to reenter the building. Firemen should be treated with respect at all times. Anyone who does not evacuate or who does not comply quickly and properly with the instructions of a staff member will be reported to the Dean of Students.

Misuse of Fire Safety Equipment

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and the cost of repair or replacement of misused or damaged equipment, cleaning of the facility, and damage to other property. Fire safety equipment includes, but is not limited to, signs, extinguishers, smoke detectors, and pull stations.

Setting Fire

Any individual who intentionally and/or recklessly sets a fire (commits arson) in or near a school building is subject to immediate dismissal from the school, and may be charged for repairing any damage caused by the fire. In addition to being subject to school penalties, any student who starts a fire, damages or tampers

with evacuation alarms, or misuses fire safety equipment also may be subject to prosecution in criminal court by the proper federal, state, county, or city authorities, and/or the Ross Valley Fire Department in accordance with all statutes, laws, rules, and regulations.

Emergency Gathering Locations

Montgomery & Scott Hall – Grassy area in front of Scott Hall

Geneva Hall – Terrace in front of the building

Montgomery Chapel & Hunter Hall – Grassy area between buildings

Landon Hall – Parking lot

Alexander Hall – Grassy area in front of the building

Baird Hall – Grassy area corner of Austin & Waverly Ave

Oxtoby Hall – Grassy area, corner of Mariposa & Kensington Ave.

Student Village – Kensington Court or the parking lot on Kensington Ave.

35 Seminary – Seminary Road