

### Campus Fire Safety Right-to-Know

In October 2009 the Department of Education published final regulations relating to the Campus Fire Safety Right-to-Know legislation. Beginning October 1, 2010, an institution that maintains any on campus student housing facility must prepare an annual fire safety report.

The information in this report presents information for facilities managed by UF's Division of Housing and Resident Education and all UF associated fraternities and sororities that maintain a residential structure for the calendar year 2010.

(Definition of a fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner and results in physical damage to property or injury/death.)

(1) University of Florida fire statistics

The following table (page 2) summarizes fire events for the last three years, 2008, 2009 and 2010. Statistics are provided for Campus Housing, Greek Housing and Total Housing. Causes of each fire, damages caused by each fire, general location of each fire, injuries and death resulting from each fire.

	<b>Campus Housing</b>			<b>Greek Housing</b>			<b>Total Housing</b>		
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
<b>Causes of Fires</b>									
Electrical	0	0	0	1	2	1	1	2	1
Cooking	1	0	1	0	0	0	1	0	1
Smoking	0	0	0	0	0	1	0	0	1
Candles	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other	0	0	0	1	0	0	1	0	0
<b>Total Fires Reported</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>
<b>Injuries</b>	0	0	1	0	0	0	0	0	1
<b>Deaths</b>	0	0	0	0	0	0	0	0	0
<b>Property Damage</b>	\$500	\$0	\$100	\$1,900	\$13,300	\$1,550	\$2,400	\$13,300	\$1,650
<b>Source of 2010 Fires</b>									
(Campus) -- Grease Fire -- Beaty Towers -- 9/10/10									
			\$100						
(Greek) -- HVAC fan motor burned up -- Alpha Chi Omega -- 3/13/10									
						\$1,500			
(Greek) -- Futon mattress caught fire with Hooka pipe -- Sigma Chi -- 11/17/10									
						\$50			
<b>Source of 2009 Fires</b>									
(Campus) -- No activity to report									
(Greek) -- HVAC fan motor burned up -- Alpha Epsilon Phi -- 2-1/09									
						\$13,000			
(Greek) -- Bathroom exhaust fan seized up and shorted out -- Phi Delta Theta -- 8/26/09									
						\$300			
<b>Source of 2008 Fires</b>									
(Campus) -- Grease fire -- Lakeside Residence -- Bldg # 1185									
			\$500						
(Greek) -- HVAC fan motor burned up -- Alpha Epsilon Phi (House Director) -- 2/15/08									
				\$1,400					
(Greek) -- Dryer fire -- towels soaked with vegetable oil washed then dried -- Delta Tau Delta -- 3/24/08									
				\$500					

## Disclosure of Fire Safety Standards and Measures: DOHRE Responses

**Description of each campus student housing facility fire safety and sprinkler system.**

Review of University of Florida Fire Safety in Department of Housing Facilities								
FACILITY	Year	% Space	Fire Alarm	Total Sq.	Sq. Ft.	Ground Floor	Total	Sprinkler
	Built	Sprinkled	Systems	Footage	Sprinkled	Sq.ft.	Floors	Date
<b><u>Broward/Yulee Area</u></b>								
Broward Hall 11	1954	0%	yes	159,100	0	9680	6	13-14
Rawlings Hall 553	1958	0%	yes	82,930	0	12620	5	15-16
Reid Hall 20	1950	100%	yes	42,400	42,400	8480	5	2005
Yulee Hall 39	1950	100%	yes	43,350	43,350	8670	5	2007
Mallory Hall 41	1950	100%	yes	43,350	43,350	8670	5	2006
<b><u>Greater Tolbert Area</u></b>								
Tolbert Hall 45	1950	100%	yes	54,300	54,300	8320	6	2006
North Hall 50	1950	100%	yes	36,600	36,600	9150	4	2005
Riker hall 52	1950	100%	yes	43,440	43,440	3730	6	2004
East Hall 592	1961	100%	yes	44,230	44,230	8846	4	2008
Weaver Hall 53	1950	0%	yes	46,840	0	9368	5	2012
<b><u>Lakeside/Springs/Keys</u></b>								
Keys Complex 1001	1989		yes	8,000				N/A
Keys Complex 1002	1989	100%	yes	13,450	13,450	4,483	3	2007
Keys Complex 1003	1989	100%	yes	13,450	13,450	4,483	3	2008
Keys Complex 1004	1989	100%	yes	13,450	13,450	4,483	3	2009
Keys Complex 1005	1989	100%	yes	13,450	13,450	4,483	3	2010
Keys Complex 1006	1989	100%	yes	13,450	13,450	4,483	3	2011
Keys Complex 1007	1989		yes	13,450		4,483	3	2012
Keys Complex 1008	1989		yes	13,450		4,483	3	2013
Keys Complex 1009	1989		yes	13,450		4,483	3	2014
Keys Complex 1010	1989		yes	13,450		4,483	3	2015
Springs Complex 1080	1995	100%	yes	8,860	120,160			1995
Springs Complex 1081	1995	100%	yes	18,550		4,638	4	1995
Springs Complex 1082	1995	100%	yes	18,550		4,638	4	1995
Springs Complex 1083	1995	100%	yes	18,550		4,638	4	1995
Springs Complex 1084	1995	100%	yes	18,550		4,638	4	1995
Springs Complex 1085	1995	100%	yes	18,550		4,638	4	1995
Springs Complex 1086	1995	100%	yes	18,550		4,638	4	1995
Lakeside Complex 1180	2000	100%	yes	6,860	180,910			2000
Lakeside Complex 1181	2000	100%	yes	30,255		10,085	3	2000
Lakeside Complex 1182	2000	100%	yes	30,255		10,085	3	2000
Lakeside Complex 1183	2000	100%	yes	30,255		10,085	3	2000
Lakeside Complex 1184	2000	100%	yes	40,360		10,085	4	2000

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Lakeside Complex 1185	2000	100%	yes	40,360		10,085	4	2000
Lakeside Complex 1186	2000	100%	yes	2,565				2002
<b>Beaty/Jennings Area</b>			yes					
Beaty Towers 750	1967	100%	yes	82,810	161,780	5915	14	1993
Beaty Towers 751	1967	100%	yes	76,950		5915	13	1993
Jennings Hall 593 & 595	1961	100%	yes	94,100	94,100	18820	5	2010
<b>Graham/Hume Area</b>								
Graham Hall 591	1961	0%	yes	39,800	0	7960	5	2016
Simpson Hall 590	1961	0%	yes	38,930	0	7786	5	2019
Trusler Hall 588	1961	0%	yes	40,540	0	8108	5	2020
Hume Halls 576	2002	100%	yes	13,294				2002
Hume Halls 575	2002	100%	yes	75,973		9520	5	2002
Hume Halls 574	2002	100%	yes	3,708				2002
Hume Halls 577	2002	100%	yes	75,973	168,948	9520	5	2002
<b>Murphree Area</b>								
Murphree Hall 135	1939	100%	yes	97,450	97,450	21612	4	1993
Thomas Hall 17	1905	100%	yes	35,920	35,920	11973	3	1992
Sledd Hall 16*	1929	33%	yes	43,310	14,292	10827	4	2021
Fletcher Hall 134*	1939	33%	yes	50,500	16,665	12625	4	2022
Buckman 15	1905	100%	yes	29,580	29,580	9860	3	1992
<b>Graduate and Family Housing</b>								
<b>Corry Village 276</b>			yes	6,920	6,920	3460	2	1995
Corry Village 277	1958	100%	yes	10,910	10,910	5455	2	1996
Corry Village 278	1958	100%	yes	10,910	10,910	5455	2	1997
Corry Village 279	1958	100%	yes	10,910	10,910	5455	2	1998
Corry Village 280	1958	100%	yes	10,910	10,910	5455	2	1999
Corry Village 281	1958	100%	yes	10,910	10,910	5455	2	2000
Corry Village 282	1958	100%	yes	10,910	10,910	5455	2	2001
Corry Village 283	1958	100%	yes	10,910	10,910	5455	2	2002
Corry Village 284	1958	100%	yes	10,910	10,910	5455	2	2003
Corry Village 283	1958	100%	yes	10,910	10,910	5455	2	2004
Corry Village 284	1958	100%	yes	10,910	10,910	5455	2	2005
Corry Village 285	1958	100%	yes	10,910	10,910	5455	2	2004
Corry Village 286	1958	100%	yes	10,910	10,910	5455	2	2004
Corry Village 287	1958		yes	1,570				N/A
Corry Village 288	1958		yes	18,410		9,205	2	2011
Corry Village 289	1958		yes	18,410		9,205	2	2011
Corry Village 290 Commons	1958		yes	1,020				N/A
<b>Diamond Village 296</b>			yes	12,180	12,180	6090	2	2003
Diamond Village 297	1965	100%	yes	12,180	12,180	6090	2	2004
Diamond Village 298	1965	100%	yes	12,180	12,180	6090	2	2004
Diamond Village 299	1965	100%	yes	12,180	12,180	6090	2	2004
Diamond Village 300	1965	100%	yes	12,180	12,180	6090	2	2004
Diamond Village 301	1965	100%	yes	12,180	12,180	6090	2	2004
Diamond Village 302	1965	100%	yes	12,180	12,180	6090	2	2001
Diamond Village 303	1965	100%	yes	18,310	18,310	9155	2	2005

Diamond Village 304	1965	100%	yes	18,310	18,310	9155	2	2004
Diamond Village 305	1965	100%	yes	18,310	18,310	9155	2	2005
Diamond Village 306	1965	100%	yes	18,310	18,310	9155	2	2003
Diamond Village 307 Commons	1965		yes	4,800				
<b>Maguire Village 365</b>	1971	0%	No	7,330	0	3665	2	N/A
Maguire Village 374	1971	0%	No	7,330		3665	2	N/A
Maguire Village 375	1971	0%	No	7,330		3665	2	N/A
Maguire Village 376	1971	0%	No	7,330		3665	2	N/A
Maguire Village 378	1971	0%	No	7,330		3665	2	N/A
Maguire Village 379	1971	0%	No	7,330		3665	2	N/A
Maguire Village 380	1971	0%	No	7,330		3665	2	N/A
Maguire Village 381	1971	0%	No	7,330		3665	2	N/A
Maguire Village 382	1971	0%	No	7,330		3665	2	N/A
Maguire Village 383	1971	0%	No	3,690		3665	2	N/A
Maguire Village 366	1971	0%	No	7,330		3665	2	N/A
Maguire Village 384	1971	0%	No	7,330		3665	2	N/A
Maguire Village 385	1971	0%	No	7,330		3665	2	N/A
Maguire Village 386	1971	0%	No	7,330		3665	2	N/A
Maguire Village 387	1971	0%	No	7,330		3665	2	N/A
Maguire Village 388	1971	0%	No	7,330		3665	2	N/A
Maguire Village 389	1971	0%	No	7,330		3665	2	N/A
Maguire Village 390	1971	0%	No	7,330		3665	2	N/A
Maguire Village 391	1971	0%	No	7,330		3665	2	N/A
Maguire Village 392	1971	0%	No	7,330		3665	2	N/A
Maguire Village 393	1971	0%	No	7,330		3665	2	N/A
Maguire Village 367	1971	0%	No	7,330		3665	2	N/A
Maguire Village 368	1971	0%	No	7,330		3665	2	N/A
Maguire Village 369	1971	0%	No	7,330		3665	2	N/A
Maguire Village 370	1971	0%	No	7,330		3665	2	N/A
Maguire Village 371	1971	0%	No	7,330		3665	2	N/A
Maguire Village 372	1971	0%	No	7,330		3665	2	N/A
Maguire Village 373	1971	0%	No	7,330		3665	2	N/A
Maguire Village Commons	1971	0%	No	3,000				N/A
<b>Tanglewood Village 527</b>	1973	0%	yes	12,530	0	6265	2	2024
Tanglewood Village 528	1973	0%	yes	7,320		3660	2	2024
Tanglewood Village 529	1973	0%	yes	7,320		3660	2	2024
Tanglewood Village 530	1973	0%	yes	7,320		3660	2	2024
Tanglewood Village 531	1973	0%	yes	600				N/A
Tanglewood Village 532	1973	0%	yes	14,150		7075	2	2023
Tanglewood Village 533	1973	0%	yes	17,690		8845	2	2023
Tanglewood Village 535	1973	0%	yes	10,720		5360	2	2023
Tanglewood Village 536	1973	0%	yes	9,840		4920	2	2023
Tanglewood Village 538	1973	0%	yes	92,400		46200		2023
Tanglewood Village 539	1973	0%	yes	9,800		4900	2	2023
<b>University Village South 318</b>	1972	0%	No	7,330	0	3665	2	N/A
University Village South 319	1972	0%	No	7,330		3665	2	N/A

University Village South 320	1972	0%	No	7,330		3665	2	N/A
University Village South 321	1972	0%	No	7,330		3665	2	N/A
University Village South 322	1972	0%	No	7,330		3665	2	N/A
University Village South 323	1972	0%	No	7,330		3665	2	N/A
University Village South 324	1972	0%	No	7,330		3665	2	N/A
University Village South 325	1972	0%	No	7,330		3665	2	N/A
University Village South 326	1972	0%	No	7,330		3665	2	N/A
University Village South 327	1972	0%	No	7,330		3665	2	N/A
University Village South 328	1972	0%	No	7,330		3665	2	N/A
University Village South 329	1972	0%	No	7,330		3665	2	N/A
University Village South 330	1972	0%	No	7,330		3665	2	N/A
University Village South 331	1972	0%	No	7,330		3665	2	N/A
University Village South 333	1972	0%	No	7,330		3665	2	N/A
University Village South 334	1972	0%	No	950				
Totals		60%		2,684,478	1,574,851			

\* Bedrooms are not sprinkled; only corridors are sprinkled.

All buildings are owned by the University of Florida Board of Trustees. The Department of Housing and Residence Education is a self-supporting auxiliary operation. A Housing Master Plan exists that includes the installation of sprinklers in residence facilities; however, the funding cannot be "secured" more than one year prior to the proposed project. The funding source for these projects is student rent which is approved on an annual basis by the Board of Trustees. If additional funding sources become available for sprinkler projects, master plan target dates could be moved forward.

In addition all Housing and Resident Education facilities are equipped with fire extinguishers in compliance with currently adopted NFPA 10 coverage requirements. All extinguishers are inspected monthly by University of Florida Fire Equipment Services and all required testing is completed and performed as required by NFPA 10.

### **Fraternities and Sororities**

All 24 active fraternity houses and 16 active sorority houses are completely protected with automatic sprinkler systems in all public, service and sleeping areas of the building. In addition, all fraternities and sororities are equipped with fully functional fire alarm systems which are monitored 24 hours a day by University of Florida Police Department (UPD). UPD personnel are responsible for dispatching emergency services when a fire alarm signal is received. System inspections are conducted as required by the Florida Fire Prevention Code (currently adopted edition) by factory trained contractors, certified and licensed by the State of Florida. All fraternity & sorority houses, all Housing and Residence Education facilities and all remaining University of Florida buildings are provided with fire extinguishers as required by currently adopted NFPA 10 and monthly inspections are performed by University of Florida Fire Equipment Services. Currently 8,411 extinguishers inspected each month. The 100% completion rate currently stands at 99 months.

Review of University of Florida Fire Safety in Fraternity & Sorority Housing Facilities						
FACILITY	Year	% Space	Fire Alarm	Total Sq.	Extinguishers	Total
	Built	Sprinkled	Systems	Footage	Provided	Floors
<b>Fraternities Facilities</b>						
Alpha Epsilon Pi	2010	100%	Yes	*N/A	Yes	3
Alpha Gamma Rho	+45 yrs.	100%	Yes	*N/A	Yes	2
Alpha Tau Omega	+50 yrs.	100%	Yes	*N/A	Yes	3
Beta Theta Pi	1955	100%	Yes	*N/A	Yes	2
Chi Phi	1969	100%	Yes	14,453	Yes	2
Delta Chi	1966	100%	Yes	9,989	Yes	1
Delta Tau Delta	+45 yrs.	100%	Yes	*N/A	Yes	2
Delta Upsilon	+50 yrs.	100%	Yes	*N/A	Yes	3
Georgia Seagle Hall	+50 yrs.	100%	Yes	*N/A	Yes	3
Kappa Alpha	1971	100%	Yes	14,250	Yes	2
Kappa Sigma	2008	100%	Yes	*N/A	Yes	3
Lambda Chi Alpha	1965	100%	Yes	12,750	Yes	2
Phi Delta Theta	+50 yrs.	100%	Yes	*N/A	Yes	3
Phi Gamma Delta	+45 yrs.	100%	Yes	*N/A	Yes	2
Phi Kappa Tau	+45 yrs.	100%	Yes	*N/A	Yes	2
Pi Kappa Alpha	+50 yrs.	100%	Yes	*N/A	Yes	3
Pi Kappa Phi	1963	100%	Yes	10,500	Yes	2
Pi Lambda Phi	1955	100%	Yes	12,600	Yes	2
Sigma Alpha Epsilon	1964	100%	Yes	19,084	Yes	3
Sigma Chi	1964	100%	Yes	20,489	Yes	2
Sigma Nu	1984	100%	Yes	8,640	Yes	2
Sigma Phi Epsilon	1955	100%	Yes	26,854	Yes	2
Tau Epsilon Phi	1958	100%	Yes	14,530	Yes	2
Theta Chi	1955	100%	Yes	14,478	Yes	2
<b>Sorority Facilities</b>						
Alpha Chi Omega	1955	100%	Yes	17,383	Yes	2
Alpha Delta Pi	1954	100%	Yes	17,335	Yes	2
Alpha Epsilon Phi	1957	100%	Yes	11,542	Yes	2
Alpha Omicron Pi	1997	100%	Yes	16,665	Yes	2
Chi Omega	1956	100%	Yes	17,851	Yes	2
Delta Delta Delta	2008	100%	Yes	*N/A	Yes	3
Delta Gamma	1952	100%	Yes	20,307	Yes	2
Delta Phi Epsilon	1963	100%	Yes	13,895	Yes	2
Delta Zeta	2004	100%	Yes	16,995	Yes	3
Kappa Alpha Theta	+35 yrs.	100%	Yes	*N/A	Yes	2
Kappa Delta	1956	100%	Yes	14,889	Yes	2
Kappa Kappa Gamma	2008	100%	Yes	*N/A	Yes	2
Phi Mu	1956	100%	Yes	10,753	Yes	2
Pi Beta Phi	1993	100%	Yes	12,355	Yes	2
Sigma Kappa	1955	100%	Yes	12,059	Yes	2
Zeta Tau Alpha	1954	100%	Yes	16,684	Yes	2
				*Not Available		

## The number of regular mandatory supervised fire drills.

### Undergraduate Housing Areas:

Staff conducts four mandatory fire drills annually, one at the beginning of each semester in each residence hall: Summer A/C, Summer B, Fall, and Spring. Staff may choose to conduct more than one fire drill at the beginning of the semester if additional training or education is needed for staff or residents. Residence Life supervisors provide prior notice of fire drills to UFPD and the Assistant Director of Housing for Facilities Management. Prior notice may or may not be made to student staff. Prior notice is not made to residents. Staff completes written reports to the Assistant Director of Housing for Facilities Management after all fires, fire alarms, or fire drills.

#### Instructions for Graduate Hall Directors Completing Fire Drills:

1. Contact Mr. Mark Hill via email (markh@housing.ufl.edu) and inform him of your fire drill time: "Mr. Hill: My name is \_\_\_\_\_ and I am the GHD for \_\_\_\_\_. I will conduct a fire drill in \_\_ at \_\_\_\_." This email should be sent 24 hours before your scheduled drill.
2. You may or may not choose to alert your staff of the fact that you will be conducting a drill, but your drill should take place at a time when **all staff will be present**, as this should be an educational experience. We want them to be comfortable and aware of our procedures.
3. Go to the area office and contact UFPD (2-1111) to let them know that you are going to have a fire drill: "Hi, this is \_\_\_\_\_ calling from \_\_\_\_\_. We are about to have a fire drill, and I just want to let you know." This call will ensure that the Police and Fire Department are informed of the drill, and **they will not come to the hall**. Please let the DA know that you are conducting a drill as well.
4. Send a staff member (or you may go) to a pull station in the location where the drill will occur. Pull the pull station and return to the office.
5. If the staff members were not informed of the drill ahead of time, ask the DA to call each staff member and request their presence in the office. Once everyone is present, you may begin. Visually point out where the alarm acknowledge button is located, and press it. Announce why you are pressing this button and where the trouble is.
6. Designate 1 staff member to be the Centrally Informed Person (CIP). You do not have to send 2 staff members to the area since the drill is planned, but be sure to remind them that during an actual alarm, two staff members should go to check the affected area.
7. The CIP should distribute keys to staff. Direct all remaining staff (those without keys) to hall entrance/exit doors, and send 1 or 2 staff members to move students towards our **\*designated areas. (Note: Designated areas should be recorded on the top of the birthday rosters located in the RA/RCA on call booklets-This is mandatory!!)**
8. Staff members that are assigned to floors should be directed to go to every room and knock hard stating "Housing, keying in, Fire Drill". Make sure that all rooms and bathrooms are checked for students. Once the room is checked, the staff member should leave and lock the door. S/he should then move on to the next location.



9. If staff members find students inside rooms during the drill, the staff member checking the room should make a note of the room and follow up with a report **after the drill**.
10. If a staff member notices policy infractions, s/he should return to the student's room to confiscate it **after the drill**.
11. Once the staff members have finished checking all rooms, they should return to the area office for further instruction.
12. Before you (GHD) reset the panel, walk outside to observe the students who evacuated- assess how you feel this went, and make notes.
13. Once all rooms are checked and you have assessed the situation outside, you can reset the alarm in the office. It should read "System Normal." Once you see this, send all staff members in the office outside to alert staff to allow students to return to the building. **In case of an alarm, the panel in the affected building should be reset, not the one in the office (Hume and Lakeside)**. Instructions for resetting the panel are on the right hand side of the fire panel. \*In Hume Hall remember that the small key in the lock on your 1<sup>st</sup> floor fire panels should remain to the *right*, or the panel cannot be reset.
14. One or two staff members will be needed to unlock room doors for students if they forgot their keys during the course of the drill. Please verify the identity of each student after keying into the room.
15. **All staff members should return to the building for debriefing.**
  - What went well?
  - Any questions or suggestions related to how we can improve next time?
  - Are you feeling comfortable with the procedures?
  - Any disciplinary problems during or after the drill? File incident reports as needed.
16. Instruct staff members on how to fill out a file alarm/drill/report.
17. Log the drill in the fire alarm log binder.
18. Call UFPD back and explain that the drill is over.

\* Designated areas are physical locations outside of your residence hall, where residents should proceed during a fire, fire drill, or fire alarm. The location of your designated area should be away from the building, as this will decrease the likelihood of objects harming residents. All designated areas should be written on the top of the drinking age roster in the RA/RCA On-call Log.

### **Graduate and Family Housing Areas:**

Because Graduate/Family Housing apartments have direct outside access, no fire drills are conducted in these facilities.

### **Fraternities and Sororities**

All active fraternities and sororities conduct at least 1 required fire drill per occupied semester (2 to 3 per year minimum). Fire drills are performed in cooperation with UPD. More frequent fire drills are conducted at discretion of the individual facility management. Reports with results, problems or other issues are submitted to the office of the Fire Safety Inspector assigned to the Fraternity and Sorority facilities for the University within the first two weeks following the start of each semester for review and follow-up if required.

**Policies/rules on portable electrical appliances, smoking, open flames (such as candles).**

There is no residency requirement at the University of Florida. Students voluntarily become part of the campus residential community. By signing a Housing Contract, they acknowledge and agree to follow the standards of the community. The Housing Community Standards are considered a part of the University of Florida Student Code of Conduct (6C1-4.016). All [Housing Community Standards](#) including Fire Safety community standards are available via the web. The 2009 – 2010 Community Standards for undergraduate/single student housing and graduate and family housing follow.

**2009 – 2010 UNDERGRADUATE/SINGLE STUDENT COMMUNITY STANDARDS**

**(4)P.19. FIRE SAFETY –**

- A. EVACUATION** – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated and/or when instructed to do so by appropriate hall staff is mandatory. Re-entry into a building before receiving confirmation from appropriate hall staff, UFPD, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding. For safety reasons, using an elevator to evacuate a building is not permitted.
- B. COOKING** - Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances and will be responsible for any damages that may occur.
- C. COOKING APPLIANCES** - Persons are allowed to use the following items in their room or kitchen areas: electric fondue pots, air stream ovens, electric crock pots, coffee pots, hotdog cookers, frying pans, drip coffee makers, toasters (not toaster ovens), bread makers and popcorn poppers. These items are permitted so long as they are single units with sealed heating elements. Convenience items such as blenders, mixers, can openers and juicers are also permitted.

The following items are permitted, but may be used only in kitchen areas: toaster ovens, electric hamburger cookers, waffle irons, ceramic sealed hot plates, hot plates with exposed coils, deep fryers, and counter-top electric grills without flames (e.g. “George Foreman™” grills).

- D. MICROWAVE OVENS** - Microwaves will be permitted in resident rooms provided the following guidelines are met: a) a maximum of two microwave ovens are permitted in a student room if each individual unit is .75 cubic feet or less; b) microwave ovens must be UL approved; c) each unit and/ or units combined must not exceed 1500 watts (only one microwave oven is permitted if the unit(s) exceeds .75 cubic feet and/or 1500 watts).
- E. CANDLES AND INCENSE** – Possession or use of all candles and incense for any purpose is prohibited in the residence halls.
- F. EXTENSION CORDS/MULTI-PLUG ADAPTORS** – For the protection of the residential community, residents are permitted to use extension cords with the following restrictions:

1. Only UL (Underwriters Laboratories) certified three-prong grounded extension cords that are 14 gauge or heavier are permitted to be possessed and/or used inside the residence halls.
2. The extension cord must be equipped to plug in one item only. An extension cord that meets all other requirements and is designed for more than one item to be plugged into it is not allowed because this type of extension cord is considered a multi-plug device without a circuit breaker.

*NOTE: The lower the gauge number, the heavier/thicker the cord is. Cords cannot exceed 10 feet in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet.*

3. Only UL (Underwriters Laboratories) certified multi-plug adapters with circuit breakers are permitted to be possessed and/or used inside the residence halls. Mini-generators with circuit breakers that back-up devices or conserve power are prohibited.
4. Up to three appliances/items may be plugged into one multi-plug adapter per double outlet. The maximum wattage for a double outlet is 1500 watts.
5. Extension cords and multi-plug adapters may not be connected. Items may not be plugged into outlets/plugs contained in other items.
6. Air-freshener plug-ins (e.g. Glade™ plug-ins) with a built-in “outlet” may be used only if the outlet in the air-freshener is not used.

*NOTE: Regulations concerning extension cords and multi-plug adapters are written in compliance with State Fire Codes and the engineering specifications of our various buildings.*

- G. AIR CONDITIONERS/HEATERS – Residents may not install air conditioners or ceiling fans in their rooms. Residents may not plug AC units into any other outlet not designed specifically for the unit. Open coil space heaters are not permitted. Other appliances/items may not be plugged into outlets designed specifically for AC use.

*NOTE: Thomas and Buckman residents please speak with hall staff concerning AC use in your area. [Portable AC specifications for Thomas and Buckman.](#)*

#### H. RESIDENCE HALL DECORATIONS

1. “Live cut” trees (such as Christmas Trees) are prohibited in the residence halls.
  2. Strands of lights (Holiday Lights) may be used in residence hall rooms but may not be plugged into each other to create a string of lights.
  3. External doors, doorframes and hallways may not be decorated. Only one door nametag and message board is permitted per resident.
- I. No flags, banners or other cloth/flammable decorations are to be hung on and/or from the ceiling. All decorations should be adhered to the decorative strip provided for posting or if none is provided, decorations should not be higher on the wall than the door frame.

J. REFRIGERATORS – Are permitted in resident rooms provided the following guidelines are met:

- All refrigerators must be UL approved.
- Door gaskets must be in good condition.
- All refrigerators must be equipped with a (3) three prong grounded plug which must be plugged into the wall outlet.

*NOTE: In cases in which the wall outlet is inaccessible, the refrigerator may be plugged into an extension cord that is ten feet in length or less, 14 gauge or thicker/heavier, and has room for only one item.*

- Unit amperage must not exceed 3.5 amps.
- Unit size must not exceed 12 cubic feet.
- Students must maintain refrigerators in a safe and sanitary condition.

K. BARBECUE GRILLS – Persons are permitted to use barbecue grills at a safe distance (50 feet or more) from all buildings. The use of grills is not permitted under any covered walkways, landings, or balconies. Residents are responsible for attentive supervision in proper use of all grills while cooking. Propane tanks should not be stored in or within 50 feet of buildings.

L. LAMPS – All “floor style” halogen lamps are prohibited in residence halls. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable. Only UL (Underwriter’s Laboratories) approved lamps can be used in the residence halls.

M. PERSONAL CARE ELECTRICAL DEVICES – Hair/blow dryers, curling irons, straightening irons, and other personal care electric devices must be plugged directly into the outlets.

N. SPRINKLERS – Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

#### P.04. SMOKING –

The University of Florida has a “No Tobacco Policy”. Smoking and tobacco use are prohibited in all facilities and areas of the University of Florida campus with no exception. This includes but is not limited to indoor and outdoor areas and properties. This policy applies to all faculty, staff, students, consultants, contractors, and visitors.

### **2009 – 2010 GRADUATE AND FAMILY HOUSING COMMUNITY STANDARDS**

#### (4)P.28.12. FIRE SAFETY –

- A. EVACUATION – Immediate evacuation when an alarm sounds, and/or emergency flashing lights have been activated, and/or when instructed to do so by appropriate staff is mandatory. Re-entry into a building before receiving confirmation from

appropriate staff, UFPD, the fire department, or other emergency personnel is prohibited. Re-entry is not permitted while the alarm is sounding.

- B. COOKING** – Persons should not leave their food items unattended on the stove or in the oven at any time. Persons are responsible for the proper use of approved cooking appliances and attention to food items while using the appliances and will be responsible for any damages that may occur.
- C. STOVES** – Stove burners should be free from flammable items such as cardboard, cloth, and newspapers. Burner trays are not to be covered with plastic wrap or aluminum foil.
- D. AIR CONDITIONERS – CORRY RESIDENTS ONLY** – Under limited situations, residents may be able to supply their own air conditioners. The unit must not exceed 10 amps and 12,000 BTU's. The resident must have a qualified person assist in the installation of the unit. Installation must be performed by Housing and Residence Education staff and there is a charge for installation. The amount of this charge will be noted at the signing of the contract.
- E. HEATERS** – Open coil space heaters, radiant heaters, or kerosene heaters are not permitted.
- F. BARBECUE GRILLS** – Grills (charcoal and gas fired) and other gas operated devices should not be used in or within 50 feet of buildings. The use of grills is not permitted under any covered walkways, landings, balconies, or breezeways. Propane tanks should not be stored in or within 50 feet of buildings. Grills not in use minus gas tanks can be stored on the ground floor outside buildings as long as emergency exit access is clear.
- G. LAMPS** – All “floor style” halogen lamps are prohibited in Graduate and Family Housing apartments. Halogen lamps specifically designed and marketed as desk lamps that have a bulb that is fully unexposed behind a solid glass casing that is unable to be tampered with and is at 50 watts or less are acceptable. Appropriate Village and/or maintenance staff shall decide if a halogen lamp meets qualifications. Only UL (Underwriter’s Laboratories) approved lamps can be used in the residence facilities.
- H. CANDLES AND INCENSE** – Candles and incense use should be supervised by residents. Residents are required to be present in the room in which candles and incense are in use.
- I. SPRINKLERS** – Residents are not permitted to hang items from, cover, or otherwise tamper with fire sprinkler devices.

**(4)P.28.27. SMOKING –**

The University of Florida has a “No Tobacco Policy”. Smoking and tobacco use are prohibited in all facilities and areas of the University of Florida campus with no exception. This includes but is not limited to indoor and outdoor areas and properties. This policy applies to all faculty, staff, students, consultants, contractors, and visitors.

### Fraternities and Sororities

All fraternity and sorority facilities have “No smoking” and “No open flame” policies in effect. The University has implemented a campus wide “No Smoking” policy. Portable electrical appliances are kept to a minimum and generally restricted to personal care items and dorm size refrigerators. Microwaves, toaster ovens and coffee makers are generally provided for facility occupants in dining areas. Fire Shield® power strips are the only acceptable power strip permitted in Greek housing. No extension cords, space heaters or halogen lighting are allowed. Individual fraternities and sororities may have additional restrictions, please contact the specific facility for an updated listing.

### **The procedures for evacuation.**

#### **Fire Evacuation Procedures for Undergraduate Housing Areas:**

1. When a fire alarm sounds, (or upon receiving a call from the desk about an alarm) all staff members should report to the area desk immediately.
2. The University Police Department should be contacted and informed of the location of the alarm. **Dial 2-1111.**
3. The first staff member to arrive at the area desk will function as the Centrally Informed Person. This individual will coordinate all communications with Hall Staff, the University Police Department, and the Fire Department. The Centrally Informed Person will remove the key ring from the Fire Department lockbox and assign a staff member to carry the key ring and the MSDS resource notebook (located near the fire panel) to the Gainesville Fire Rescue “Command Post.” [This is usually a white Ford Excursion with District Chief logo on the side.]
4. Two staff members should then proceed to the problem area in order to gather information/details about the alarm. The staff members should then report back to the area desk immediately with this information. **No staff member should attempt to enter an area that appears to be dangerous.**
5. All remaining staff members will be directed to designated areas to conduct crowd control, monitor exit/entrances, assist emergency personnel with building access, raise awareness to emergency personnel for students with disabilities or special needs, and to help maintain order.
6. At no time should a staff member attempt to re-enter a building unless directed to do so by emergency personnel or a hall supervisor. No staff member should attempt to silence an alarm unless directed to do so by emergency personnel or a hall supervisor.
7. In the case of an actual fire, staff members should respond using **Fire Procedures** that are specifically designed for the hall/building in which the fire is taking place. Please refer to your area manual for complete instructions.

The GFR Commanding Officer will return the key ring and MSDS notebook to the Area Office and the Centrally Informed Person will inventory and sign in the key ring, placing back in the appropriate key box. The MSDS notebook will be returned to its location near the fire panel.

8. At the close of Fire/Alarm/Drill, the Centrally Informed Person should complete a Fire/Alarm/Drill Report. (In most cases this form will be completed by the RD/RLC/ADH in your area.) This form must be completed and turned into the Assistant Director of Housing for Facilities Management electronically (within 24 hours of the Drill or Alarm). The Professional Staff member in the area may need to ensure that the electronic version of the fire/alarm/drill report is completed. In the event of an actual fire, the Assistant Director for Facilities Management should be contacted at home as indicated on the Fire/Alarm/Drill Report Form.

### **Fire Evacuation Procedures for Graduate and Family Housing Areas:**

Residents are encouraged to develop a family fire evacuation plan; this is a responsibility of the residents. Staff prompts these actions and provides information about fire evacuation from individual apartments at resident orientation meetings.

### **Policies regarding fire safety education/training programs provided to students,\* faculty, and staff.**

#### **Staff Training/Education: Experiential**

- Staff working in student living areas: Mandatory fire drill training including fire alarm systems training in their assigned facilities.
- Staff working in student living areas: Mandatory fire evacuation training.
- Staff working in student living areas: Mandatory fire safety inspections at the beginning of each semester in student rooms.
- Staff working in student living areas: Mandatory use of fire safety equipment (pull stations, extinguishers, fire alarm system) training.
- Staff working in office or shop locations receives basic training in evacuation procedures including use of pull stations, extinguishers, fire alarm systems, etc. as relevant to their work duties.
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#### **Staff Training/Education Written Materials**

- Community Standards – Fire Safety Sections (See Policies/Rules Section in this report.)
- Fire Drill Procedures (See Fire Drill Procedures section in this report)
- Fire Evacuation Procedures (See Fire Evacuation section in this report.)
- What is a Fire/Alarm/Drill? Definitions for staff.

FIRE: Where smoke, flames and/or heat are present.

**ALARM:** Where smoke, flames and/or heat are not present. Possible tampering with pull station, heat and/or smoke detectors and/or a malfunction of the Fire Alarm System for unknown reasons. When a Pull Station is pulled to evacuate the building. (i.e. bomb threat, gas leak, etc.)

**DRILL: Prior notice to UPD and Mr. Hill should occur before the drill.** A scheduled activation of the Fire Alarm System. Required by the State Fire Marshall in all Residence Halls at the beginning of each Semester.

- Fire Safety And General Information

The purpose of this section is to (1) provide a basic fire protection and prevention program for all residence halls and Village Communities; and (2) outline procedures to implement the program in all Housing Units.

This presentation is in the form of relatively short sections regarding various aspects of fire protection, prevention, and emergency procedures.

**The Assistant Director of Housing for Facilities Management is Designated Fire Marshall for the Department Of Housing and Residence Education and Coordinates the Fire Prevention Program.**

### **Fire Prevention**

The best fire protection is prevention and is the result of the combined efforts of student, staff and professional inspecting personnel.

Students and staff should be made aware of the most common causes of fires which are frequently overlooked or ignored, and which in many cases have resulted in the loss of life and property. The following are common causes of fires that have occurred or could occur in residence facilities:

- Intentional ignition of accumulated trash.
- Attempt to “smoke” a friend out of his room.
- Use of inflammable liquids as cleaning agents.
- Storage of inflammable liquids within a living area.
- Overloading electrical circuits.
- Extension cords which are suspended on nails or placed in a manner that causes wear of the protective covering increases the possibility of short circuits.
- Leaving appliances plugged in and unattended.
- Poor housekeeping (accumulation of trash, newspapers, magazines, etc.).
- Operation of ventilating fan near drapes or curtains which may be drawn into the blades, stopping the machine, thus causing the motor to heat up and ignite the material.
- Drying clothing on heating devices.



### **Resident Training/Education Written Materials Undergraduate Residence Halls**

- Community Standards link provided during online contract process, during Preview, and at time of check-in.
- The Department of Housing and Residence Education presentation and handouts during freshmen orientation includes fire safety information.

### **Resident Training/Education Experiential Undergraduate Residence Halls**

- Fire drills at the beginning of each semester.
- Fire safety inspections at the beginning of each semester.
- Fire safety seminar sanction for residents found in violation of fire safety community standards.

### **Resident Training/Education Written Materials Graduate and Family Housing Web Site**

The safety of the Village is the responsibility of each resident. Residents are asked to review the [Housing Community Standards](#) on the website for specific information on what items are allowed in their apartments highlighting these areas:

- Do not tamper with fire alarms, fire extinguishers or other.
- Do not cover or disconnect the apartment smoke detectors.
- Do not hang items on sprinkler heads.
- Leaving food on the stove unattended is one of the main causes of fires.
- Keep breezeways and stairwells clear. Do not lock or store bicycles in stairwells.

The Resident Guide as well as The Villager is also part of the rental agreement because new policies, procedures, and other official information are published there. Thus, the importance of reading every issue of The Villager is stressed.

### **Posted periodically in Weekly Community Update, weekly email sent to all GFH residents:**

#### **Smoke Detectors**

Smoke detectors should not be unhooked or covered as this is a fire code violation. Please make sure your smoke detectors are in working order. If not, complete a HAWK or Maintenance Work Request.

#### **Resident Orientations**

Each month each village holds a new resident orientation. At this meeting, fire safety procedures are reviewed, which include smoking in the area; safe grilling practices; how to sound the building fire alarm system; and apartment evacuation when the building alarm is sounding. Additionally, residents are encouraged to develop a family fire escape plan. This is an individual responsibility of the residents.

### **Fraternities and Sororities**

Fraternity/sorority house policy is to EVACUATE IMMEDIATELY when the fire alarm system is activated. Detailed review of signal activity for fraternities and sororities are conducted daily to identify any problems that would prevent or hinder timely notification of emergency services in the event of a fire. Facility management is notified of all problems and immediate resolution of issues is initiated. Fire Watches are implemented if repairs require more than 4 hours to complete.

### **Plans for future improvements in fire safety, if determined necessary by the institution.**

Ongoing upgrades to fire alarm systems including the installation/upgrade of fire sprinklers, heat detectors, smoke detectors, etc. are routinely budgeted for as part of the department Master Plan for facilities.

### **Fraternities and Sororities**

All active fraternity and sorority facilities are protected by automatic sprinkler systems monitored by fire alarm panels that report 24 hours a day to University of Florida Police department. UPD personnel are responsible for dispatching emergency services. Future plans include upgrade of fire panels as necessary, and many fraternities are developing plans to build new facilities