

**Ohio Northern University**  
**Fire Safety Policies and Procedures**

The Ohio Northern University Offices of Residence Life and Student Involvement publish the following campus fire statistics and information in compliance with the Clery Act.

**I. Fire Safety Policies**

The University has published a number of fire safety policies for residence halls, on-campus apartments, and Greek housing. This information is available below. For the most up-to-date policies and procedures, the Student Handbook can be viewed at the following link: [https://www-new.onu.edu/system/files/student\\_handbook\\_2010-2011.pdf](https://www-new.onu.edu/system/files/student_handbook_2010-2011.pdf).

**A. RESIDENCE HALL – FIRE SAFETY POLICIES**

**FIRE-SETTING**

Conspiring to, attempting to, or willfully setting fire to University property, structures, or personal items is strictly forbidden by the University.

**FIRE LAWS, REPORTING FIRES, FIRE DRILLS, BONFIRES**

Tampering with a smoke detector, a fire hose or fire extinguisher, or ringing or tampering with a fire alarm, except in the event of a fire, is prohibited.

Failure to immediately report any type of fire in any University building or on any University property to a Resident Assistant, Head Resident, Security Officer, Ada Fire Department, and/or to the affected office.

Failing to cooperate with regulations or authorities during a fire alarm or drill, including evacuation from a residence hall or other University building, is prohibited.

Open burning, including personal grills, ceremonial fires, or bonfires, without authorization from the Office of Student Affairs, is prohibited.

**FIREWORKS**

The possession, sale, discharge or use of any fireworks on any University property on or off campus, including any Greek house, is prohibited.

**APPLIANCES**

The University prohibits the use of non-approved electrical appliances in students' rooms. All electrical devices and extension cords must be UL approved. Any electrical appliances that are determined to be a fire hazard, or violate cleanliness standards by the hall staff may be confiscated. Electric skillets, toasters and grills are not permitted.

**MINI-REFRIGERATORS IN STUDENTS' ROOMS**

Mini-refrigerators must be under 4.5 cubic feet and Energy-Star required.

**COOKING IN RESIDENCE HALL ROOMS**

Cooking is not permitted in student rooms. There are designated areas and kitchenettes in the residence halls to prepare snacks. The building residents, not the maintenance staff, are responsible for cleaning up afterwards; this includes the inside of microwaves, conventional ovens and refrigerators.

**HALOGEN LAMPS**

Halogen lamps are not permitted in residence hall or apartment rooms.

**POSTERS AND WALL HANGINGS**

Students can personalize a residence hall or apartment room, but not use nails, stickers, or screws, as these will damage the walls. No parachutes, flags, fish nets, or room light coverings are

permitted. Residents are financially responsible for damage to walls and doors caused by wall/door decorations. All repairs must be completed by Physical Plant employees.

#### **SPACE HEATERS**

Space heaters are not permitted in any University-owned residence.

#### **TOBACCO & SMOKING**

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its students, faculty, staff and visitors. ONU has developed a tobacco & smoke-free policy for all academic and campus service buildings, offices, residence halls, apartments and Greek houses. Smoking must take place at least 20 feet from all university buildings. The Inn at Ohio Northern University is a 100% smoke-free facility, including the garden court-yard.

#### **WINDOW TREATMENTS**

The University provides flame retardant mini-blinds for all student rooms. Individual students are not permitted to replace these. Additional curtains or blinds are not permitted.

### **B. GREEK HOUSING – FIRE SAFETY POLICIES**

#### **CANDLES AND OPEN FLAMES**

Because of the danger of fire, lighted candles and open flames of any kind are generally prohibited. If initiation rituals require the use of candles, great care is to be used in handling them and fire protection equipment should be readily at hand. The use must be for very limited time duration; care should be used in properly extinguishing the flames. Candles should be stored at all times when not in use for ritual purposes.

#### **FLAMMABLE MATERIALS**

In keeping with the spirit of fire prevention, draperies and other cloth goods used to decorate rooms must be manufactured and labeled fire-retardant. Any possession or use of kerosene, gasoline, naphtha, benzene, or any other similar materials in or around the Greek houses is forbidden. Paints, solvents, and cleaning fluids which are flammable must be stored in an approved metal cabinet away from any source of heat.

#### **TOBACCO & SMOKING POLICY**

In accordance with the laws of the State of Ohio and Ohio Northern University, the use of tobacco products is not permitted within any of the Greek houses.

## **II. Fire Safety Preparedness**

The Residence Life staff is dedicated to the safety and security of Ohio Northern University students. An important portion of the training for head residents, senior resident assistants, and resident assistants involves crisis response and fire safety. This includes fire drills, sessions with campus security, and fire safety training in conjunction with the Ada Fire Department. Each residence hall and apartment is required to have a fire drill within the first two (2) weeks of each quarter.

## **III. Fire Safety Procedures**

Fire procedures are dependent upon the hall and will be reviewed with building staffs during training week. All residents must be cleared from the building; those refusing to leave will face a possible \$50.00 fine. Residence Life staff members are at no time responsible to put themselves into danger for the safety of their residents—they are to evacuate the building and account for residents using a roster. Residents may reenter the building when security/fire department has given permission for them to reenter. Reentering without permission constitutes a \$50 fine.

In case of fire, staff members are to have residents evacuate the building. When safely cleared from the building, the staff is to call Campus Security, Head Resident on-call, and the Student Affairs Response Team (SART) member on-call. Upon receiving an “all-clear” residents may reenter the building.

#### IV. 2009-2010 Residence Hall Information

	Suppression System*	Smoke Detectors (In each room)	Fire Extinguishers**	Pull Alarms	Lighted Exit Signs	Cleared Means of Egress	Posted Means of Egress***	Fire Drill per Quarter
<b>5 University Place</b>		X	X		X	X		X
<b>Affinity E/NE</b>	X	X	X	X	X	X		X
<b>Affinity W/NW</b>	X	X	X	X	X	X		X
<b>Courtyard Apartments</b>	X	X	X	X	X	X		X
<b>Founders Complex</b>	X	X	X	X	X	X		X
<b>Lakeside Apartments</b>	X	X	X	X	X	X		X
<b>Lima Complex</b>	X	X	X	X	X	X		X
<b>Northern House</b>		X	X		X	X		X
<b>Southside Apartments</b>	X	X	X	X	X	X		X
<b>Stadiumview Apartments</b>	X	X	X	X	X	X		X
<b>Stambaugh</b>		X	X		X	X		X

\*All buildings without Simplex suppression systems are in the process of closing or are slated for renovation.

\*\*Apartment complexes also have fire extinguishers in each individual apartment which are checked regularly by Sodexo staff.

\*\*\*Pending.

#### I. 2009-2010 Fire Statistics

Total Number of Fire Alarms Reported:	25
# Caused by Cooking Incidents:	14
# Caused by Smoking:	0
# Caused by Malfunction:	8