

On-Campus Residential and Student Housing Fire & Life Safety Policy

Objective

This policy has been established to provide necessary information for University of Kentucky (UK) on-campus residents and mandates compliance with the University policy. It also details specific responsibilities associated with the implementation of the UK Fire and Life Safety Program.

Applicability

This policy applies to every person residing or staying in University of Kentucky on-campus housing. These include, but are not be limited to, dorms, Greek housing, residential halls, visitor housing, and any other space where sleeping accommodations are provided. The policy applies to any building owned by the University or any building erected on land owned by the University. The policy does not include UK Healthcare facilities.

Definitions

Chapter - a Social Fraternity or Sorority recognized by the Dean of Students.

Dwelling Unit - a single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Fire and Life Safety Program - a program of inspections and training designed to enhance fire and life safety.

Greek Housing – any building whose primary purpose is the housing of University students, visitors, and staff that belong to a Social Fraternity or Sorority recognized by the Dean of Students.

Means of Egress – a continuous and unobstructed path of vertical and horizontal egress travel from any occupied portion of a building or structure to a public way. Means of egress components include aisles, corridors, hallways, stairs, doors, passageways, fire escapes, and any other means occupants use to exit the structure.

Motorized Equipment - includes but is not limited to hoverboards, motorized skateboards, razors, Segways, and scooters.

Office of the University Fire Marshal - the office granted authority by the State of Kentucky and the University to enforce fire and life safety regulations at the University.

On-Campus Housing - any building that is owned and/or is located on University property that provides sleeping accommodations for any length of time. Includes, but may not be limited to, dormitories, residential halls, Greek housing facilities, apartments, graduate housing, and visitor sleeping rooms.

Residence Halls – any building whose primary purpose is the housing of University students, visitors, and staff who are not part of a larger organizational group associated with that facility.

Sleeping Unit - a room or space in which people sleep, which can also include permanent provisions for living, eating, and either sanitation or kitchen facilities but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

Unintended Alarms – fire alarm activations that occur without a threat of fire. Examples may include, but are not limited to, malicious use of pull stations, vandalism, policy violations, equipment failure, cleaning, construction work, cooking, etc.

Background

The University of Kentucky supports and maintains a strong commitment to the health and safety of every person living in on-campus residential and student housing. It is the University's goal to provide housing that is built and maintained in a manner compliant with applicable codes and regulations to ensure our students can live and learn in a safe environment. It is also our goal to educate students, advisors, directors, and visitors to recognize fire and life safety hazards and train them with the knowledge of how to respond if an incident does occur.

Part I – All Housing

Procedures and requirements applicable to all on-campus housing.

1. Fire Alarm Activation & Evacuation

- A. Every person shall evacuate the building in the event of a fire alarm. Failure to evacuate during an active fire alarm may result in disciplinary action as stipulated in the Student Code of Conduct, up to and including removal from the facility and/or the University.
- B. Fire alarms, including unintended alarms, shall be reported to the University Police Department (UKPD) and to the Office of Residence Life.
- C. Unintended alarms shall not be accepted as an alarm test and/or as a fire drill.
- D. Fire Alarm systems shall not be deactivated without approval from the Office of the University Fire Marshal. Should the need arise to take the system out of service, approval shall be obtained from the Office of the University Fire Marshal (859-257-8590).
- E. The fire alarm system shall only be silenced or reset by authorized personnel from the University of Kentucky under the supervision of the Delta Center or the Lexington Fire Department.

- F. Occupants shall not reenter the building until approved to do so by the Lexington Fire Department, the Office of the University Fire Marshal, or other approved University personnel.

2. Life Safety and Fire Protection Equipment

A. Sprinkler Systems

- 1) No items shall be hung on or around sprinkler system piping or from sprinkler heads.
- 2) Sprinkler heads shall not be obstructed, covered, painted, modified, removed, or tampered with in any manner that reduces their effectiveness.
- 3) Heat sources shall not be directed at or placed within 2 ft. of sprinkler heads.

B. Fire Alarm Systems

- 1) Each resident shall be instructed as to the operation of a fire alarm manual pull station.
- 2) Smoke and/or heat detectors shall not be obstructed, covered, painted, modified, removed, or tampered with in any manner that reduces their effectiveness.
- 3) Manual pull stations shall not be blocked, covered, removed, or otherwise tampered with in any way.
- 4) Activating manual pull stations in a malicious manner may result in disciplinary action including removal from the facility and/or the University.

C. Portable Fire Extinguishers

- 1) Each resident shall be instructed as to the operation of portable fire extinguishers. Training may be found here: [Fire Extinguisher Training](#)
- 2) Fire extinguishers must always have at least 3 ft. of clearance in front of them.
- 3) If any fire extinguisher is found to be vandalized, missing, damaged, or otherwise impaired it must immediately be reported to the Office of the University Fire Marshal (859-257-8590) for replacement.

3. Means of Egress

- A. Means of Egress shall be maintained free of obstructions.
- B. Residential room doors shall be functional and maintained free of damage.
- C. Residential rooms shall be maintained so that occupants always have a free and clear route to an exit.
- D. Stairwell doors and corridor doors shall be maintained in operable condition and shall be self-closing and positive latching. Stairwell doors shall not be propped open with any device except where magnetic hold-opens controlled by the fire alarm system are provided.

- E. Emergency lighting and exit signs shall be maintained in operable condition.

4. Sleeping and Dwelling Units

- A. Evacuation signage shall be posted in every sleeping and dwelling unit. The information shall include a floor diagram, exit locations, room identification, fire protection equipment locations, and primary/secondary emergency evacuation routes.
- B. Subdivision of sleeping and dwelling units is not permitted.
- C. Elevated beds (loft arrangements) are permitted. The maximum height allowed at the top of the upper mattress is 66 inches.
- D. Only items used for study purposes such as a desk, computer, books, supplies, etc. are permitted beneath and elevated bed. No other items are permitted beneath an elevated bed.
- E. Open flames are strictly prohibited.
- F. Items that can produce or maintain open flames such as candles, incense, wicks, warmers, fireworks, etc. are prohibited even in an unused state.
- G. Smoking is not permitted in any University building.
- H. Beds shall not be enclosed in any manner. This includes but is not limited to sheets, decorations, wood, fabrics, and plastics.
- I. Headboards not provided as part of the room's furnishings are prohibited.
- J. The number of pieces of furniture in a room shall be appropriate to the number of residents. In units where furniture is provided, additional large furniture items are prohibited. A clear and unobstructed egress path shall be available from any point in the room to the means of egress door.

5. Cooking

- A. Cooking is not permitted in sleeping units.
- B. Cooking is permitted in approved dwelling units equipped with a stovetop oven appliance that has been provided by the University.
 - 1) Stovetop units shall not be covered with any material not original to the appliance. This includes but is not limited to paper, aluminum foil, wood, fabric, and plastic.
 - 2) Ovens shall be maintained in a clean and operable condition.
 - 3) The user must be present and alert while operating the stove or oven.
- C. Cooking appliances
 - 1) The use of any cooking appliance not listed below is only permitted upon approval by the University Fire Marshal.

- 2) The following items are prohibited in sleeping and dwelling units and common kitchens used exclusively by students:
 1. Deep fat fryers
 2. Appliances with exposed burners or heating elements such as hot plates and toasters
 3. Camping or fuel burning stoves
 4. Grills
 5. Any other appliance using fats or oils that produce grease-laden vapors
- 3) In sleeping units not provided with a stovetop oven appliance, the following items are also prohibited:
 1. Electric skillets
 2. Toaster ovens
 3. Air fryers
 4. Instant Pots
 5. Woks
 6. Crock pots
 7. George Foreman style grills
 8. Bacon fryers
- 4) Where residential dorms are provided with a common kitchen space, no appliances may be used that have not previously been approved and/or provided by the University Fire Marshal.
- 5) Microwave ovens are permitted to be used in areas other than the kitchen provided that sufficient electrical current is provided. The unit shall be plugged directly into a wall outlet.

6. Electrical

- A. Electrical equipment shall be maintained and used in a safe manner and as listed by the manufacturer.
- B. Extension cords are not permitted.
- C. Multi-plug adaptors are not permitted.
- D. Surge protectors that are CE and/or UL listed and have built-in circuit protection may be used. The surge protectors shall be listed for its use and shall be plugged directly into the wall outlet and not into another surge protector or multi-plug adaptor.
- E. Electrical cords shall not be run under carpet, through walls, under doors, or any other location that may subject the cord to physical damage or overheating. Damaged cords shall be immediately discarded.
- F. Electrical cords that have been modified, repaired, or replaced are prohibited.
- G. Outlet and switch cover plates shall be in place and maintained free of damage.

7. Appliances

- A. Space heaters are not permitted.
- B. Appliances and cords serving appliances shall be in good working condition. Hazardous conditions arising from defective cords or improper use of appliances shall be abated immediately.
- C. Appliances shall be listed for their intended use. Appliances shall not be used in a manner contrary to the manufacturer's specifications.
- D. Lamps and other appliances shall not use bulbs that are known to produce excessive heat. These can include, but are not limited to, halogen, metal halide, lava lamps, warmers, and sunlamps.
- E. The Office of the University Fire Marshal has sole discretion of determination if an appliance poses a fire hazard and if so, shall require the removal of that appliance.

8. Decorations

- A. Decorations are permitted within a reasonable amount. The use of decorations that cover an excessive amount of wall and/or door area are not permitted.
- B. Highly combustible materials shall not be used for decorations. This can include, but is not limited to, cotton, crepe paper, straw, burlap, foam, and thermoplastics.
- C. Live Christmas trees are prohibited in all on-campus housing.
- D. Decorations shall be listed as "Flame Retardant".
- E. Lighting shall be listed for its intended use and shall meet the criteria defined in 7(D).
- F. Decorations shall be arranged in a manner so that they do not obstruct, obscure, or cover any component in a means of egress or any life safety component such as exit signs, emergency lighting, and fire protection equipment.
- G. Decorations shall not be hung from or attached to ceilings.
- H. Open flames are prohibited as part of any decoration.
- I. Exterior decorations shall be self-supporting and not attached to the building structure.
- J. Decorations must be removed prior to students vacating the premises for holidays or University breaks.

9. Motorized Equipment and Bicycles

- A. Motorized equipment used for the transportation of the physically disabled is permitted within housing facilities. All other motorized equipment is prohibited inside housing facilities, sleeping units, and dwelling units.
- B. Bicycles are not permitted inside any University housing facility and are not permitted inside sleeping and dwelling units.

- C. Motorized equipment and bicycles shall not be parked or left in front of any exterior door of a University housing facility.
- D. Any motorized equipment or bicycle found in a condition that violates this policy is subject to impoundment by UKPD.

10. General Building

- A. Smoking is prohibited on University property per Administrative Regulation 6:5.
- B. Flammable liquids and/or gases are prohibited in residential buildings and in sleeping and dwelling units. No quantity of gasoline, lighter fluid, propane, kerosene, diesel, paint thinner or any other substance defined by the NFPA as a flammable liquid and/or gas are allowed.
- C. Walls shall not be covered in any material that is not part of the existing structure. Prohibited materials include, but not limited to, carpet, vinyl, plastics, fabric, burlap, paper, and wood.
- D. Fireplaces shall not be operated unless written approval is given by the University Fire Marshal. Existing, approved fireplaces shall be maintained and cleaned by professional services annually. Written reports shall be submitted to the Office of the University Fire Marshal.
- E. No combustible storage is permitted in any mechanical room or space, elevator machine rooms, concealed spaces, or in areas without sprinkler coverage.
- F. No construction and/or renovation projects shall be undertaken unless reviewed and approved by the Office of the University Fire Marshal. Construction and/or renovation projects in progress without such approval shall be immediately discontinued. Unapproved, completed projects may require the removal of all materials and reverting any alterations to the original condition.

11. Inspections

- A. Inspections of sleeping and dwelling units may be conducted at any time by the Office of the University Fire Marshal.
- B. Findings and corrective actions will be provided in writing to the resident and designated University personnel with 48 hours.
- C. Corrective actions shall be determined based on the severity and/or number of violations. The University Fire Marshal, and the Dean of Students shall determine the corrective actions. Corrective actions shall range from abatement or mitigation of the violations to closure of the facility.

Part II – Residence Halls

Procedures and requirements applicable to all residence halls.

1. Training

- A. Each student living in residence halls and/or Greek Housing shall complete fire and life safety training at the beginning of each fall semester. Any student moving into residence halls and/or Greek Housing during the spring semester is required to complete fire and life safety training. Training shall consist of information and instruction on the location of exits, proper response to a fire alarm, activation of the fire alarm system, use of a portable fire extinguisher, and a list of emergency numbers.
- B. Fire and life safety training shall be conducted or approved by the Office of the University Fire Marshal. Only training that has been approved in writing by the Office of the University Fire Marshal is considered acceptable.
- C. Each student shall participate in a minimum of two fire drills: one during the fall semester and one during the spring semester. Fire drills shall be conducted by the Office of the University Fire Marshal or approved University personnel.

2. Resident Directors

- A. In the event of a fire or fire alarm activation
 - 1) Ensure that Resident Advisors have started evacuation procedures
 - 2) Evacuate to the assigned meeting location.
 - 3) Obtain information from the Resident Advisors as they evacuate the building.
 - 4) Report to the responding fire personnel and relay any information gathered. Provide a status report which shall include the names of any person(s) that did not evacuate the facility.
- B. Ensure that Resident Advisors, Staff Assistants, and Desk Clerks have read and understand the policies, emergency procedures, and general safety requirements.
- C. Ensure that the Resident Advisors have scheduled and conducted fire and life safety training.
- D. Conduct and evaluate fire drills.
- E. Ensure that any fire alarms are immediately reported to UKPD.
- F. Ensure that reports on fire drills are forwarded to the Office of the University Fire Marshal within 48 hours following the drill.

- G. Report discharged fire extinguishers to the Office of the University Fire Marshal.
- H. Immediately report any violations of the requirements in Part I or as noted by Resident Advisors to the Office of the University Fire Marshal.

3. Resident Advisors

- A. In the event of a fire or fire alarm activation
 - 1) If conditions permit and it is safe to do so, check rooms on your way out of the building.
 - 2) Ensure that occupants are evacuating.
 - 3) Evacuate to the assigned meeting location.
 - 4) Report the status of your floor and any observed conditions noted during the evacuation. The report shall include the names and/or locations of any person(s) that did not evacuate the facility.
- B. Ensure that the evacuation plans are accurate, posted in every sleeping and dwelling unit as required, and that occupants understand the evacuation procedures.
- C. Schedule and conduct fire and life safety training for all occupants with their area of responsibility.
- D. Report any deficiencies in fire drills to the Resident Director.
- E. Ensure the means of egress remains clear and unobstructed.
- F. Ensure that the requirements in Part I are met. If violations are found, report them immediately to the Resident Director.

4. Desk Clerks

- A. In the event of a fire or fire alarm activation
 - 1) Gather the building roster and student ID box.
 - 2) Evacuate to the assigned meeting location.
 - 3) Report the status of the facility roster and number of guests/visitors to the Resident Director

5. Fire Drills

- A. Two fire drills shall be conducted during each fall semester. The first drill shall be an announced walkthrough drill. The second drill shall be unannounced.
- B. One unannounced drill shall be conducted during the spring semester.
- C. Fire drills shall be reported to the Office of the University Fire Marshal via the online fire drill report within 48 hours of the drill. [Report Fire Drill Here](#)
- D. The fire alarm shall be utilized for each drill.

- E. The Office of Residence Life shall schedule fire drills.

6. Inspections

- A. Residence Hall staff shall conduct fire and life safety inspections for their areas of responsibility each semester using the [Residence Hall Self-Inspection Form](#). Results of these inspections shall be recorded and forwarded to the Office of the University Fire Marshal.
- B. The Office of the University Fire Marshal shall conduct walk through inspections of each Residence Hall at least once each semester. The Office of the University Fire Marshal reserves the right to conduct inspections as necessary.

Part II – Greek Housing

Procedures and requirements applicable to all Greek Housing located in buildings or on property owned by the University of Kentucky

1. Training

- A. Each student living in residence halls and/or Greek Housing shall complete fire and life safety training at the beginning of each fall semester. Any student moving into residence halls and/or Greek Housing during the spring semester is required to complete fire and life safety training. Training shall consist of information and instruction on the location of exits, proper response to a fire alarm, activation of the fire alarm system, use of a portable fire extinguisher, and a list of emergency numbers.
- B. Fire and life safety training shall be conducted or approved by the Office of the University Fire Marshal. Only training that has been approved in writing by the Office of the University Fire Marshal is considered acceptable.
- C. Each student shall participate in a minimum of two fire drills: one during the fall semester and one during the spring semester. Fire drills shall be conducted by the Office of the University Fire Marshal or approved University personnel.

2. President or Designee

- A. In the event of a fire or fire alarm activation
 - 1) Ensure that occupants have started evacuation procedures.
 - 2) Evacuate to the assigned meeting location.
 - 3) Obtain information from the occupants as they evacuate the building.

- 4) Report to the responding fire personnel and relay any information gathered.
Provide a status report which shall include the names of any person(s) that did not evacuate the facility.
- B. Ensure that all occupants have read and understand the policies, emergency procedures, and general safety requirements.
- C. Ensure that the fire and life safety training is scheduled and conducted within the first two weeks of each semester.
- D. Conduct and evaluate fire drills.
- E. Ensure that any fire alarms are immediately reported to UKPD.
- F. Ensure that reports on fire drills are forwarded to the Office of the University Fire Marshal within 48 hours following the drill.
- G. Report discharged fire extinguishers to the Office of the University Fire Marshal.
- H. Ensure that the evacuation plans are accurate, posted in every sleeping and dwelling unit as required, and that occupants understand the evacuation procedures.
- I. Ensure the means of egress remains clear and unobstructed.
- J. Immediately report any violations of the requirements in Part I or as noted by occupants to the Office of the University Fire Marshal.

3. Fire Drills

- A. Two fire drills shall be conducted during each fall semester. The first drill shall be an announced walkthrough drill. The second drill shall be unannounced.
- B. One unannounced drill shall be conducted during the spring semester.
- C. Fire drills shall be reported to the Office of the University Fire Marshal via the online fire drill report within 48 hours of the drill. [Report Fire Drill Here](#)
- D. The fire alarm shall be utilized for each drill.
- E. The Office of Residence Life shall schedule fire drills.

4. Fire Alarm Equipment and Unintended Alarms

- A. Chapters with excessive unintended alarms caused by vandalism, malicious use, or policy violations may result in disciplinary action including closure of the facility.
- B. No members of the Greek organization or other occupants in Greek Housing facilities are permitted to silence, reset, activate, or otherwise interface with fire alarm system components. Any tampering with fire alarm system components may result in disciplinary action including removal from the facility and/or the University.

5. Required Inspections of Fire Protection Systems

- A. Fire Alarm Systems

- 1) Each chapter shall be responsible for contacting University Physical Plant, Electronics Shop, or a certified fire alarm inspection company to schedule the testing and inspection of fire alarm systems.
- 2) If University personnel do not conduct the fire alarm testing and/or inspections, the chapter shall provide the testing and inspection reports to the Office of the University Fire Marshal.
- 3) Deficiencies noted on the testing and inspection report shall be corrected immediately.
- 4) Fire alarm inspections shall be completed annually.

B. Automatic Sprinkler Systems

- 1) Each chapter facility is included in the annual testing and inspections conducted by a 3rd party certified sprinkler inspector. University Physical Plant, Preventative Maintenance division shall be contacted to determine when these inspections are to occur.
- 2) Deficiencies noted on the testing and inspection report shall be corrected immediately.
- 3) Automatic sprinkler system inspections shall be completed annually.

C. Emergency Lighting and Exit Signs

- 1) Each chapter shall ensure that required emergency lighting and exit signs are always operational. If an exit sign or emergency light is found to be non-functional, it shall be repaired or replaced immediately.
- 2) 90-minute emergency light test shall be completed annually. A record of these tests shall be submitted to the Office of the University Fire Marshal.

D. Portable Fire Extinguishers

- 1) The Office of the University Fire Marshal is responsible for inspecting and maintaining extinguishers and will schedule inspections with each individual chapter.
- 2) If extinguishers are found to have been discharged or damaged by vandalism or malicious behavior, the chapter will be charged for replacements.
- 3) Fire extinguisher inspections will be completed annually.

E. Kitchen Hoods and Suppression Systems

- 1) Each chapter is responsible for contacting the appropriate vendor to inspect and clean the kitchen appliance hood and associated grease ducts.

- 2) Hood and grease duct inspection and cleaning shall be completed annually for most kitchens but may be required every six months based on the frequency of use.
- 3) Each chapter is responsible for contacting the appropriate vendor to inspect and certify the hood fire suppression system.
- 4) Kitchen hood fire suppression system inspections shall be completed annually.
- 5) Reports obtained after hood inspections and cleaning and fire suppression inspections shall be submitted to the Office of the University Fire Marshal.

UNIVERSITY OF KENTUCKY

**Office of the University Fire Marshal
Residence Halls Self-Inspection Form**

This self-inspection check sheet is designed to correspond with the Residence Halls Fire and Life Safety Regulations and Policies. The Office of the University Fire Marshal will use this form as a checklist during its inspection of the facility. All items “checked” need to be explained (i.e., location, maintenance notified or corrective action taken in the comment column).

BUILDING: _____ FLOOR: _____ DATE: _____

INSPECTOR: _____

<input checked="" type="checkbox"/>	CHECK ANY OF THE FOLLOWING THAT APPLY:	COMMENTS
	MEANS OF EGRESS	
	Stairwell or Room doors should be self-closing and self-latching	
	Exit stairwell or corridors should be clear of debris or storage	
	Exit signs, emergency lighting should be fully operational and not broken, covered, or blocked	
	FIRE PROTECTION	
	Smoke detectors are not broken, missing, damaged, covered or altered to inhibit operation	
	Sprinkler system and heads are kept clear and free from any obstructions.	
	SLEEPING ROOMS	
	Beds shall not be enclosed with drapes, flags or other items that may hinder the egress	
	No space heaters, halogen lamps, candles, cooking appliances (deep fryer, hot plate, toaster, toaster oven, electric skillet) extension cords or multi-plug adapters are found in the room.	
	Emergency evacuation plan/electrical diagram is posted	
	GENERAL FIRE & LIFE SAFETY	
	Combustible liquids are being stored in the building.	
	Items being stored in mechanical room.	
	Combustible decorations (crepe paper, live Christmas trees, etc.) used in the building.	
	Bicycles are being kept inside the building or room.	