

A. Fire Safety in Dormitories

1. Fire Hazards on Campus

- a. Carelessness with cigarettes, matches, etc., accounts for the greatest number of residence hall fires.
- b. Candles can be dangerous. Leaving them burning unattended or too close to combustible materials can lead to fires.
- c. Some decorations ignite easily and allow a fire to spread.

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- iii. If you hear a fire alarm, alert as many people in the building as possible and evacuate the building.

c. Fire Doors

- i. Prevent fire and smoke from spreading and provide a safe escape route.
- ii. Keep fire doors closed at all times. Report any that need repair or have been propped open.
- iii. Do not block access to fire doors.

Note: Doors with automatic closers should remain open they will close by themselves in the event of fire.

d. Fire Exits

- i. Know how to find them, even if it is dark and smoky.
- ii.
- iii. Keep them free of obstructions such as plants, bicycles, storage boxes, etc.

e. Emergency Numbers

- i. Emergency numbers shall be clearly posted next to phones or on bulletin boards, etc., for quick dialing.
- ii. In the event of fire or other emergency, call Campus Police at 911. If injury is involved, tell the police; they will alert EMS and the Infirmary.

f. Smoke detectors alert while there is still time to escape. Remember, smoke is the greatest danger in a fire.

- i. Check their location near your room.
- ii. Do not hang things over them or cover them up.

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2. Describe extent of fire.
3. Answer any questions before you hang up.
- iii. If you are in your room when you hear an alarm, feel the door, from bottom to top (heat rises).
 1. If you can exit:
 1. Give full address clearly.
 2. Close all doors behind you.
 3. Do not use elevators they are deathtraps in a fire. Use the stairs; hold on to rail.
 4. Turn back if you encounter heavy smoke (it is deadly) and look for another exit.
 5. Stand clear of the building and out of the way of the fighters when you get outside. Never go back into a burning building for any reason. Report to your meeting place.
- iv. If it is cool, open it a crack but be ready to slam it shut if you find smoke or flames. Leave if corridor seems safe.
 1. If you are trapped in your room:
 1. Keep your door closed.
 2. Seal cracks around door with tape, clothes, sheets, etc.
 3. Open windows slightly, if there is no smoke outside. Open at top (to vent smoke) or at bottom (to let in fresh air).
 4. Tie wet cloth over nose and mouth to aid breathing.
 5. Stay low, where air is fresher (smoke rises).
 6. Signal rescuers by waving a sheet or clothing out the window, or telephone for help.
 7. Do not jump if you are higher than two stories.
- v. If you are in your room when you hear an alarm, feel the door, from bottom to top (heat rises).
 1. If you can exit:
 1. Give full address clearly.
 2. Close all doors behind you.
 3. Do not use elevators they are deathtraps in a fire. Use the stairs; hold on to rail.
 4. Turn back if you encounter heavy smoke (it is deadly) and look for another exit.
 5. Stand clear of the building and out of the way of the fighters when you get outside. Never go back into a burning building for any reason. Report to your meeting place.
- vi. If clothing catches fire Stop, Drop, and Roll!
 1. Do not run it will fan the flames. Drop to the floor and roll out fire.
 2. Drop and roll someone else on the ground. Use a rug, coat or blanket to smother flames.
 3. Cool the burn with cold water. Get prompt medical attention.

4. FIRE EXTINGUISHERS

a. Types of Fires:

Class A Ordinary combustibles such as wood, paper, cloth, some rubbers, and plastics.

Class B Flammable liquids such as gasoline, oils, grease, tars, lacquer, and oil-based paints.

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Class C Energized electrical equipment such as fuse boxes, electrical outlets, circuit breakers, wiring, appliances, and other machinery.

Class D Combustible metals such as fires involving titanium, magnesium, lithium, potassium, or sodium.

b. Types of Fire Extinguishers:

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Pull the pin. (Some may require pressing a puncture lever or releasing a lock hatch.)

Aim the extinguisher nozzle or cone at the base of the fire.

Squeeze or press the handle.

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- g. Head Residents and Resident Managers are to advise their House Council to select a Fire

6. Guide for Fire-Safe Christmas Decorations in Student Rooms

- a. Because Christmas decorations are an extreme fire hazard, the following limitations on decorations are necessary:
 - i. All decorations shall be fire resistant.
 - ii. Natural Christmas trees are not permitted in Residence Halls. Because most Christmas trees must be cut well in advance of use, they dry out to a considerable degree and are too combustible for safe use.
 - iii. The use of burning candles is very dangerous and is therefore prohibited.
 - iv. Door decorations or foil shall be suspended from the edges of the door. Remember that tape and other adhesives may cause damage on the door surfaces. Keep electrical decorations away from the metal door frames; do not string lights so that the door could close on the wiring.
 - v. Check extension cords to insure that they do not have breaks in the insulation. Keep the use of extension cords to a minimum. Use them only for a limited number of small lights, not for appliances.
 - vi. All decorations shall be removed prior to Christmas vacation to facilitate hall cleaning.
- b. From a fire safety viewpoint, metal/plastic trees are desirable because they are not combustible. Illuminate metal trees with indirect lighting (remotely located spotlights or flood-lights). Defective lighting sets placed on the tree may energize the tree with enough voltage to injure someone touching it or cause a short circuit.
- c. Artificial trees labeled as made of non-burning materials may be used. Only approved cool bulbs shall be used on lighting strings.
- d. When decorating rooms and room doors, use only noncombustible material such as foil, glass, or metal. Do not use untreated cotton batting, flock, or paper as they ignite easily and burn continuously. Approved for the door decorations are: (1) all foil wrapping paper, and (2) small Christmas pictures applied to foil. Doors may be totally decorated if decoration or foil is suspended from the edges of the door.
- e. No cut boughs shall be used in student rooms or on doors. Candles are permissible on dining room tables but must not be used in student rooms or public areas. Placing cut tree boughs around a burning candle is extremely dangerous. No exit from the individual floors or houses shall be blocked by Christmas decorations.
- f. If a fire occurs, (1) clear everyone out of the building by pulling the evacuation (fire) alarm, (2) call Campus Police at 911, and (3) contact an advisor. Fight the fire only if you can do so safely, keeping an exit route open. Otherwise, close doors to confine the fire and exit out-of-doors.

7. Guide for Safe Christmas Decorations in Other Common Areas

- a. Natural Trees

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Due to their extreme fire hazard, natural trees are not allowed in residence halls.

b. Artificial Trees

- i. Choose only those labeled as made of non-burning materials.
- ii. Use only approved cool bulbs in lighting strings.
- iii. Tree decorations shall be fire resistant.
- iv. Illuminate metal trees with indirect lighting. Lighting sets placed on the tree may
- v. Lights shall be turned on only for parties. Conserve energy do not leave lights on.

c. Decorations

- i. Carefully inspect any electrical decorations for frayed cords or exposed metal parts. Destroy any which have defects.
- ii. Do not use extension cords.
- iii.