

Seton Hall University

HOUSING AND RESIDENCE LIFE

FIRE SAFETY

Rationale, Regulations and Resources
for Seton Hall University Housing Facilities



Welcome

Dear Seton Hall Community Member:

On behalf of the Seton Hall University community, we welcome you to life on campus at Seton Hall. As a University, we are committed to creating and maintaining the most fire safe and emergency-ready environment for our students. How do we do so?

- **First**, we share the history of the Boland Hall fire and how our policies are built to prevent such an event from ever occurring again.
- **Second**, we collaborate with experts on campus and in the town of South Orange to maintain fire suppression systems and regular drills for housing facilities. Drills are only one aspect of our educational efforts.
- **Finally**, we conduct unannounced health and safety inspections in our housing facilities regularly to reduce risks and enhance dialogue with resident students.

This Fire Safety booklet is meant not only to be a guide for compliance with University policies, but also as a resource for you about fire safety. Within these pages, you will find valuable information. We encourage you to use this resource so that your time in the residence halls is safe and productive.

Jessica Proano
Director
Housing and Residence Life

Daniel Sullivan
Chief
South Orange Fire Department

Fire Safety Policies and Procedures

The fire safety policies and procedures included in this booklet apply to the following University-owned housing facilities:

Residence Halls

Director: Jessica Proano

Aquinas Hall

Boland Hall

Cabrini Hall

Neumann Hall

Serra Hall

Xavier Hall

Ora Manor Apartments

Turrell Manor Apartments

Immaculate Conception Seminary

Rector/Dean: Monsignor Joseph R. Reilly, S.T.L., Ph.D.

Lewis Hall

The College Seminary

Rector: Rev. Peter H Cho, S.T.L., Ph.D.

Vice Rector: Rev. Luis M. Garcia, M.Div., M.A.

Spiritual Director: Rev. Frederick L. Miller, S.T.D

St. Andrew's Hall



Bell tower dedicated to Frank Catabilota, John Giunta and Aaron Karol, whose lives were lost in the Boland Hall fire.

Keeping Seton Hall Safe



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Fire Suppression Systems

Our fire suppression systems have several aspects, all of which are hard wired. When triggered, the alarm rings at Public Safety and Security Dispatch and is immediately transmitted to the South Orange Fire Department Headquarters. The system is monitored 24 hours a day. Should the system report a malfunction, Public Safety responds and rectifies the problem. When the system goes into full alarm, the building must be evacuated and the South Orange Fire Department must determine when and if it is safe for residents to be allowed to re-enter.

The system includes:

Smoke detectors, which are the first line of fire defense. Triggered by airborne particles, they provide early warning, allowing for timely evacuation.

Carbon monoxide detectors, which monitor levels near devices using fossil fuels (such as laundry room dryers and hot water heaters).

Fire extinguishers, which are required by the New Jersey Uniform Fire Code, and are placed in all buildings. Extinguishers are there for use by the fire department and trained University personnel only.

Sprinklers, which are the last line of defense. If there is a considerable rise in room temperature, the sprinklers will activate. Sprinklers suppress a fire quickly when an 18" clearance circumference is maintained so that they work properly.

When activated, our sprinklers release 40 to 45 gallons of water per minute.

Alarm bells, which ring only when the systems indicate a legitimate risk of/or an actual fire event.

Therefore, should an alarm sound, it is for a legitimate reason and should never be treated as a false alarm.

Any person(s) in Seton Hall University housing facilities who intentionally compromises these systems in any way, will be held accountable, sanctioned and/or arrested and fined.

Evacuating in an Emergency

PRIOR TO NEEDING TO EVACUATE

1. Learn the locations of the two exits nearest to your room.
2. Do not assume your usual exit is closest or safest.
3. Keep your keys and Student ID in a location you can access quickly. Always wear shoes and, if appropriate for the weather, bring a coat.
4. Know that under normal conditions, you are expected to evacuate from any housing facility in less than 3 minutes.
5. Review the designated gathering points for your building.
6. Remember that elevators should never be used during a fire alarm.

EMERGENCY EVACUATION PROCEDURES

1. Leave the building immediately upon activation of the fire alarm.
2. When you leave your room, close the door.
3. If smoke is present, crawl low to the floor or stay in your room (if you cannot leave your room, see number seven below).
4. On your way to the safest exit, if possible, warn fellow neighbors by knocking on doors.
5. Once at your gathering point, remain at least 150 feet away from the building.
6. Do not re-enter the building until instructed by University or fire department officials. Students with a plan from Disability Support Services should report to their designated location immediately rather than the housing facility gathering point.
7. If you cannot leave your room due to a respiratory disability or for any other reason:
 - a. block all openings with wet towels;
 - b. call 911 and advise the dispatcher of your location;
 - c. stay close to the window holding a wet towel to your face;
 - d. do not open the windows except to alert rescue personnel by hanging a white sheet or cloth out of the window.

It is good practice to be aware of, and make use of, all fire exits. All exterior doors will automatically unlock in the event of a fire alarm. In a fire emergency, always be aware of multiple evacuation paths.

Evacuation for Residents with Disabilities

It is required that a Housing and Residence Life staff member know of a student's disability, whether temporary or permanent. Prior to an emergency evacuation of any kind, a partner should be assigned or chosen to accompany and remain with the disabled resident. Attempting to carry an immobilized person is discouraged.

If an alarm is activated, the following procedures should be followed at all times:

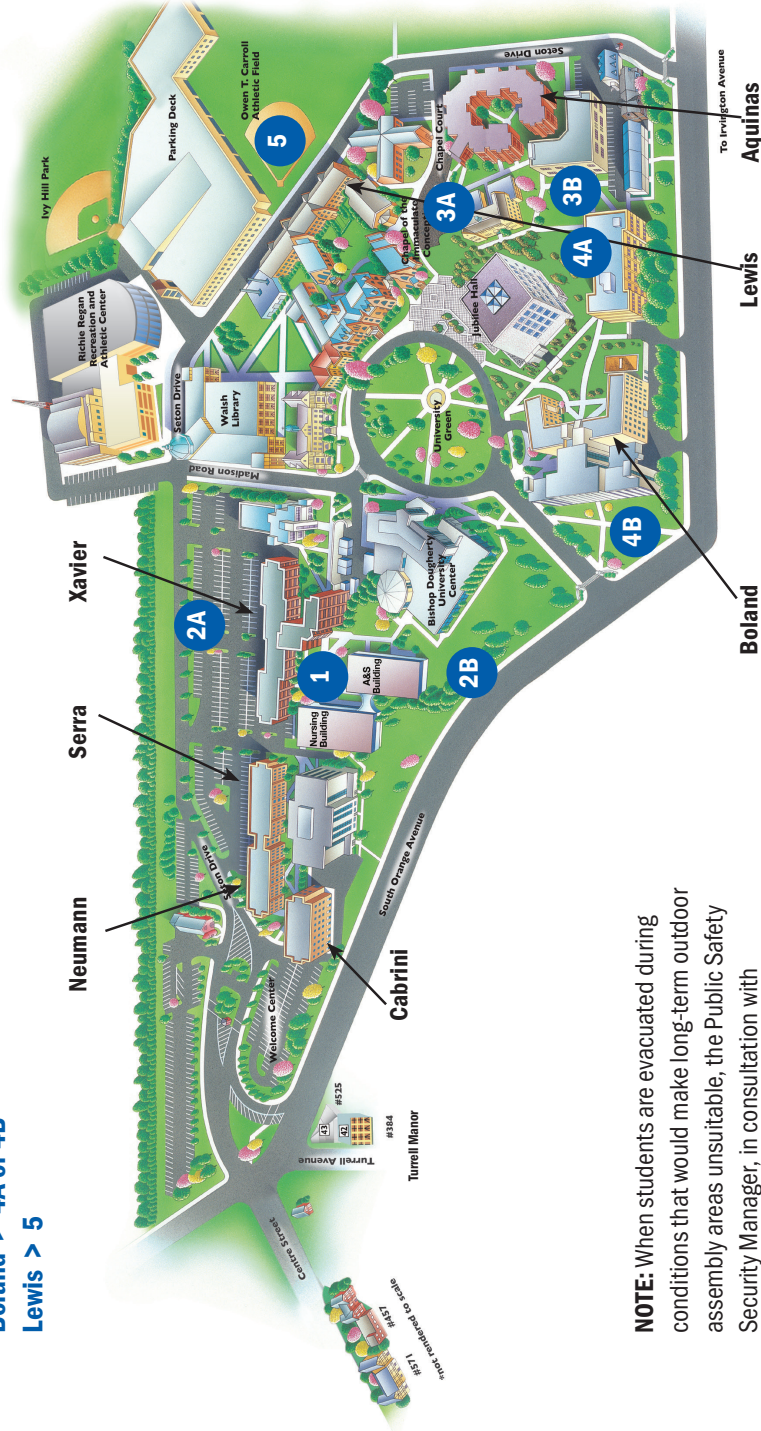
- ◆ A student should call Public Safety and Security Dispatch at (973) 761-9300 to notify them of his or her location.
- ◆ Accompanied by a partner, the student should wait at the stairwell until the main flow of people has passed, if possible.
- ◆ A student should ask a messenger to communicate his or her location to the Department of Public Safety and Security or the South Orange Fire Department.
- ◆ The fire department will arrive to help complete the evacuation.

Plans for residents with disabilities need to be in place prior to a drill or a crisis.

- ◆ Blind but mobile persons should first be moved out of the rush of traffic and then promptly assisted by the partner accompanying them to the nearest exit, if needed. The individual should be asked if they anticipate needing assistance, and plans made prior to a drill or crisis.
- ◆ Deaf but mobile persons, who may be unaware of the need to evacuate, should be calmly advised and guided to the nearest safe exit.
- ◆ Temporarily immobilized persons, including people wearing casts and/or using canes or crutches, should be assisted, depending on their ability to go up and downstairs and to maneuver through doorways. Proceed into the stairwell and wait on the landing until additional help can be summoned.
- ◆ Permanently immobilized persons who either have limited or no use of their legs and must rely on crutches, wheelchairs or walkers for transport, should proceed into the stairwell and wait on the landing until additional help can be summoned.

Designated On-Campus Gathering Points

- Cabrini, Neumann, Serra > 1**
- Xavier > 2A or 2B**
- Aquinas > 3A or 3B**
- Boland > 4A or 4B**
- Lewis > 5**



NOTE: When students are evacuated during conditions that would make long-term outdoor assembly areas unsuitable, the Public Safety Security Manager, in consultation with Housing and Residence Life staff, will decide if the evacuees should be moved to an indoor relocation site.

Designated Off-Campus Gathering Points

Each housing facility has designated locations for students to gather after evacuating. Please note the locations appropriate to each facility. Be certain to keep the road clear for emergency service vehicles and do not re-enter the facility until instructed to do so by University or South Orange Fire Department officials.



Ora Manor (324 Valley Street)

Upon exiting Ora Manor, proceed to the safer of two gathering points: the rear northeast corner of the Ora Manor parking lot, or exit the parking lot and proceed north on Valley Street toward South Orange Avenue and gather in front of 320 Valley Street. At all times residents must be attentive to the need for emergency personnel and vehicles to have unencumbered access to Ora Manor.



Turrell Manor (384 Turrell Avenue)

Upon exiting Turrell Manor, proceed across Turrell Avenue and gather in the parking lot of 395 Turrell Avenue.



St. Andrew's Hall (571 Centre Street)

Upon exiting Saint Andrew's Hall, proceed up Stirling Avenue and toward Centre Street to gather at the corner of Stirling and Centre.

Items Prohibited in Housing Facilities

When it comes to fire safety, certain items can compromise the safety of all within our community. Items are prohibited if they add fuel load to the building, could ignite a fire or prevent safe and timely exit. In order to best ensure the safety of all, Department of Housing and Residence Life staff members conduct health and safety inspections throughout the year. Housing and Residence Life (HRL) offers an amnesty period in the two weeks following Add/Drop each semester. During this period, courtesy checks of each room are conducted by HRL. Any prohibited items are noted and you will be given direction to remove the item from the residence hall permanently. Prohibited items found in any subsequent health and safety inspection will result in a disciplinary hearing.

If uncertain about a particular item in your possession, you are encouraged to bring such item(s) to the Residence Hall Director immediately to avoid disciplinary action.

Smoking in Any Area of a Housing Facility or Within 25 Feet of an Entrance is Strictly Prohibited (this includes Turrell Manor fire escapes). Fire Escapes are for emergency use only and prohibited from use.

The Department of Housing and Residence Life, in cooperation with local and state fire safety officials, reserves the right to amend this listing at any time. Updates will be promptly posted to the Seton Hall University website.

OPEN FLAMES/FLAMMABLES

- Candles/Incense/Other Open Flames
- Fireworks/Explosives
- All Flammables/Combustibles

COOKING IN ROOMS AND SUITES/COOKING APPLIANCES

(Prohibition on cooking or appliances does not apply to Ora Manor or Turrell Manor.)

- Broilers/Skillets/Woks/Hot-plates
- Sandwich Makers/Panini Grills/Deep Fryers/Rice Cookers
- Any Appliance with Exposed Heating Elements
- Toasters/Toaster Ovens
- Coffee Makers with Exposed Heating Elements (Keurig units are permitted)

Items Prohibited in Housing Facilities *(continued)*

ROOM FURNISHINGS

- Space Heaters (unless issued by the University Department of Facilities Engineering)
- Upholstered Furniture/Padded or Cushioned Chairs/Beanbag Chairs/Gaming Chairs/Ottomans/Storage Cubes (Any furniture item bought by a resident must be certified by the manufacturer as flame-retardant; otherwise, the item is prohibited. California Technical Bulletin 133 is the accepted standard, not California Technical Bulletin 117.)
- Curtains, Shades, Blinds or any Window Treatment (unless supplied by the University)
- Bed Risers
- Any Lamp with Halogen Bulb
- Multiple Bulb Lamps with Plastic Shades
- LED Strip Lights, Air Fryers, Instant Pots, Rice Cookers/ Appliances with Built-in Power Outlets
- Lava Lamps

CORDS/PLUG-INS

- Extension Cords/Multi-plug Outlets/Plug-In Air Fresheners
- Surge Protectors and International Converters plugged into a Surge Protector (All Surge Protectors and International Converters must be plugged directly into the wall outlet.)



Properly Used Converter

DECORATIONS

- Streamers/Holiday Lights
- Live Christmas Trees/Wreaths/Garland

Courtesy Check Violation

Written Reminder to Correct and/or Remove Prohibited Item

Health and Safety Inspection Violation Sanction Minimum

Confiscation of Item(s), Disciplinary Reprimand and Educational Sanction

Repeat Health and Safety Inspection Violation Sanction Minimum

Confiscation of Item(s), Probation I for Semester

Fire Policy Violation Examples

Visuals not intended to be all inclusive



18-inch clearance from the ceiling is required for sprinklers to work properly. Nothing may be on top of wardrobes.



Hanging anything on or from a sprinkler head or water pipe compromises fire suppression systems.



Egress (exit) path must be clear of obstruction at all times.



Garland, live Christmas trees, wreaths and holiday lights are prohibited.



Multiple adapters of any type and plug-in air fresheners are prohibited.



Upholstered furniture that does not meet California Technical Bulletin 133 is prohibited.

Fire Policy Violation Examples

(continued)

Visuals not intended to be all inclusive



Candles are prohibited.



Lamps with halogen bulbs of any type are prohibited.



Appliances with an exposed heating element are prohibited.



Lamps or appliances with built-in power outlets are prohibited.



Multiple bulb lamps with plastic shades and lava lamps are prohibited.



Extension cords are prohibited.



Sandwich/panini grills are prohibited.

Actions Prohibited in Housing Facilities

Actions which decrease the effectiveness of our suppression systems, increase fuel load or create additional hazards compromise the safety of all. Housing and Residence Life staff members conduct health and safety inspections throughout the year. The two weeks following Add/Drop each semester are an amnesty period during which courtesy checks of each room are conducted by HRL. If a prohibited action which impacts egress or reduces the effectiveness of our fire suppression systems can be remedied, HRL staff will provide the student a specific timeframe and opportunity to correct it. Should a student fail to comply, the issue will be referred for a disciplinary hearing.

Under no circumstances should a student attempt to extinguish a fire. In the event of a fire, students are expected to activate the nearest pull station, get themselves to safety and call 911.

Actions which compromise egress (exit) and/or fire suppression system effectiveness and must be remedied immediately:

- ◆ Failure to maintain a 36-inch path of egress out of the room/suite
- ◆ Blocking exits with furniture or other items or preventing door from opening to a 90-degree angle
- ◆ Propping room door open with an object or using the dead bolt to prevent room door from closing
- ◆ Wall decorations (e.g., posters, banners, tapestries) exceeding 25 percent of the wall area
- ◆ Hanging posters, banners or other items from the ceiling or across the room door or windows
- ◆ Excessively disorderly room/bath or suite
- ◆ Running wires across the floor or ceiling, under the carpet or in front of room door
- ◆ Wrapping room door in decorative paper, such as holiday or birthday wrapping paper
- ◆ Leaving any item in the hallway outside of a room door
- ◆ Hanging anything on or from a sprinkler head or water pipe
- ◆ Failure to maintain an 18-inch clearance from any sprinkler head for the circumference of the room

Courtesy Check Violation

Written Reminder to Correct Prohibited Action

Health and Safety Inspection Violation Sanction Minimum

Warning and Educational Sanction

Repeat Health and Safety Inspection Violation Sanction Minimum

Probation I for Semester

Actions which create greater risk of fire:

- ◆ Leaving cooking food unattended
- ◆ Leaving hair care appliances with heating elements (e.g. flat irons, curling irons) unattended
- ◆ Smoking (including e-cigarettes, vaporizers or similar items) in any housing facility or within 25 feet of an entrance

First Violation Sanction Minimum

Warning and Educational Sanction

Subsequent Violation Sanction Minimum

Probation I and \$250 Fine

Actions which may needlessly trigger fire suppression systems:

- ◆ Physical activities near fire suppression systems, such as hockey, ball throwing/bouncing, skateboarding, frisbee, etc.
- ◆ Throwing or spraying water, shaving cream and/or other liquids
- ◆ Excessive use of aerosol products (which may trigger the fire alarm system)

First Violation Sanction Minimum

Warning and Educational Sanction

Subsequent Violation Sanction Minimum

Probation I and \$250 Fine

Actions which are intended to disable fire suppression systems:

- ◆ Tampering with, or damaging fire extinguisher(s) or sprinkler control valves
- ◆ Breaking a sprinkler head
- ◆ Removing smoke detectors or covers / Covering smoke detectors
- ◆ Tampering with or damaging fire exit lights/pull stations, notification devices, or obstructing/locking exit doors

First Violation Sanction Minimum

Possible Residence Hall Suspension, Probation II, \$250 Fine and Educational Sanction

Subsequent Violation Sanction Minimum

Possible University Suspension

Actions with egregious disregard for the community at large:

- ◆ Failure to evacuate during a fire alarm in the allotted 3-minute time frame

First Violation Sanction Minimum

Probation I and Educational Sanction

Subsequent Violation Sanction Minimum

Possible Residence Hall Suspension, Probation II and \$250 fine

- ◆ Deliberately causing a false fire alarm

First Violation Sanction Minimum

Probation I and Education

Subsequent Violation Sanction Minimum

Possible University Suspension or Expulsion

- ◆ Use of fireworks or explosives

First Violation Sanction Minimum

Residence Hall Suspension, Probation II and \$250 Fine

Subsequent Violation Sanction Minimum

University Expulsion

Reasons for the Rules

EXTENSION CORDS

The U.S. Consumer Product Safety Commission (CPSC) estimates that extension cords cause about 3,300 residential fires each year, killing 50 people and injuring about 270 others. The most frequent causes of extension cord fires include short circuits; using old, damaged cords; overloading cords, which leads to overheating; and misuse. Multi-plug adapters are not allowed in the Residence Halls for similar reasons.



APPLIANCES WITH OUTLETS

Appliances with outlets, such as lamps, mirrors or any other item that has an additional outlet built into it are deemed fire hazards because they act as extension cords and have the same inherent risks.



MEDUSA LAMPS WITH PLASTIC SHADES

Medusa lamps (multi-bulb lamps) with plastic shades have been deemed a fire safety hazard due to the high temperatures which result from the bulbs, and the risk of melting plastic and associated heat, which could cause the lamp itself or items around the lamp to catch fire.



18-INCH CLEARANCE FROM ANY SPRINKLER FOR THE CIRCUMFERENCE OF THE ROOM

Each ceiling-mounted sprinkler head, when activated, sprays water in a downward triangular shape (or for wall-mounted sprinklers, sprays water outward). Obstructing the area in which the water would spray renders the fire suppression system ineffective.



Reasons for the Rules *(continued)*

EVACUATE THE BUILDING IN UNDER 3 MINUTES

Evacuation in under 3 minutes is required since it takes about 3 minutes for flashover to occur. Flashover is the near-simultaneous ignition of most of the directly exposed combustibile material in an enclosed area or when the entire room/area ignites in flames. After this, the fire will grow exponentially with increased risk to any person still inside the building. Always proceed to the closest safe exit, which may not be the one normally used.



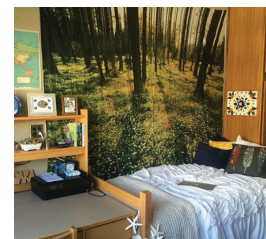
UPHOLSTERED FURNITURE

Upholstered furniture is a fire hazard because it adds more fuel load to a room. Fuel load is the amount of combustibile items in a room. Furniture not treated with a special Dupont™ process, known as California Technical Bulletin 133, will burn with higher rates of toxic gases and heat. Therefore, only furniture with the California Technical 133 rating is permitted in the Residence Halls so as to reduce fuel load and increase safety. California Technical 117, while available in some retail settings, does not meet the University's standards.



COVERING MORE THAN 25 PERCENT OF THE WALL AREA

If a fire were to start in a room, excessive wall coverings would add fuel load and increase toxic gases and heat. This is similar to why tapestries, flags and other fabric wall decorations, as well as window curtains, are not permitted.



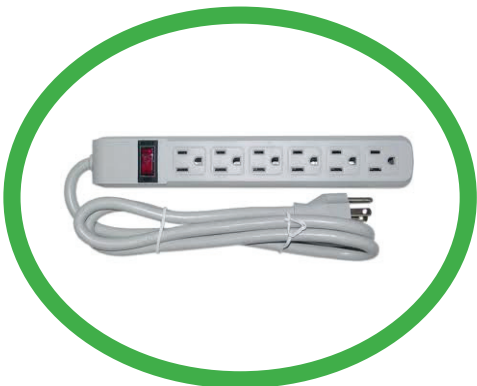
EGRESS

In order to ensure a safe exit path from a room, the doorway and window must be unobstructed. Placing any item in a position which prevents a room or suite door from opening to 90 degrees is, therefore, a safety risk. Similarly, curtains are not permitted since in a fire the window may be a viable escape route.



Recommendations for Furnishing your Room

BRING THIS...



NOT THAT...



Recommendations for Furnishing your Room *(continued)*

Visuals not intended to be all inclusive

BRING THIS...



NOT THAT...



Confiscation Policy and Insurance

COURTESY CHECKS

At the start of each semester, HRL staff conduct courtesy checks of each residence hall room during our amnesty period. Students found with prohibited items during those courtesy checks will be instructed to permanently remove such items from the residence hall so as to avoid future disciplinary action.

CONFISCATION POLICY

After the courtesy checks are completed, formal unannounced health and safety inspections are conducted at least three times per year. In the course of health and safety inspections, Housing and Residence Life professional staff members confiscate any prohibited items found. Such items are labeled and put in storage. Students will have an opportunity to take the prohibited item(s) home at the next school break.

The Department of Housing and Residence Life will store the item(s) no later than the end of the semester. Unclaimed items will be either donated to charity or disposed of at the end of every semester. The University is not responsible for compensation for any discarded item.

If uncertain about a particular item in their possession, students are encouraged to bring such item(s) to the Residence Hall Director immediately to avoid disciplinary action.

INSURANCE AND PERSONAL PROPERTY

Students residing in Seton Hall University housing facilities are reminded that the University is not responsible for loss or damage to a resident's personal property. Some homeowner insurance policies will cover student belongings while they are away from home, but policies vary greatly and students are encouraged to check with their family insurance carrier.

Housing and Residence Life recommends that students insure their belongings.

One suggested vendor is:

CSI Insurance Agency Inc.
(888) 411-4911
info@collegestudentinsurance.com

Additional Resources

ADDITIONAL RESOURCES FOR STUDENTS AND FAMILIES

South Orange Campus

Department of Public Safety and Security: (973) 761-9300

Office of Disability Support Services: (973) 313-6003

Department of Facilities Engineering: (973) 761-9454

South Orange Fire Department

56 Sloan Street

South Orange, NJ 07079

(973) 378-7751

Websites:

www.campusfiresafety.org

www.campus-firewatch.com

www.homefiresprinkler.org

www.nfpa.org

www.firemarshals.org

www.aspiringkindness.org

ADDITIONAL FIRE SAFETY EDUCATION AND TRAINING

All members of the Seton Hall Community are invited to increase their knowledge and awareness of fire safety-related issues. The Department of Housing and Residence Life has been provided a grant from the Aspiring Kindness Foundation. These funds are used for ongoing education and training for the Seton Hall University community. In collaboration with Seton Hall Public Safety and Security and the South Orange Fire Department, a variety of learning opportunities are made available throughout the academic year. Anyone interested in further information may contact the Department of Housing and Residence Life at (973) 761-9172 for more information.



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