

Fire and Life Safety

Safety in Western Oregon University's residential facilities means protecting people and property. WOU's campus is a great place for students to learn and grow. But like any other community, WOU can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students.

Campus safety depends on everyone, including you.

Life Safety

Protecting Your Property

- Identify items of value with your name and ID# (e.g. Driver's License, Student ID). Engrave this information onto your property with an engraver.
- Do not leave belongings unattended.
- Register your bike, and always make sure that it is locked securely. Campus Public Safety registers and will engrave bikes for students at no charge.
- Lock your car and park in well-lit areas.
- Be alert when using University furniture and equipment. Help protect it from theft, vandalism, and unauthorized use. Report any suspicious activity to your hall staff or University Public Safety.
- Consider purchasing renters insurance.

Keys, Doors, and Locks

- Keep the door to your room or apartment closed and locked when not present in the space! Do not leave doors propped open when you are not present in the space as it creates a risk of robbery or vandalism, and it is a fire safety hazard.
- Do not leave community doors propped open.
- Always find out who is knocking before you open the door.
- Keep your key and/or fob safe.
- Do not lend your key, fob, or PIN to anyone, including your roommate(s).
- If your key/fob is lost or stolen, report it to the Residential Service Center or residential staff immediately. Your lock will be changed or fob canceled and you will receive new keys/fob. A \$25 - \$75 fee will be applied to your student account.
- When entering a building or community, do not let unescorted visitors into the hall.

Fire Safety

Policies

The following are violations of the fire code or rules pertaining to fire and life safety:

- Tampering with, playing with, intentionally damaging, or accidentally damaging fire alarms, smoke detectors (including disconnecting or removing the battery in the smoke detector in your room), extinguishers, or other fire/life safety equipment.
- False alarms: Setting off a general and/or smoke alarm in a residence hall for false reasons.
- Failure to evacuate a residential facility under a general alarm or whenever directed to do so by a university official (including Resident Assistants); or unauthorized use of a fire escape at times other than during an evacuation or emergency.
- Possession or use of prohibited items as outlined in the Guide to Residential Living.

Evacuation

If you have been alerted by an alarm, witnessed smoke or fire, or have been directed to evacuate the building, follow this procedure:

- If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell (**remember to take your keys/fob with you**). If the nearest exit is blocked, go to another exit.
- Feel the door before opening it. If it is hot, don't open it. If it is not hot, open it carefully. If smoke or heat is present, close the door and stay in the room. Seal up the cracks around the door with whatever is handy. If you can, call 911, and report that you are trapped. Be sure to give them your room number and location. If you cannot make contact via phone, hang a sheet, jacket, etc. out your window to attract attention.
- Keep low to the floor if there is smoke in the room. If smoke is not present, close your window.
- Move quickly in a crouched position when escaping through a smoke-filled corridor. If possible, place a wet cloth over your face and head.
- Once outside the building, move away from the building and watch for vehicle traffic. Do not enter the building again until you have been directed to do so by fire officials or by the hall staff. Please wait outside until instructed during all alarms. The silencing of the alarm does not mean the building is safe to re-enter!
- Do not use the elevator when exiting your building!

Evacuation locations:

- Ackerman: Exit building and proceed towards the basketball courts or towards "H" lot on the other side of the fire lane.
- Barnum: Exit building and proceed across "J-loop" to the front of "J" lot.
- Heritage: Exit building and proceed across Monmouth Avenue near the Welcome Center.
- Landers: Exit building and proceed across Stadium Drive to the Public Safety lawn.
- Alder View: Exit your apartment and proceed to "J" lot.
- Arbor Park (Cedar, Noble and Spruce): Exit the building and proceed to "J" lot.
- Knox St.: Exit your apartment and proceed east (away from campus) across Knox Street.

Fire Safety Inspections

Fire safety inspections are conducted in October in all residential facilities. All residential students will be expected to work with staff and to comply with fire safety regulations.

Inspection Basics: Adhere to these basic ground rules when setting up your room to guide you to an inspection that is violation-free!

- If you have a need for extra electrical outlets, use a grounded power strip with a built-in circuit breaker. Power strips must be plugged directly into the wall.
- Extension cords are prohibited in any long-term capacity (usage longer than three hours).
- Materials may be posted to the walls and door, but please keep more than 50% of the wall and door surface in your room clear of any materials. No materials can be mounted to the ceiling or floor. No more than 10% of the window can be covered with any material.
- Flags, tapestries, and blankets must be sprayed/treated with fire-retardant before hanging.
- Every smoke detector must be operational. Smoke detectors are checked every term to determine if they are functioning properly. Please contact your hall staff if your smoke alarm is not working properly. Students whose detectors are found to be without a battery and/or rendered inoperable will be fined up to \$100.00.
- With the exception of microwave snacks, cooking is not allowed on campus except for units with kitchens. Single / exposed element burners, toasters, etc. are prohibited in all residential facilities.
- Hot air popcorn poppers, hot pots, and drip coffee makers are acceptable provided there is a built-in shutoff and there are no exposed heating elements.
- Microwave/fridge combination must be plugged directly into an outlet (do not use an extension cord).
- Use of halogen lamps are prohibited due to the intense heat of halogen bulbs.
- Electric blankets and heating pads are prohibited.
- All lights must be UL listed.
- String or rope lights are permitted in your room. They must be UL listed, and cannot obstruct doors or windows in any way.
- Use of candles or any open flames are not allowed in or around the residence halls.
- With the exception of barbecues outside of family housing units, storage of flammable liquids/gasses and other materials (propane, gasoline, etc.) is prohibited.
- Storing combustibles or other materials too close to the ceiling or sprinklers is prohibited (must be at least 18” below the ceiling in Ackerman, Alderview, Arbor Park, and Heritage; must be at least 32” below the ceiling in Knox, Landers, and Barnum).
- Please note that this list is not exhaustive. Please refer to The Guide to Residential Living for a full list of prohibited conduct.