

## OUR COMMITMENT

Hamilton College is committed to fire safety as a priority. As evidence of that commitment, 100% of Hamilton's on-campus residential facilities have sprinkler systems. However, no fire alarm, detection or suppression system can 100% guarantee that a tragedy will not occur. As most fire violations tend to be behavioral in nature, we need your help to ensure the safety of our community. While there are a number of College departments charged with administering Hamilton's fire safety programs, all students and employees must **DO THEIR PART** and abide by this Fire Safety Notice.

Hamilton

## CONTACT NUMBERS:

**Campus Safety (emergency):** (315) 859-4000

**Community Living:** (315) 859-4023

**Environmental Protection, Safety, & Sustainability:** (315) 859-4647

**Facilities Management:** (315) 859-4500

## SMOKING AND VAPING

By college policy and the NYS Clean Indoor Act, smoking of any kind and vaping is **PROHIBITED** in all College buildings, entrance-ways, and College-owned vehicles.

Additionally, smokers/vapers must stay at least 25 feet away from all buildings while smoking to protect non-smokers from unwanted exposure to environmental tobacco smoke.



Fire  
Safety

## NEVER TAMPER WITH OR OBSTRUCT FIRE SAFETY EQUIPMENT INSTALLED IN YOUR BUILDING SUCH AS:

- Sprinkler heads/piping
- Smoke/heat detectors
- Fire extinguishers
- Fire/smoke doors
- Fire alarm panels
- Pull stations
- Exit/egress signage

## STORAGE ISSUES

- The excessive storage of materials in an office such that it obstructs your timely exit from the space is **prohibited**.
- Storage is not permitted in hallways or stairwells.
- Access/egress paths may not be obstructed.

## BEST PRACTICES

### POWER STRIPS:

- Use a power strip that will shut off automatically in the event of a power surge
- Never plug multiple devices into each other, nor plug one power strip into another.

### FOOD STORAGE/COOKING/PREP

Employees should utilize designated kitchenettes.

- For energy conservation purposes, employees are discouraged from having personal refrigerators in their offices.
- The only permissible food warming devices outside of kitchenettes include those with internal/self-contained coils.

### FIRE EXTINGUISHERS:

- These devices are on hand throughout campus
- If you would like to be trained to use one, please contact Environmental Protection, Safety, & Sustainability

### SPRINKLERS:

- Never hang anything from your sprinkler
- Never position any items within 18 inches of your sprinkler

## PROHIBITED ITEMS

- Light-duty household extension (or zip) cords
  - Multi-plug adapters
  - Plug-in string lights
  - Lava lamps
  - Heat lamps
  - Candles/Incense
  - Electric blankets
  - Space heaters\*
  - Air conditioners\*
  - Live Christmas trees
- \*unless provided by FM

## CORRECTIVE ACTIONS

All college facilities, including employee offices, are subject to regular inspection by the office of Env. Protection & Safety, Campus Safety, Facilities Management and the NYS Office of Fire Prevention & Control (OFPC). Depending on the nature and severity of any fire safety related violations discovered during an inspection, corrective actions may be levied upon the responsible party(ies), including but not limited to, additional instruction, on-the-spot confiscation or disciplinary action.