Policies Relating to Fire Safety for University Owned Housing
The following fire safety information is available at
http://www.depauw.edu/files/resources/campus-living-residential-policies.pdf

Fire Alarms
Residents and guests must vacate the residence unit any time a fire alarm sounds. Residents are expected to remain outside of the building at a safe distance until permitted to return to the unit by a member of the Campus Living and Community Development staff, Public Safety or Greencastle Fire Department. First-Year Resident Assistants and Community Resource Assistants will instruct residents at the beginning of the year where to meet in the event of a fire alarm or fire.

Fire Safety
Tampering with fire safety equipment, including fire extinguishers, emergency pull stations, and smoke detectors is a violation of University policy and Indiana law. Damaged smoke detectors or those missing batteries are subject to a replacement fee.

The residents of each University-owned apartment or house are required to attend a program on fire safety before September 30th each year of their occupancy. Residents will be provided with the fire safety information regarding their unit upon move in and upon request. It is important for each resident to familiarize themselves with proper fire safety practices within their living unit, evacuation routes, exits and related emergency procedure.

Grills
All students living in apartments or houses (UOAH) who want an outdoor grill for their unit, must register the grill. Registration can be done by setting up an appointment with the Area Coordinator for apartments and houses.

Inspections
University staff members may inspect student rooms and public areas at any time for acceptable standards of safety and hygiene, observance of campus living unit policies, regulations and requirements of University policy and public law and the maintenance and repair of equipment. University officials, including Campus Living and Community Development staff members, reserve the right to enter a student room - locked or unlocked - at any time it is deemed necessary for immediate resolution of problems such as policy enforcement, common area furniture removal, maintenance problems, illness, hazards and other similar emergency situations.

Smoking
All DePauw University residence halls and University-owned houses and apartments are completely smoke-free. Students choosing to smoke outside of the residence halls are required to do so a minimum of 40 feet from the building. All cigarette butts are to be disposed of in a proper receptacle.

Prohibited or Restricted Items
Some items are prohibited or restricted in University owned living units in order to ensure a safer environment.

- **Air Conditioners.** Students are not permitted to install individual air conditioners in the living units. All students who have a special health request or medical need should contact Student Disability Services by calling 765-658-6267.

- **Electrical Appliances & Accessories.** No appliances in student rooms may have an exposed heating element and all appliances should be UL approved.
  - Extension cords are prohibited. Residents should use surge protectors as an alternative.
Campus Living Policies regarding Fire Safety in University Owned Properties

- The following are some examples of appliances that may be used in student rooms: clock, fan, personal computer, microwave, refrigerator, stereo, TV and DVD.
- The following are some examples of appliances that do not meet these standards: toasters or toaster ovens, electric grills or presses and coffeemakers with hot plates.

- **Flammables.** Candles, incense, lanterns, fireworks, flammable fluid or having any open flame are prohibited. Students needing to burn incense for religious or cultural ceremonies must gain permission from the Area Coordinator of that living unit prior to the ceremony. Possession and/or use of explosive or incendiary devices (including firecrackers, bottle rockets, etc.) are strictly prohibited.

- **Lamps & Lighting.** Certain types of lamps and lighting are prohibited due to fire hazard. No halogen lights or lights on strings (i.e. holiday lights, etc.) are to be used in any University-owned housing. Lights in tubes may be used as an alternative. Lights on strings may be used on the exterior of living units with the permission of the Area Coordinator supervising the area.

- **Live Trees.** Live, cut trees (those without roots) are not permitted in student rooms or common areas in the living units.