

## Requirement 3. Prohibition of Open Flame in Student Residences

### 1.0 PURPOSE

- 1.1** Students are prohibited from using any object with the capacity to create an open flame in student residences. Open flames provide potential for easy ignition and spread of fire throughout student residences. The purpose of this requirement is to promote the safety of University residential facilities by establishing a safety standard and sanctions for using any open flames inside of University student residences, including chapter houses of fraternities and sororities recognized by the University of Pennsylvania.

### 2.0 DEFINITIONS

- 2.1** Chapter House: A residential building occupied primarily or exclusively by members of a University recognized fraternity or sorority and recognized by OFSL as that fraternity's or sorority's chapter house.
- 2.2** OFSL: The Office of Fraternity and Sorority Life.
- 2.3** Open Flame: Any type of combustion producing visible light and heat, except for kitchen ranges and furnaces or other devices approved, in writing, by Fire & Emergency Services at the Division of Public Safety.
- 2.4** Open Flame Devices: Include, but are not limited to, fire places, candles, matches, lighters, incense, or other devices that produce light and heat emissions associated with fire.
- 2.5** Student Residence: A residence for students operated, managed, or in the case of chapter houses, regulated by the University. The term includes all College Houses and other residence halls. It also includes chapter houses of all University recognized fraternities and sororities, whether University managed or privately operated.

### 3.0 REQUIREMENTS

- 3.1** No student resident or guest of a student resident will ignite an open flame, except for a kitchen range.
- 3.2** It presents a significant fire hazard to ignite an open flame in any student residence. Individuals responsible for lighting an open flame are subject to University fines, paying restitution for the cost of restoring systems to proper functioning, other disciplinary action as determined by the University's Office of Student Conduct and potentially, prosecution.
- 3.3** It is the responsibility of each individual residing in a student residence to understand and comply with all University fire and life safety policies.
- 3.4** Student residents who observe the use of open flame will promptly report the condition to PennComm at the Division of Public Safety at 215-573-3333.
- 3.5** Fire and Emergency Services and the University of Pennsylvania Police Department will investigate and document any use of open flame in student residences.

- 3.6** If open flame is ignited in any fraternity or sorority chapter house, the chapter shall bear responsibility, and sanctions may be levied against the chapter in accordance with University disciplinary procedures applicable to fraternities and sororities.
- 3.7** Residents of a private student room will be responsible if evidence of ignition of an open flame is found in their specific room, unless the resident is able to demonstrate that another individual was responsible. If evidence of an open flame occurs in a multiple occupant room, costs and penalties shall be shared equally by all residents of the room, unless the student residents are able to demonstrate that another individual was responsible for the ignition, or it is determined that a single resident was responsible for the ignition.
- 3.8** Social Event Planning, for events occurring inside of chapter houses, shall include measures consistent with the chapter house Competency Plan framework to prevent the use of open flame.
- 3.9** Any outdoor ignition of an open flame, near or around a student residence, must submit Appendix 11.0 Outdoor Portable Fireplace Form, to Fire and Emergency Services and receive signed approval.

#### **4.0 PROCEDURES**

- 4.1** All student residents shall promptly report any evidence of ignition of an open flame to PennComm at the Division of Public Safety at 215-573-3333.
- 4.2** The University's Department of Fire and Emergency Services shall regularly conduct Life Safety Inspections in student residences. These inspections will periodically include in-room inspections.
- 4.3** If evidence of ignition of an open flame is found during an inspection, the evidence will be documented in writing and photographically. The photograph and documentation will be submitted to administrators responsible for management of the student residence.
- 4.6** If evidence of ignition of an open flame is found in any student residence, the evidence will be documented in writing and photographically. Violators will be subject to costs and penalties and other actions/restrictions as determined by administrators responsible for management of the student residences.
- 4.7** If activation of any life safety system is found to be caused by a violation of the open flame policy, violators will be subject to penalties.

#### **5.0 PENALTIES**

- 5.1** Violation of the use of open flame may result in disciplinary action; University assessed fines, expulsion from university housing and/or arrest and prosecution.
- 5.2** The first offense in an academic year will incur a minimum University fine of \$250.00, plus the cost of repairing, re-setting, recharging, or otherwise restoring the equipment to proper operation.
- 5.3** The second offense in an academic year will incur a minimum University fine of \$500.00, plus the cost of repairing, re-setting, recharging, or otherwise restoring the equipment to proper operation.
- 5.4** The third offense in an academic year will incur a minimum University fine of \$1000.00, plus the cost of repairing, re-setting, recharging, or otherwise restoring the equipment to proper operation and recommendation for a lifetime expulsion from the chapter house.

## **6.0 REFERENCES**

- 6.1** Chapter House Occupancy Agreement, XVII. Dangerous Articles, Substances, Activity, Tampering with Life Safety Systems
- 6.2** Philadelphia Fire Code, 2013 Edition, Chapter 3, Open Flame, Section 308

## **7.0 CONTACT INFORMATION**

- 7.1** For question regarding this guideline contact Fire and Emergency Services at (215) 573-7857.