

OVERVIEW OF FACT SHEET

The purpose of this fact sheet is to educate and encourage campus community participation with building safety.



If you have any questions regarding building safety, please contact the [Environmental Health and Safety Office](#) at 704-687-1111. We are available to assist by administering training, conducting building inspections, and assisting with building evacuation drills. Please visit our website (safety.uncc.edu) to review a comprehensive version of the University's [Fire Prevention Plan](#).



Building Safety

Smoking Policy #707:

- Smoking is prohibited within any University Building (including residence halls) and university vehicles.
- Smoking is allowed on University Property in Designated Outdoor Smoking Areas **ONLY**.

Electrical:

- Electrical power strips should be used in lieu of UL heavy duty extension cords. If a power strip is not available a safe UL heavy duty extension cord may be used on a temporary basis.
- Household small extension cords are prohibited.
- Never use extension cords to power space heaters, coffee makers, high wattage lamps, refrigerators, or microwave ovens.

Storage:

- Combustible materials must be separated from other hazardous materials (flammables, corrosives, explosives and oxidizers). Storage material must be kept at least three feet from any heat source.
- Storage must not block fire extinguishers, fire alarm pull stations, emergency or exit lighting, access to evacuation routes, or exit doors.

Open Flames

- The general use of open flames for candles, bonfires, campfires, pyrotechnics, and other application must be approved by EHS office.
- Candles are strictly prohibited for individual use, but may be approved by EHS for special events and ceremonies.

Space Heaters

- Space heaters must be approved by EHS office prior to use. If approved, the space heater must contain fully enclosed heating surfaces, thermostat, tip over safety shut off, and must be certified by Underwriter Laboratories (UL) or other accredited listing agent. All manufacturer's operating instructions must be followed.

Fire-Rated Doors

- Fire-rated doors shall not be blocked or propped open. Automatic magnetic release devices shall be used to keep doors open.

Fire Extinguishers

Fire Extinguishers can be useful in fighting incipient fires. Employees shall be trained in the operation of a fire extinguisher before attempting to fight any fire. In the event a fire were to occur in your area, follow the steps below:

- **Sound the Fire Alarm** - Once the alarm has been sounded it will notify Police & Public Safety at 704-687-2200.
- **Evacuate the Building** – Safely exit the building following the [Building Evacuation Plan](#) guidelines.

GROUP DISCUSSION TOPICS:

- Has anyone used the EHS [Building Safety Checklist](#) to assist in identifying and remediating hazards within their office building?
- Has anyone been trained on how to use a fire extinguisher?
- What types of space heaters are approved at UNC Charlotte?
- Are you aware of [building evacuation assembly locations](#)?