The purpose of this fact sheet is to educate the campus community on special precautionary measures that will prevent unwanted fires. By following the fire prevention guidelines and requirements, we can prevent the loss of people and property.

If you have any questions regarding fire prevention, 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 emergency building evacuation drills. Please visit our website (safety.uncc.edu) to review a comprehensive version of the University's Fire Prevention Plan.

**OVERVIEW OF FACT SHEET**

**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 oxiders). 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 manufacture’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 campus police. You may contact campus police at 704-687-2200.
- **Evacuate the Building** - Exit the building as safely and quickly as possible. Make sure that you have reviewed your buildings' Emergency Evacuation Plan.

**GROUP DISCUSSION TOPICS:**
- 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 your building’s evacuation assembly location?