



---

## Campus Fire Safety Act Procedures

As part of its Clery Act compliance program, the university adheres to the following procedures as required by federal law, the [Clery Act Policy](#), and the [Campus Fire Safety Act Policy](#).

These procedures supplement other university policies and procedures to fulfill federal campus safety policy requirements (*see, e.g.*, [Clery Act Policy](#)<sup>1</sup>, [Drug-Free School Policy](#)<sup>2</sup>, and [Sexual Harassment Policy](#)<sup>3</sup>).

### No Smoking or Open Flames in On-Campus Housing

The university prohibits smoking and open flames in all on-campus student housing facilities. Barbecues are permitted only in designated areas.

The university also regulates portable electrical appliances as follows:

- Not allowed in bedrooms unless the appliance is provided by the university
- Space heaters and refrigerators are not allowed in apartments unless provided by the university

See [Residence Life Housing Guidelines and Policies](#) for more information.

### Procedures to Follow in Case of a Fire

How an on-campus resident or an employee should respond to a fire depends on whether the individual first (1) creates or encounters the fire or (2) hears a fire alarm.

*Encountering a Fire.* When an on-campus resident or an employee creates or encounters a fire in on-campus housing that is smaller than a kitchen trash can, the on-campus resident or employee uses an appropriate method to extinguish the fire. Appropriate methods may include adding water to the fire, smothering the fire, and/or using a fire extinguisher. Once the fire has been extinguished, the on-campus resident or an employee calls 911 to report the fire.

When an on-campus resident or an employee creates or encounters a fire in on-campus housing that is larger than a kitchen trash can, the individual should not try to put it out. Rather, the individual should take the following steps:

1. Sound the nearest fire alarm.

---

<sup>1</sup> 20 U.S.C. § 1092(f); 34 C.F.R. § 668.46.

<sup>2</sup> 20 U.S.C. § 1092(f)(1)(H); 34 C.F.R. § 668.46(b)(8); 20 U.S.C. § 1092(f)(1)(H); 34 C.F.R. § 668.46(b)(9); 20 USC § 1092(i)(1)(D); 34 C.F.R. § 668.49(b)(6).

<sup>3</sup> 20 U.S.C. § 1092(f)(8)(B)(v) – (vii), (C); 34 C.F.R. § 668.46(b)(11)(iii) – (v), (vii); 20 U.S.C. § 1092(f)(8)(C).



2. Leave the building. (Only rescue others if it is safe to do so.)
3. Move from the building to the designated area.
4. Call the Fire Department by dialing 911. Give as much information as possible.

*Hearing a Fire Alarm.* When an on-campus resident or an employee hears a fire alarm in on-campus housing, the individual should take the following steps:

1. Close windows and door.
2. Put on shoes, if not wearing shoes.
3. Collect room key and ID card.
4. Walk (or if there is smoke, crawl) to the nearest exit.
5. Use a stairway, not an elevator, to leave.
6. Do not go back into the building until residence hall staff, a fire officer, or a police officer says it is safe to do so.

### **Fire Safety Education and Training Programs**

The university offers fire safety education and training programs to all students living in on-campus housing.

Residents-to-be at Helaman Halls, Heritage Halls, Language Immersion Student Residence, The Riviera, and Wyview Park unmarried student housing are required by Residence Life to (1) watch a check-in video that includes fire safety information and (2) sign that they understand the safety information included in the video. The video includes information about how to use a fire extinguisher, how to find an evacuation spot, safety tips and safety guidelines, and how to contact BYU Police and BYU Security. Residence Life hosts safety seminars that include fire safety information for on-campus housing residents at the beginning of fall and winter semesters. Resident Assistants complete floor/apartment meetings at the beginning of fall semester that address fire safety information.

BYU Police offers an annual safety fair to family housing residents that includes fire safety information.

At the Barlow Center, residents are trained on fire safety during orientation.

**APPROVED:** 27 Sep 2024

**PRIOR VERSION:** N/A



**APPLICABILITY:** This policy applies to all residents of and visitors to the university's on-campus housing in Provo and at the Barlow Center in Washington, D.C.

**POLICY OWNER:** Assistant to the President and General Counsel

**RESPONSIBLE OFFICE:** Integrity and Compliance Office

**RELATED POLICIES:**

- [Campus Fire Safety Act Policy](#)
- [Clery Act Policy](#)
- [Clery Act Procedures](#)
- [Risk Management and Safety Policy](#)