

Hampden-Sydney College Fire & Safety Department Standard Operating Procedures for Room Inspections:

Both students living in a double room are responsible for violations found in the room. All students assigned to a space, bedrooms and common areas, are responsible for violations in said space and each may be assessed any necessary fines for violations found in said space. All students must read, understand, and comply with the Fire Safety rules for Hampden-Sydney College as outlined in *The Key* at all times. Any fire safety violation discovered at any time will be addressed. Inspections of student living areas occur throughout the academic school year by the H-SC Fire & Safety Department. In addition, the Virginia State Fire Marshal's Office will also perform fire safety inspections. Violations may also be cited as a result of observations made during system repairs, inspections performed to ensure integrity of the fire protection system, and related components. Fire safety violations noticed at any time while performing any job-related activity will be addressed. Following the initial inspection an email will be sent to the Office of Student Affairs who will then contact the students about violations.

Most violations carry a warning for first time offenses (except smoking inside any college owned building, covering a smoke detector or sprinkler head, an unattended burning candle, or failure to evacuate any time the fire alarm system is active. All of which are fined at the time of discovery. These Class 1 violations carry a fine of \$250 each). A follow-up inspection will be conducted after the 24-hour period. Any previously cited violations found not in compliance at the time of the follow-up inspection is subject to a \$25 fine. If violations are discovered during the follow-up inspection, the Fire & Safety Department will be required to perform a third inspection to ensure compliance. Violations not corrected at the time of the third inspection will be subject to a \$100 fine and turned over to the Office of Student Affairs for further disciplinary action. Pictures will be taken of all violations and sent to the Office of Student Affairs via email.

Candles will be confiscated and housed at Facilities Management until the end of the academic year. At that time, the items may be picked up before leaving for summer break. Fines may be appealed within 60 days of the fine notification and cannot be appealed after April 30.

Contact the Fire & Safety Department or the Office of Student Affairs for appeal instructions. The Hampden-Sydney College Fire & Safety Department offers help to students with questions about fire safety. Contact the Fire and Safety Office at (434) 223-7260 or (434) 223-6357.