Fire Alarm Notification
Activation of any fire detection device (including heat detectors, pull stations, sprinkler heads, or sprinkler valves) will trigger the building fire alarm system. All residents must evacuate every time the fire alarm sounds. Failure to do so may result in Student Conduct Procedures.

Evacuation Procedures in the Event of a Fire Alarm
- The entire residence hall, including residence hall rooms, studio spaces, and common area facilities will be evacuated in the event of a fire alarm.
- If you discover a fire, walk to the nearest pull station, pull the alarm, and exit the building as quickly as possible. If you cannot reach a pull station because it is blocked by fire or smoke, go to the nearest exit and leave the building.
- Do not attempt to extinguish a fire unless it is impeding your exit.
- Evacuate through the nearest stairwell door. Follow EXIT signs, proceed downwards to the building’s exit, and move away from the building. Follow instructions of SAIC personnel and Emergency Response personnel.
- The fire escape should only be used if other stairwell exits are blocked.
- Tampering with fire equipment is a felony offense in the State of Illinois.
- Failure to evacuate the building during a fire alarm is against city ordinance and is considered a violation of SAIC policy. When you choose not to evacuate the building, you are putting your life and those around you in danger. Serious sanctions (up to and including expulsion from your SAIC residence hall and suspension from School) may be assigned to any student not evacuating when the fire alarm sounds. In addition, the Chicago Fire Department and Police Department may decide to press charges against any student failing to evacuate.

Evacuation Drills
Evacuation drills will be conducted several times throughout the year. All residents and guests/visitors will participate in the evacuation drill as required by the Chicago Fire Marshall.

Voice Alarm System
The residence halls are equipped with a voice alarm system that allows emergency personnel to communicate with all rooms and common areas in the building. The voice alarm system may be used to direct evacuation of the building in non-fire related emergencies. Emergency Response personnel may use the voice alarm system to direct activities and communicate in emergencies, such as a utility outage, a bomb threat, severe weather, or other emergencies.

Evacuation Route Maps
Floor plans indicating the evacuation routes to the internal stairwell(s) and exterior fire escape are posted on each floor.

Appliances
Overloading the electrical circuits can present both fire and safety hazards. The following appliances are not allowed in the residence hall: open element appliances, such as space heaters and broilers
- Sun lamps
- Potpourri pots (candles or electric)
- Halogen lamps/tungsten lights

RESIDENCE HALL POLICIES
Residence hall and School policies have been established to assist in creating a comfortable living environment that is conducive to artistic and personal growth and development. All residents, students, and guests/visitors are expected to adhere to the Residence Hall Policies, as well as the SAIC Rules of Conduct in the Student Rights and Responsibilities section of this handbook. Committing one or more of the following acts of misconduct may subject the student to the School’s Student Conduct Procedures.

Students must refrain from the following:
Smoking cigarettes, pipes, hookahs, burning candles, lighting incense, or any other fire code violation in any residence hall room. Additional guidelines are set forth in the Smoking Policy located in the Specific Policies section, and the Smoking and Fire Safety Policies in Residence Hall Guide section of this handbook.

- Possessing incense or a hookah in the residence hall. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.

- Tampering with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.

- Leaving food cooking unattended at any time, including in the common area oven. Please do not leave your microwave, stove burner, or any appliance you have provided unattended during use. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.

- Using space heaters, broilers, sun lamps, potpourri pots, hot pots, any open coil heating element, halogen lights, or tungsten lights (for photography/video/filmmaking) in the residence hall. Additional guidelines are set forth in the Fire Safety Policy located in Residence Hall Guide section of this handbook.

Fire Safety
One of the main ways each resident can help make the community safer is to make sure that any potential risk of fire is eliminated. All residents and their guests and visitors must comply with fire safety policies. Failure to comply with these policies will initiate the residence life student conduct proceedings, which could result in sanctions ranging from residence hall probation to removal from the residence hall.
Include (see specific policy or section in this handbook for more information):

- Fire Safety Equipment—do not tamper with fire safety equipment such as sprinklers, pull stations, fire extinguishers, smoke alarms, fire curtains, or any other fire prevention equipment.

- Smoking—do not smoke pipes, cigarettes or hookahs, burn candles or light incense in your room. Hookahs are not allowed in the residence halls.

- Cooking—do not to leave cooking food unattended in your room or while using the common area kitchen.

- Appliances—overloading the electrical circuits can present fire hazards. The following appliances are not allowed in the residence halls:

  - Open element appliances, such as space heaters and broilers
    - Sun lamps
    - Potpourri pots (candles or electric)
    - Hot pots
    - Halogen lamps/tungsten lights

Smoking
In compliance with state and local laws, smoking is completely prohibited in all SAIC buildings, including residence halls and classroom buildings. Students are not permitted to smoke in residence hall rooms, classrooms, common areas, or anywhere else in SAIC buildings. Hookahs are not allowed in the residence hall. Smoking is also prohibited within 10 feet of the entrance to all SAIC buildings.