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The purpose of this program is to ensure the safety of the Northwestern community by identifying and reducing potential fire hazards and maintaining fire control equipment.

This program applies to all Northwestern staff, faculty, students, and contractors on Northwestern property.

A. Environmental Health and Safety (EHS)

- i. Review and revise this program, as necessary.
- ii. Conduct and document building inspections in Northwestern-owned buildings and submit corrective actions when necessary (refer to Northwestern's [Building Inspection Program](#)).
- iii. Coordinate Northwestern-owned building inspections for regulatory agencies (e.g., OSHA) and city inspectors (e.g., City of Chicago, City of Evanston).
- iv. Coordinate fire watch activities with Facilities, other departments, and contractors as necessary during planned and unplanned fire detection, alarm, or suppression system impairments (refer to Northwestern's [Fire Watch Program](#)).
- v. Provide consultation and guidance when necessary.

B. Northwestern Departments, Schools, and Units

- i. Ensure this program is implemented and adhered to within their areas of responsibility.
- ii. Ensure all applicable staff, students, contractors, and visitors adhere to this program.
- iii. Report any program deficiencies or concerns to EHS immediately.

C. Residential Services (RS) and Fire Prevention (FP) Units

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B. Industrial/commercial grade equipment, power tools, and other high-current devices

- A. Use fireplaces only as intended, which includes using screens.
- B. Ensure flues are open prior to use, and closed once the fire is completely out and no longer hot.
- C. Carbon monoxide detectors should be located near the fireplace.
- D. Never leave a fireplace unattended while in use.
- E. Do not put anything into the fire other than what it was intended for (e.g., wood).
- F. For gas fireplaces, ensure gas valve keys are kept secured when not in use and gas is off when done.
- G. A minimum 10lb ABC-type fire extinguisher must be readily available.
- H. Fireplaces must be regularly inspected and maintained.
- I. Fireplaces may only be used by authorized persons.

- A. The use of open flames inside Northwestern-owned buildings is prohibited, unless the area is designated as such (e.g., research laboratory, kitchen).
- B. Open flames (e.g., burners, ovens) in labs must be kept in hoods or clear of any combustible/flammable material when not in a hood (see Research Safety's [General Lab Safety](#) for more detailed information).
- C. No Northwestern employee, student, contractor, or subcontractor may perform any hot work unless in a designated hot work area or a hot work permit is obtained and approved by Facilities and all requirements of Northwestern's [Welding, Cutting, and Brazing \(Hot Work\)](#) program are met.
- D. Variances may be provided under certain circumstances (e.g., during the religious ceremonies, such as sage burning); approval must be obtained from EHS in advance.
- E. In designated cooking areas, when cooking on a stove or using a microwave, never leave the area unattended. Always ensure the appliance is turned off when finished.

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- G. Inspect grills for proper operation (e.g., no propane leaks, no damage) before use.
 - H. A minimum 10-pound, portable ABC-type fire extinguisher must be located in close proximity to the grill, but not affixed to the grill.
 - I. Hot ashes or cinders must be deposited into non-combustible receptacles free of all combustible materials and away from combustible construction.
 - J. Clean grills after use.
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- A. Portable generators powered by gasoline, diesel, propane, kerosene, or other flammable fuel source must adhere to Northwestern's [Portable Generator Guidelines](#), OSHA [requirements](#), and manufacturer guidelines.
 - B. An appropriately sized ABC fire extinguisher must be readily available when portable generators are in use.
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- A. Rechargeable battery-powered equipment (e.g., cellular phones, cameras, laptops, micro mobility devices, powered pallet jacks) must be operated, stored, maintained, and charged in accordance with manufacturer guidelines and any applicable University policy.
 - B. Dispose of batteries in accordance with the Northwestern [Universal Waste Guide](#).

A small appliance is a portable machine, generally used on tabletops, countertops, or other surface to accomplish tasks (e.g., hot plates, microwave ovens, toasters, toaster ovens, fans, lamps, electric kettles, coffee makers, air purifiers, (de)humidifiers).

- A. In Northwestern offices, microwaves, hot plates, coffee makers, toaster ovens, toasters, and refrigerators larger than 3 cubic feet are prohibited.
- B. In sleeping rooms, microwaves, hot plates, toaster ovens, or any cooking or heating of food or beverages are prohibited. Other heat-producing appliances (e.g., irons) may not be used in sleeping rooms. Refrigerators with interiors larger than three cubic feet are prohibited.
- C. Small appliances must be housed in Northwestern kitchens, pantries, or break rooms that are designed for such use.
- D. Small, electrical appliances must be approved by a nationally recognized testing laboratory (e.g., Underwriters Laboratories).
- E. All electrical appliances (e.g., coffee makers, microwaves, refrigerators, and toasters) must be plugged directly into a wall outlet. The use of extension cords to power such appliances is prohibited.
- F. Keep all electrical appliances at least 3 feet away from combustible materials.
- G. All electrical appliances must be turned off and unplugged the end of each day or when not in use.
- H. Appliances must be grounded (i.e., equipped with a three-pronged cord) or clearly labeled as "double insulated." The case or body of the appliance must be intact with no cracks, chips, or broken parts, and there can be no exposed metal parts or wires.

Smoking, including the use of electronic cigarettes and vaping, is prohibited in Northwestern-owned buildings and within 25 feet of building entrances, as well as in designated outdoor facilities and where posted.

Space heaters are prohibited in all Northwestern-owned spaces. In the event of temperature-related emergencies, space heaters may be used temporarily. Departments must obtain approval from Facilities Operations and EHS prior to purchasing or operating a space heater. If the department has received approval to use a space heater, they must meet the following requirements:

- A. Use only electric space heaters with water/oil fluid-enclosed heating elements or ceramic-c1.3 2.8 (te.4 (ed)JJ(em)7.5 ()10.7 her)14.1 (ter)3.2(n)5.3 (g)5.6 (el)13.5 (e)16.5 (en)5.3 (ts)1.7

- D. The tent/canopy must be composed of flame-resistant material or treated with a flame retardant. The tent/canopy must have an affixed label.
- E. In general, 10-pound, portable, ABC fire extinguishers must be mounted in conspicuous locations; in kitchen areas, K-type fire extinguishers must be provided instead of ABC-types.
- F. Tents, where cooking is performed, must be a minimum of 20 feet from all other tents and approved for use by the fire department.
- G. Equipment used for cooking must be vented to the outside and equipped with spark arresters (when required). Vents/flues must be a minimum of 12 inches from the tent.
- H. Outdoor cooking must be performed