LIFE & FIRE SAFETY CONDUCT SANCTIONING PROCEDURES

PURPOSE: Fire safety hazards and conditions endanger the lives and property of Gettysburg College, and those who cause or create these life safety hazards must be held accountable for their actions. The sanctioning outcomes are intended to inform students about the importance of good life and fire safety practices.

Individual Violations

Level I: These sanctions are in place for students with: tapestries, flags, wall coverings of more than 25%. Causing a false alarm from cooking is also under this category.

➢ 1st Offense
   o Written letter as a warning
   o Level II sanctioning for a repeat offense

Level II: These sanctions are in place for students who: possess candles or incense, block a means of egress, fail to evacuate a building, or cause a dangerous condition.

➢ 1st Offense
   o $100 fine plus damages
   o Written letter informing the student of the violation
➢ 2nd Offense
   o $200 fine
   o Required to meet with the Director of Life and Fire Safety Services
➢ 3rd Offense
   o Referred to the Office of Students Rights and Responsibilities
   o Level III sanctioning

Level III: These sanctions are in place for students who: cover or damage smoke detectors and/or sprinkler heads, deliberately pull a fire alarm station, discharge a fire extinguisher, or any other intentional act of setting off a fire alarm.

➢ 1st Offense
   o Mandatory educational video
   o $250.00 fine
   o 10 hours of service with the DPS Fire Safety Division
Common Living Space Apartment Violations

Level I: These sanctions are in place for students who share an apartment with common shared rooms: tapestries, flags, wall coverings of more than 25%, or causing a false alarm from cooking.

- **1st Offense**
  - Written letter as a warning
  - Level II sanctioning for a repeat offense

Level II: These sanctions are in place for students who: possess candles or incense, block a means of egress, fail to evacuate a building, or cause a dangerous condition.

- **1st Offense**
  - $100 fine plus damages
  - Written letter informing them of the violation
- **2nd Offense**
  - $200 fine
  - Required to meet with the Director of Life and Fire Safety Services
- **3rd Offense**
  - Referred to the Office of Students Rights and Responsibilities
  - Level III sanctioning

Level III: These sanctions are in place for students who: cover or damage smoke detectors and/or sprinkler heads, deliberately pull a fire alarm station, discharge a fire extinguisher, or any other intentional act of setting off a fire alarm.

- **1st Offense**
  - Mandatory educational video
  - $250.00 fine
  - 10 hours of service with the DPS Fire Safety Division
- **2nd Offense**
  - Conduct probation with the College
  - $500.00 fine
  - 20 hours of service with the DPS Fire Safety Division
- **3rd Offense**
  - Referred to SCRB for review
  - Referred to the criminal process for additional adjudication
Organizational/College House Violations

**Level I:** These sanctions are in place for organizations with: tapestries, flags, wall coverings of more than 25%. Causing a false alarm from cooking is also under this category.

- **1st Offense**
  - Written letter as a warning
  - Level II sanctioning for a repeat offense

**Level II:** These sanctions are in place for students who: possess candles or incense, block a means of egress, fail to evacuate a building, or cause a dangerous condition.

- **1st Offense**
  - $250 fine plus damages
  - Written letter informing them of the violation
- **2nd Offense**
  - $500 fine
  - Required to meet with the Director of Life and Fire Safety Services
- **3rd Offense**
  - Loss of hosting social events for a period of 30 days
  - Required to host a fire safety education program for all its members
  - Complete 50 hours of community service

**Level III:** These sanctions are in place for organizations who: cover or damage smoke detectors and or sprinkler heads, deliberately pull a fire alarm station, discharge a fire extinguisher, or any other intentional act of setting off a fire alarm.

- **1st Offense**
  - Mandatory educational video
  - $250.00 fine
  - 10 hours of service with the DPS Fire Safety Division
- **2nd Offense**
  - Conduct probation with the College
  - $500.00 fine
  - 20 hours of service with the DPS Fire Safety Division
- **3rd Offense**
  - Referred to SCRB for review
  - Referred to the criminal process for additional adjudication
Billing Process

Individual responsible students will be billed via their student account after a reported violation. Organizations and college houses will be fined. Any failure to comply with the above sanctioning process will result in a report being filed with the Office of Student’s Rights and Responsibilities.

Appeal Process

Any student, apartment group, college house, or organization may file an appeal for a violation. The appeal must be submitted to the Director of Life and Fire Safety (dtaylor@gettysburg.edu) within 5 days after being notified of the pending fine and sanctions. The written appeal will be reviewed by the Director of Life and Fire Safety, the Director of Residential and First Year Programs, or the Director of the Office of Student Activities and Greek Life.