To: UH Hilo Community

From: Debra Fitzsimons, Vice-Chancellor of Administrative Affairs

Date: August 13, 2010


It has come to our attention, via the fire inspector, that several programs are in violation of the fire codes.

Because this puts UH Hilo faculty, staff, and students in a potential unsafe situation and creates a university liability, the following actions will be required immediately:

1. Fire codes, emergency safety regulations, and liability concerns require the University to keep corridors free of obstructions, trip hazards, and clutter. In the event of a building fire or any other emergency, buildings need to be evacuated quickly and safely. Unauthorized furniture (desks, tables, chairs, etc.) and boxes obstruct pathways and could cause tripping, falls, or fatalities. Therefore, all hallways, walkways, sidewalks, and stairwells need to be cleared of all items and kept clear of items in the future.

2. Fire and life safety codes prohibit the blocking of any fire alarm initiating devices and equipment. These items include, but are not limited to: smoke detector pull stations, strobe lights, horns/bells, sprinkler heads, and fire extinguishers. Please immediately inspect and remove all items blocking fire alarm devices and equipment.

3. Programs have assigned spaces (offices, classrooms, labs, storage, etc.) but the halls, walkways, corridors, and stairwells (and building exteriors) are for public use. Those areas are not assigned to any particular program. If you or your program has placed anything outside your assigned space without proper authorization, it must be removed immediately. Inspections will take place to ensure compliance. All unauthorized items will be removed.
4. Electrical and mechanical rooms are not meant to be storage areas. These rooms are not authorized for program use. Flammable and combustible materials must not be stored in these areas. Please inspect and clear out all items, except those that are specifically for electrical and mechanical room purposes.

**Each administrator in charge of their programs will be accountable for following these health and safety directives.**

There will be no exception made to this health and safety directive. Contact Ken Ikeda, [keni@hawaii.edu](mailto:keni@hawaii.edu) or Dr. Debra L. Fitzsimons, [debra.fitzsimons@hawaii.edu](mailto:debra.fitzsimons@hawaii.edu) if you have any questions or concerns. We appreciate your cooperation with this matter.

cc: Ken Ikeda, Environmental Health and Safety Officer
    Don Straney, Chancellor
    Phil Castille, Vice Chancellor for Academic Affairs
    Luoluo Hong, Vice Chancellor for Student Affairs