May 20, 2012

Dear Parents,

Over the past few years many colleges and universities have encountered fires of tragic proportions. As a result of these unfortunate events, much attention has been paid at both the national and local levels focusing on enhancing the safety of those residing within residence halls. Here at Williams, the Office of Safety and Environmental Compliance is charged with enforcing the fire and life safety regulations. In our continuing efforts to make the campus as safe as possible, much emphasis has been placed on improving our life safety devices and on bolstering our campus fire safety regulations for residence halls.

Currently, all of our residence halls are protected with sprinklers and hard-wired fire alarm systems. These systems are monitored twenty-four hours a day by the Campus Safety & Security Department. In addition to sprinklers and fire alarms, residence halls containing fossil fuel burning equipment are fitted with hardwired carbon monoxide detectors connected to the building fire alarm. We have also equipped our Campus Security officers with personal carbon monoxide detectors so they can check the carbon monoxide levels in the building upon arrival to an activated alarm.

The College continues to be a Smoke-Free Campus. All buildings have been designated as non-smoking and individuals are not permitted to smoke within 25 feet of any building on campus. Fines, as outlined in the fine schedule, are applied to those who fail to comply with the College smoking policy.

To ensure the safety of all students, we have very stringent fire safety regulations which include monetary fines for violations. I meet with every student who incurs a fire safety violation to review each violation and answer student questions, to improve the overall safety and awareness of the students. It is our hope that increased awareness will reduce the risk of a serious incident on campus. For your reference, on the back of this letter I have attached a copy of the updated fine schedule, as outlined in the student handbook. These regulations are strictly enforced, so please take note of the prohibited items, appliances, etc… to ensure that your son or daughter does not jeopardize the safety of themselves or others by bringing prohibited items to Williams!

If you have any questions or concerns regarding any of the fire safety requirements, please feel free to call me at (413) 597-2406. Please review the attached fine schedule for our most common safety violations.

Sincerely,

Joseph Moran
Manager of Safety and Environmental Compliance
Fire Safety Fine Schedule

Candles, incense, appliances, and halogen torchiere lamps:
1\textsuperscript{st} offense: $50.00 fine and student will be called into the Safety and Environmental Compliance Office.
2\textsuperscript{nd} offense: $100.00 fine and student will be called into the Safety and Environmental Compliance Office.
3\textsuperscript{rd} offense: $100.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

Failure to leave the building for any fire alarm or drill:
1\textsuperscript{st} offense: Written warning and student will be called into the Safety and Environmental Compliance Office.
2\textsuperscript{nd} offense: $100.00 fine and student will be called into the Safety and Environmental Compliance Office.
3\textsuperscript{rd} offense: $100.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

Tampering with life safety equipment:
1\textsuperscript{st} offense: Students who misuse, tamper or otherwise disturb fire safety equipment, including smoke and carbon monoxide detectors, fire extinguishers, pull stations, fire doors, activate fire alarms due to smoking or the removal of batteries from carbon monoxide detectors or cover detectors are subject to a $250.00 fine as well as the cost of restoring the equipment. Students will also be called into the Safety and Environmental Compliance Office.
2\textsuperscript{nd} offense: $500.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

Placing lights or other items on sprinkler pipes or sprinkler heads:
1\textsuperscript{st} offense: Student will be issued a written warning and/or called into the Safety and Environmental Compliance Office.
2\textsuperscript{nd} offense: $50.00 fine and student will be called into the Safety and Environmental Compliance Office.
3\textsuperscript{rd} offense: $100.00 fine and referral to the Dean’s Office for disciplinary action that may result in suspension or dismissal from the College.

Improper disposal of smoking material:
1\textsuperscript{st} offense: $250.00 fine and the student will be called into the Safety and Environmental Compliance Office.
2\textsuperscript{nd} offense: $500.00 fine and the student will be called into the Safety and Environmental Compliance Office.

Smoking
All Buildings are smoke-free - Individuals are not permitted to smoke within 25 ft. of any building on campus. Students found smoking in residence halls will be assessed the following fines.
1\textsuperscript{st} Offense: $50.00
2\textsuperscript{nd} Offense: $100.00 fine and referred to the Campus Life Office
3\textsuperscript{rd} Offense: $150.00 fine and referred to the Dean’s Office

Fireworks
Per Massachusetts General Law no person shall possess or explode any fireworks. Students found in possession of fireworks at anytime will be fined $100.00 per incident and referred to the Deans office.

Student Safety
For safety reasons students are not allowed on college roofs. Students found in violation will be fined $250.00 per incident and referred to the Deans office.

These fines and regulations will be progressive over your four years as a student at Williams College. Additionally, students may be referred to the Dean’s office for disciplinary action that may result in suspension or dismissal from the College. If you have any questions about the policy, please contact Joe Moran, Manager of Safety and Environmental Compliance, at x2406.