

# Annual Fire Safety Reports on Student Housing

## Annual Fire Safety Reports:

Residence Life conducts two mandatory, supervised fire drills during the academic school year. Educational sessions are held at the beginning of the semester with all residential students to review the policies and procedures for fire safety and evacuation of campus residential facilities. The burning of candles and incense is not allowed in any campus building including the residence halls, and student suites and apartments. Halogen lamps, space and electric heaters, hot plates, electric skillets, firearms, fireworks, and explosives are not permitted due to the potential fire hazard. Tampering or damaging fire safety equipment is a violation of state law and violators may be prosecuted and/or fined. Due to the severity of a tampering violation, students will face the following sanctions or fines and a meeting will be held with the Residence Life Staff:

- Burning candles and/or incense violation: \$20.00 Fine
- Fire Safety Equipment Tampering Violation: \$200.00 fine plus the maintenance cost of cleaning, repairing or replacing / Fire safety-related essay.

Fire evacuation education and practice will be held on a regular basis. All residents must vacate the building upon hearing the alarm, and not re-enter until an ALL CLEAR is given by staff. Failure to cooperate in evacuation of the building is a violation of state law and violators may be prosecuted and/or fined. If a fire alarm sounds, it is critically important for evacuation to occur quickly and safely. Your safety is of the utmost importance to the Residence Life Staff. During a fire situation, it is important to stay calm and exit the building in an orderly fashion. Evacuation information is located on the inside of your door. Please refer to this information and become educated in our evacuation process. It is essential that you evacuate the building and relocate in the parking lots away from the building.

The entire campus is smoke free, including all residential facilities. Students found in violation the smoking policy are subject to the sanctions.

## Fire Log Statistics

Fire logs are chronological lists of fires occurring in Grand View University residential facilities during a calendar year. The logs list the date, time, incident number, general location, nature of incident, cause, number of deaths, number of injuries requiring treatment, and dollar loss.

### Definitions:

*Fire:* Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

*Cause of Fire:* The factor or factors that give rise to a fire. The causal factors may be but are not limited to the result of intentional or unintentional action, mechanical failure or act of nature.

*Fire Related Injury:* Any instance in which a person is injured as a result of a fire, including any injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

*Fire Related Death:* Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue or escaping from dangers of fire, when death occurs within one year of injuries sustained as a result of the fire

## **On-campus Residential Facilities for 2019 - 2021:**

Student Housing Facility	Date Occurred	Time Occurred	Number of Incidents	Nature of Incident	Cause	Number of Deaths	Number of Injuries Requiring Treatment	Value of Property Damaged by Fire
Knudsen Hall	—	—	—	—	—	0	0	0
Nielsen Hall	—	—	—	—	—	0	0	0
Langrock Suites	—	—	—	—	—	0	0	0
Hull Apartments	—	—	—	—	—	0	0	0
L Apartments	—	—	—	—	—	0	0	0

### **Description of On-campus Housing Facility Fire Safety System (including fire sprinkler system):**

Knudsen Hall – Smoke detectors in each room, hallway and common space, fire extinguishers on each floor, fire hose on each floor, fire alarms on each floor, no fire sprinkler system.

Nielsen Hall – Smoke detectors in each room, hallway and common space, fire extinguishers on each floor, fire hose on each floor, fire alarms on each floor, no fire sprinkler system.

Langrock Suites – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

Hull Apartments and Suites – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

L Apartments – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

All fire equipment is checked every year according to the local and state fire codes and inspections are made by local fire enforcement agencies according to the standards set by the local and state codes.

### **Fire Identification, Notification, and Emergency Evacuation Procedure:**

A fire emergency exists if a fire is suspected or discovered, or when smoke is discovered, or the alarm is heard. Remember RACCEE. The following steps must be taken:

- **R**emove those in immediate danger. Close the door to room where fire is located.
- **A**ctivate fire alarm.
- **C**all 9-911 and report the following information:
  - Your name
  - Building name and address
  - Floor and room number if known
  - Phone number you called from
- **C**lose all doors and windows in the surrounding areas.

- **Extinguish** the fire if possible.
- **Evacuate** the building via the nearest and safest exit. Be familiar with the evacuation maps in the building.

*Identification/Notification:* If anyone smells smoke, sees fire or smoke, they should immediately activate the alarm to evacuate the building. Even if the fire is known to be small, the alarm should be activated immediately. The fire could grow quickly and endanger building occupants. All building occupants should be familiar with fire alarm pull station locations. After activating the fire alarm, the person discovering the fire should immediately call “9-911” from a **safe** location and provide the emergency dispatcher with the name and location of the building and information about the fire. After the alarm has been sounded and the fire has been reported, an attempt should be made to extinguish the fire if it is small and it can be extinguished without exposing oneself to injury. Portable fire extinguishers are available for use. Otherwise, evacuate along with others and stand by to tell officials the exact location of fire and other pertinent information.

*Evacuation:* The primary concern in the event of a fire is to evacuate everyone from the building as quickly as possible. In order to accomplish this, occupants must be prepared in advance for quick and orderly evacuation. Meetings will be held with all employees to explain, in detail, evacuation procedures. When the fire alarm sounds, immediate evacuation is required.

*Individual Instructions:* When the alarm sounds and you are in a room with a closed door, touch the door lightly with the back of your hand. If the door is **hot**, do **not** open it. Remain in the room. If on ground level, carefully exit through the window, if possible. If on an upper floor, call 9-911 and give the room number. Place wet towels, sheets, coats, or other materials around the door to block smoke and heat from entering the room. Next, if a window is present, open it between six to eight inches to allow fresh air in and drape clothing, sheet, towel, etc., outside the windowsill as a distress signal to the fire department. Keep close to the open window and stay low to floor to avoid smoke and heat. **Do not** exit window onto ledges. **Remain calm.** Firefighters will get to you as soon as possible.

If the door is not hot, crack it open to check for smoke. If there is little or no smoke, proceed carefully to a fire exit. On your way out, notify other faculty, staff and students. Turn off any ventilating equipment, leave room lights on, and close the door behind you as you leave *in the direct path to exiting the building*.

Once outside, get at least 100 feet from the building area. Report to your supervisor or instructor, especially if you are leaving the immediate scene, so others will not wonder if you are still in the building. Remain quiet and orderly. If all persons are not accounted for, the supervisor or instructor should contact Campus Security. **Never attempt to re-enter a burning building.** Remain in a safe location until the “**All Clear**” has been given by Campus Security. Be alert for further instructions. Remain calm.

*Safety Tips:* Common sense and calmness are most important in a fire. Check the fire evacuation plans in frequented buildings and get to know them. Count the number of doors between your office/residence hall room and the exits and memorize that number in case smoke obscures your view of the exit signs. Elevators are not considered safe in a fire and should not be used. Doors and stairs are never to be blocked. Halls and stairways must be kept clear. Stay low when walking in smoke or heat, as both will rise. Know the location of alarm boxes and fire extinguishers, and their use. If you don’t have this information, check your work area or ask your supervisor/residence hall director.

### **Tornado Evacuation:**

When severe weather threatens, tune your radio to 1040 AM or 1350 AM for weather bulletins. Tornado warnings are issued when a funnel cloud has actually been seen or severe weather is in the area that could produce tornados. Residence Life Staff will alert each floor when a tornado warning is in effect. If sirens sound it is your responsibility to go straight to the shelter areas. You should seek shelter in these areas:

Nielsen: Basement hallway, laundry room, and storage room. Stay away from windows, the basement recreation area, and upper floors.

Knudsen: Basement hallway and laundry room. Stay away from windows, and upper floors.

Hull Apartments and Suites: First floor hallway near the interior core of the building. Stay away from the community room, entrance way, windows, and upper floors.

Langrock Suites: First floor hallway near the interior core of the building. Stay away from the community room, entrance way, windows, and upper floors.

L Apartments: Basement hallway, laundry room and storage room. Stay away from windows.

## **Grand View University Policy Statements**

### **Alcohol and Illegal Drug Policy:**

Grand View University expects all persons to comply with the law with regard to the possession and use of alcoholic beverages. The sale of alcoholic beverages is not permitted. Persons of legal age may consume alcohol on campus, but only in locations specified by the University. The student handbook contains the complete policy statement related to the use of alcohol on campus.

All state laws must be observed with regard to the possession, use, or sale of illegal drugs. The University cooperates fully with state and local law enforcement agencies in the investigation of the possession, use, or sale of illegal drugs.

Grand View University's specific policy statement on Drug Free Schools and Communities Amendment and Alcohol and Illegal Drug Policy are included in the Appendix A of this document. The student handbook contains a complete statement on policies and sanctions relating to student violations.

### **Sexual Assault and Harassment:**

Grand View University affirms its recognition that sexual assault is illegal, in violation of the University's mission, as well as University policies and procedures. All claims of sexual assault will be investigated, and where necessary, reported to the Des Moines Police, or other appropriate authorities.

The University is committed to educating the Grand View University community about sexual assault, including date and acquaintance rape, and will cooperate fully with law enforcement officials. The University the school will take immediate action to eliminate the sexual harassment or sexual violence, prevent its recurrence, and address its effects.

The University takes seriously its responsibilities to report to the University community alleged incidents and information on alleged perpetrators when it is deemed that other members of the community may be at risk for a subsequent incident.

All members of the Grand View University community are obligated to review and abide by their responsibilities under this policy. The Grand View University policy on sexual harassment and violence is included in this document in Appendix B and in the Student Handbook.

### **Anti-Discrimination Policy Summary:**

Grand View University will not tolerate or condone any form of sexual or discriminatory harassment of its students, faculty, or staff. Immediate action will be taken to stop harassment or discrimination where it exists. If you believe you are the subject of sexual or other discriminatory harassment by anyone, please report your

concerns to the Director of Multi-Cultural and Community Outreach, the Senior Student Affairs Officer, or the Vice President of Administration and Finance. All complaints are taken seriously and will be investigated. If necessary, an independent third party will be brought in to investigate the complaint.

**Violence Free Workplace Policy Statement Summary:**

Grand View University recognizes that violence on campus can seriously affect students' academic performance and employees' work performance and morale. Threats, intimidation, harassment, or acts of violence will not be tolerated. Grand View University is committed to a violence-free community, and its goal is to prevent violence on campus.

Any student who has been the victim of campus violence, or has a concern about potential campus violence, is directed to bring the matter to the attention of the Senior Student Affairs Officer or the Director of Residence Life. All complaints will be promptly investigated.