

## Annual Fire Safety Reports on Student Housing (2015-17)

### Annual Fire Safety Reports:

Every residence living space on campus has two mandatory supervised fire drills during the academic school year. Educational sessions are held at the beginning of the semester to review with all residential students the policies and procedures for fire safety and evacuation of campus residential facilities. The burning of candles and incense are not allowed in any campus building including the residence halls, student suites, student apartments and campus houses. 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, if caught, students will face the following sanctions or fines and a meeting will be held with the Residence Life Staff:

- 1.) Burning candles and/or incense violation: \$20.00 Fine
- 2.) 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. As a residential student, you are a member of a community that truly cares for your well-being. 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.

- 1.) Evacuation Violation: \$100.00 Fine

The entire campus is smoke free, including all residential facilities. Students found in violation of the State of Iowa's current smoking policy are subject to the sanctions listed below.

#### Outside Violation -

- 1.) First and subsequent violations: \$50.00 Fine / Potential removal from Residential Living / Meeting with Hall Director or Director of Residence Life

#### Inside Violation –

- 1.) First Violation: \$50.00 Fine
- 2.) Second Violation - \$100.00 Fine
- 3.) Third and Subsequent Violations: 100.00 Fine / Potential removal from Residential Living / Meeting with Residence Life staff.

**Statistics for On-campus Residential Facilities for 2017:**

Student Housing Facility	# of fires (cause of each fire)	# of injuries related to fire that resulted in treatment at a medical facility	# of deaths related to a fire	Value of property damage caused by fire
Knudsen Hall	0	0	0	0
Nielsen Hall	0	0	0	0
Langrock Suites	0	0	0	0
Hull Apartments	0	0	0	0
L Apartments	0	0	0	0

**Statistics for On-campus Residential Facilities for 2016:**

Student Housing Facility	# of fires (cause of each fire)	# of injuries related to fire that resulted in treatment at a medical facility	# of deaths related to a fire	Value of property damage caused by fire
Knudsen Hall	0	0	0	0
Nielsen Hall	0	0	0	0
Langrock Suites	0	0	0	0
Hull Apartments and Suites	0	0	0	0
L Apartments	0	0	0	0

**Statistics for On-campus Residential Facilities for 2015:**

Student Housing Facility	# of fires (cause of each fire)	# of injuries related to fire that resulted in treatment at a medical facility	# of deaths related to a fire	Value of property damage caused by fire
Knudsen Hall	0	0	0	0
Nielsen Hall	0	0	0	0
Langrock Suites	1 (cooking)	0	0	0
Hull Apartments	0	0	0	0
L Apartments	0	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.

Plans for future improvements – 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. Plans for future improvements include connecting the fire alarm system in Nielsen and Knudsen Hall to the local fire department and placing fire sprinkler systems in those same buildings. The three most recent residential facilities (Hull Apartments/Suites, Langrock Suites and L Apartments) built on campus, and any future builds, have those features included.

#### **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.
- **E**xtinguish the fire if possible.
- **E**vacuate the building via the nearest and safest exit. Be familiar with the evacuation maps in the building.

*Identification/Notification:* In the event that anyone smells smoke or sees fire or smoke and there is a building fire system, 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, endangering 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. Notify the Vice President for Administration and Finance immediately.

*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 window, if possible. If on upper floor, call 9-911 and give 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 window sill 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 Supervisor or Instructor for head count, 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 not all persons are accounted for, 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.