

THE 2016 ANNUAL FIRE SAFETY REPORT

Including Statistics for the
2015 Calendar Year



AUSTIN
COLLEGE

THE ANNUAL CAMPUS FIRE SAFETY REPORT

INTRODUCTION

The Austin College Annual Fire Safety Report is submitted in accordance with the Higher Education Opportunity Act of 2008 (HEOA), and the amended Higher Education Act of 1965 (HEA). This report as well as the Annual Campus Security Report may be found in their entirety in the following locations and formats:

- PDF Format on the Austin College Web Site at:
<http://www.austincollege.edu/campus-life/police/>.
This link will be distributed by e-mail to the entire campus community at the start of each fall semester.
- Printed copies can be obtained upon request at the Campus Police Office, Jackson Technology Center, Room 100.

Fire Safety as well as overall campus safety is handled through a multifaceted approach involving cooperation between Campus Police, the Physical Plant, Student Life, Academic Affairs and outside entities including The Sherman Fire Department, the college's risk management provider and private contractors.

PROCEDURE FOR REPORTING FIRES

Important Phone Numbers:

Campus Police	903-813-2555 (or Ext. 2555 from a campus phone)
Sherman Fire Dept.	903-892-7290
Emergency	911

(All 911 calls are routed to the Sherman Dispatch Office for Police/Fire/Ambulance)

All fires should be reported to the Campus Police Department. This includes fires that have already been extinguished as well as those that are actively burning. In extreme situations when every second counts, it may be pertinent to call 911 to report the fire directly to Sherman Fire Department as well. Once a fire report has been received, Campus Police will coordinate with all responding personnel and agencies, and will submit reports to the other campus Departments. Since evacuation to a safe location is the top priority, calls to report a fire are only to be made once it is safe for the individual to do so.

For fires within residential facilities, in addition to notifying Campus Police, students should report the fire to their Resident Assistant, Head Resident, Area Coordinator, or the Student Life Office. Student Life Contact Numbers:

Student Life Office (Business Hours)	903-813-2306		
Baker Hall Office	903-813-2201	Dean Hall Office	903-813-2321
Caruth Hall Office	903-813-2211	Jordan Office	903-813-2091
Clyce Hall Office	903-813-2301	BA/RS Office	903-813-3600

POLICY STATEMENTS

Fire Drills in Residential Facilities

Mandatory Evacuation Fire Drills are conducted in the residence hall facilities each Fall and Spring Semester. Fire drills are also conducted at the apartment complexes that are equipped with fire alarm panels. During fire drills, all occupants of the building are expected to evacuate until the completion of the drill. Fines are assessed through Student Life for those who fail to comply.

Fire Drills in Non-Residential Facilities

Mandatory Evacuation Fire Drills are conducted annually in the non-residential facilities. In order to provide instruction regarding the expectation for students and building occupants to respond accordingly, a non-specific time frame for Fire Drills in non-residential facilities is communicated to Faculty and Staff sometime the week prior to the actual Fire Drill.

Fire Incidents

All fires that occur on campus are to be reported to Campus Police, regardless of severity. Campus Police will investigate and coordinate with the Physical Plant, Fire Department, and the Departments affected. Campus Police will document each incident, whether intentional or accidental, and maintain a Fire Log of events occurring on campus.

Fire Alarm Systems are to alert occupants to evacuate, and are only to be used in the case of an actual emergency. When an alarm is activated, all building occupants are to evacuate quickly and safely, and may only reenter once it is determined to be safe to do so.

Those who are determined to be responsible for arson or for false alarms by sounding the Alarm as a prank will be held responsible, either through campus judicial procedures or through formal charges to the appropriate outside court. Incidents that are determined to be Arson are also reported in the Annual Security Report Crime Statistics.

Inspections

All Fire Extinguishers, Alarms and Suppression Systems are certified annually by licensed contractors as required by law. In addition, Fire Extinguishers are checked monthly by Campus Police. Those in Residence Hall public areas are also checked by Resident Assistants while making regular rounds. R. A.'s report discharged and missing Fire Extinguishers to Campus Police. Discharged Fire Extinguishers are serviced by a licensed contractor prior to being placed back in service. Inspections and Drills in residential facilities will usually occur unannounced.

Fire Log

A Fire Log of incidences occurring on campus will be maintained at the Campus Police Department. This log is a public record document and may be viewed upon request.

Fire Safety Training

Physical Plant Staff and Student Life Staff (Area Coordinators, Head Residents, Residence Managers, Site Managers and Resident Assistants) receive Fire Safety Training annually. In addition, any department, group or organization may request similar training, either by trained campus staff or by a local fire safety professional.

POLICIES PERTAINING TO FIRE SAFETY

(As found in the AC Environment Student Handbook)

Electrical Appliances

Each electrical circuit in the residence halls provides power for several students' rooms. For this reason, you are encouraged to plug in no more than two appliances per outlet. More than two appliances may result in the circuit overloading and shorting. Many appliances use excessive electricity or, if used incorrectly, may present a fire hazard. For these reasons, the following appliances are not permitted in the residence halls: any appliance requiring 220 volts, hot plates, sandwich makers, "George Foreman" grills, microwaves, portable heaters, air conditioners, any appliance with an exposed heating element and any appliance/device which is determined to be the cause of a circuit overload. Microwaves, "George Foreman" grills, and sandwich makers are approved for Roo Suites, Bryan Apartments, The Flats at Brockett Court and The Village on Grand however. Computers, radios, televisions, stereos, hot pots, popcorn poppers, refrigerators no larger than 4.4 cubic feet, clocks, hair dryers and curling irons are permitted in the residence halls.

Fire Hazards

The use and/or possession of explosives, firecrackers or incendiary devices (including candles and incense) in or near the residence halls presents a fire hazard and is not allowed. Appliances with exposed heating elements (such as toasters and hot plates) are not permitted in the residence halls. Halogen lamps of any kind are not permitted in the residence halls. Furniture, including tables, sofas, lounge chairs, cooking grills, smokers and other items, are not allowed in the breezeways or landings of Bryan Apartments, Roo Suites or The Flats at Brockett Court because of the safety hazards they create.

Smoking Policy

Smoking is prohibited in all campus housing facilities.

Responses

Failure to evacuate in an emergency situation (including drills), or being responsible for any open flame or heating element in a residence hall shall minimally result in the following recommended sanctions:

1st Violation – Letter of Warning and a \$25 fine/item

2nd Violation – College Housing Probation and a \$50 fine/item

3rd Violation – College Housing Suspension and a \$100 fine/item

Misuse or tampering with fire emergency related equipment (alarms, extinguishers, lights, etc.) shall minimally result in the following recommended sanctions:

1st Violation – College Housing Probation and a \$100 fine

2nd Violation – College Housing Suspension and a \$200 fine

Greater penalties, including suspension or expulsion may be assessed depending on the nature of the violation

PLANS ADDRESSING FUTURE IMPROVEMENTS IN FIRE SAFETY

Critical needs are reviewed on a continual basis and upgrades are made as specific needs are addressed. Major upgrades and system replacements will occur during planned major facility renovations.

ATTACHMENT 1

2015 FIRE STATISTICS FOR RESIDENTIAL FACILITIES

Residential Facility	Total of Intentional Fires in each Building	Fire Incident Number	Cause of Fire	Number of related injuries resulting in treatment at a medical facility	Number of deaths related to a fire	Value of property damage caused by fire
Baker Hall	0	N/A	N/A	N/A	N/A	N/A
Bryan Apts	0	N/A	N/A	N/A	N/A	N/A
Caruth Hall	0	N/A	N/A	N/A	N/A	N/A
Clyce Hall	0	N/A	N/A	N/A	N/A	N/A
Dean Hall	0	N/A	N/A	N/A	N/A	N/A
Jordan House*	0	N/A	N/A	N/A	N/A	N/A
Roo Suites	0	N/A	N/A	N/A	N/A	N/A
The Flats	0	N/A	N/A	N/A	N/A	N/A
The Village	0	N/A	N/A	N/A	N/A	N/A

***Jordan House** There was one unintentional electrical fire inside of a built-in appliance in the Kitchen.

FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES

Facility	Fire Alarm Monitoring	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of Evacuation (Fire) Drills each Calendar Year
Baker Hall	Local			X	X	X	2
Bryan Apts.	None			X	X	X	0
Caruth Hall	Local			X	X	X	2
Clyce Hall	Local			X	X	X	2
Dean Hall	Local			X	X	X	2
Jordan House	Monitored		X	X	X	X	2
Roo Suites	Monitored		X	X	Community Rm.		2
The Flats	Monitored		X	X	X		2
The Village	None	X		X	X		0

Local Alarms sound within the building but do not alert an outside entity.

Monitored Alarms are monitored by an off-site alarm monitoring company, who will notify both Sherman Fire Department and Austin College Campus Police anytime an alarm is activated.

ATTACHMENT 2

EMERGENCY EVACUATION DRILL DOCUMENTATION

Academic Building Evacuation Drills are announced through an e-mail the week of the event, along with an explanation regarding Fire Safety and expected response during a Drill as well as during an actual Fire Emergency. Academic Building Evacuation Drills generally occur near the end of Jan Term or early Spring Semester.

Residential Facility Evacuation Drills are always carried out unannounced.

Facility	Type of Drill	Date	Time Started	Time Reset	1 Announced 2 Unannounced
Baker Hall	Evacuation	2/18/15	21:04	21:33	2
	Evacuation	9/10/15	19:05	19:43	2
Caruth Hall	Evacuation	3/19/15	20:11	20:40	2
	Evacuation	9/3/15	19:06	19:25	2
Clyce Hall	Evacuation	3/19/15	20:57	21:27	2
	Evacuation	9/3/15	20:26	20:48	2
Dean Hall	Evacuation	2/18/15	20:05	20:51	2
	Evacuation	9/3/15	19:39	20:00	2
Jordan House	Evacuation	2/10/15	21:18	21:30	2
	Evacuation	9/10/15	20:00	20:12	2
Roo Suites "C"	Evacuation	2/11/15	20:02	20:55	2
	Evacuation	9/8/15	19:04	19:18	2
Roo Suites "D"	Evacuation	2/12/15	20:07	20:41	2
	Evacuation	9/9/15	19:00	19:16	2
Roo Suites "E"	Evacuation	2/12/15	20:45	21:02	2
	Evacuation	9/8/15	19:20	19:28	2
Roo Suites "F"	Evacuation	2/11/15	21:02	21:43	2
	Evacuation	9/9/15	19:19	19:36	2
Flats At Brockett Court	Evacuation	2/10/15	20:03	21:01	2
	Evacuation	9/8/15	19:42	20:07	2
Bryan Apts.	No Drills				
The Village	No Drills				