



Arkansas State University Higher Education Opportunity Act (HEOA) 2011 Campus Fire Safety Annual Compliance Report

Introduction

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in Arkansas State University's (ASU) campus fire safety program. Elements of the campus fire safety program consist of: fire prevention policies and practices, fire safety educational and training initiatives, description of fire protection equipment in the residence halls, emergency evacuation procedures, fire safety statistics, and proposed plans for future improvements to the residence hall campus fire safety program. The annual fire safety report summarizes the elements of the campus fire safety program, which is administered and maintained by the Department of Environmental Health and Safety (EH&S).

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at ASU, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. Hard copies of the report are available for public review by calling 870-972-2862 or by visiting the EH&S Department located at 501 Iroquois Street in room 114 of the Environmental Research, Safety & Training building. The EH&S Department is open from Monday through Friday, 7:30 AM to 5:00 PM excluding holidays.

Program Objectives

It is the policy of ASU to endeavor through astute observation and established industry practices to promote safe environmental conditions for faculty, staff, students, and visitors that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies,
- Conducting regularly scheduled fire drills in the residence halls,
- Promoting fire safety awareness for employees and students by conducting regularly

- scheduled training programs on fire prevention and emergency evacuation procedures,
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards,
- Performing plans review and code consultation related to current capital improvement and remodeling projects,
- Mitigating fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by the City of Jonesboro Fire Marshal's Office and the University's property insurance loss control consultant.

Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented in an effort to complement the program objectives. Applicable NFPA, OSHA, residence hall student regulations (Student Handbook) and the ASU Emergency Procedures Handbook were referenced during the development of these policies. A summary of these policies is highlighted below:

Holiday Decorations

- All decorations and ornaments must be of fire-resistant or non-combustible material, listed by Underwriters Laboratory (UL) and approved for use.
- The use of live or cut Christmas trees is prohibited in university buildings.
- Artificial trees made of fire retardant materials or non-combustible materials labeled with UL or Factory Mutual (FM) approval ratings are allowed. No natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used. Metallic trees may create electrical hazards when placed in close proximity to the electrical supply, therefore, the use of electric lights on metallic trees is prohibited.
- Trees and other decorations must be located so as not to obstruct exit corridors or the operation of fire protection equipment (*e.g.* fire extinguishers, sprinkler heads, exit signs, fire alarm pull stations, smoke alarms or heat detectors). Trees should also not be placed in any manner that could present a fall or trip hazard, impede egress, or block emergency egress from any room. Do not affix or tie decorations to such equipment.
- Electric light strings should carry a UL or FM approval label. These lights should be checked for fraying, bare wires, loose connections, and cracked plastic parts. If any of these conditions are present, the string or cord should not be used. Use of miniature electric lights are encouraged since they are both cooler and more energy efficient than regular size lighting. Unplug holiday lighting when the area is unoccupied. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock. Light strings should not be placed in any manner that could present a fall or trip hazard, impede egress, block emergency egress from any room, or restrict access to fire protection equipment.
- Use of extension cords is discouraged. If they are used, they must be UL-approved and be of an adequate wire gauge for the intended use. Frayed or broken cords should not be used.
- Electrical cords (light strings or extension cords) should not be routed through doorways with doors, under rugs or loose carpeting or across work surfaces. Routing of cords through these areas may cause damage to the cord and create a tripping hazard.

- Do not plug cords and lights into an overloaded circuit. Multi-plug adapters are prohibited in university buildings. Use power strips with a fuse or integral circuit breaker when extra outlets are needed.
- Decorative displays should be compact. Garlands, streamers or displays that extend down a corridor should not be used because of their potential to spread fire, increase the fuel load, and impede egress. These displays should be confined to office areas (laboratories should not have any displays.) Displays are prohibited in stairwells and should be limited in corridors, lobbies, and common areas in the residence halls.
- All holiday decorations should be removed before leaving campus for the holidays and at the end of each semester.
- No candles, incense burners, potpourri pots, or scented oil warmers may be used at any time in University buildings. Candles can be displayed in Menorahs and other religious articles but may not be used and should remain unlit with wicks removed. Battery operated candles are also allowed.
- Decorations should not conceal the residence hall room number located on the exterior of the room door. This number needs to be visible and readily identifiable for first responders.
- Decorative materials including artificial snow, decorative sprays, ceiling/wall tapestries, and highly flammable materials are strictly prohibited.
- Halogen and torch lamps are not recommended for use.

Electrical Equipment and Appliances

- Use surge protectors/power strips for all electronics, particularly computers, televisions, DVD players, gaming systems, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are not allowed.
- Open-ended heating elements and electrical appliances that may pose a fire hazard, such as hot plates, hot pots, electric or contact grills, and space heaters are prohibited. Electrical appliances with an enclosed heating element are permitted in the halls (e.g. popcorn makers and coffeepots) when used under continual supervision.

Prohibited Items

Items that pose a danger to persons, damage to University property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in residence halls (including student rooms). These include:

- Internal combustion engines, acids, automobile batteries, gasoline, torches, flammable liquids, and halogen lamps.
- Bar-B-Q grills and smokers are only allowed at The Village Married Houses.

Tampering of Fire Protection Equipment

Students who are found tampering with fire protection equipment (e.g. fire extinguishers including cabinets and signage, fire alarms, smoke and heat detectors, pull stations, and sprinkler heads) resulting in violation of the Student Code of Conduct may be subject to fines and

additional sanctions or charges for the cost of equipment or damage repair, depending on the circumstances, as a result of the disciplinary process. Additional anti-tampering policies include:

- Smoke detectors and sprinkler heads are fire safety equipment, and residents are strictly prohibited from:
 - Disconnecting a detector,
 - Tampering with the detector or its operation,
 - Purposely causing an alarm to occur,
 - Hanging objects from or otherwise obstructing the sprinkler head cover plates and pipes.
- Disconnecting a smoke detector, failure to report its malfunctioning (including failure to observe that the light is on or not flashing), or other negligence subjects residents of that room not only to disciplinary charges but also to civil charges and, in the event of fire, payment for related damages to the building and the persons and property of others.
- Blocking open fire-rated door assemblies is strictly prohibited. Fire-rated door assemblies are UL listed and are designed to self-close and latch shut to prevent the passage of fire and smoke. Examples of fire-rated doors include: student room doors, stairwell doors, separation doors between sleeping and commons areas, utility room doors (*e.g.* janitor closets, mechanical rooms, laundry rooms, pressing rooms, sprinkler closets, elevator machine rooms, storage rooms, and many corridor doors).

Regularly Scheduled Fire Safety Inspections

As a part of scheduled semester safety inspections, residence hall staff inspects student rooms for the presence of fire safety hazards including, but not limited to:

- Non-polarized extension cords,
- Non-UL approved equipment,
- Multiple outlets without circuit breakers,
- Improper installation of microwave/refrigerator units,
- Use of non-metal trash cans,
- Decorations inconsistent with fire safety guidelines,
- Clearly observable room damage,
- Unauthorized furnishings,
- Other violations inconsistent with the university fire prevention policy,
- Candles with burned wicks.

Once identified, residence hall staff assists students in removing the fire hazard in accordance with the Student Handbook and the Student Judicial Code of Conduct.

The EH&S office also performs inspections in the residence halls on a random basis. This gives the University the ability to address and mitigate any life safety violations identified by the inspector.

Residence Hall Smoking Policy – SMOKE FREE

- No smoking is allowed, including that created by cigarettes, cigars, pipes, candles, or

incense.

- Smoking is not permitted inside any residence hall building, including student rooms, hallways, bathrooms, elevators, lounges, dining areas, and other public spaces.
- No smoking is permitted within 20 feet of, or next to, any door entrances, operable windows or air intake vents.

Beginning August 1, 2010, Arkansas State University became a “smoke free” campus in compliance of the Arkansas Clean Air Act of 2009.

Fire Safety Education and Training Initiatives

Residence halls staff including resident assistants/community assistants, hall directors, front desk staff, and student dining managers receive intensive and comprehensive fire safety training prior to the start of every fall semester. Topics include a review of the fire prevention policies, weather safety, followed by a hands-on fire extinguisher demonstration, and an emergency evacuation exercise.

One fire drill per residence hall are conducted each fall and spring semester in coordination with the EH&S Department, Residence Life, Facilities Management, and the City of Jonesboro Fire Department. As outlined in the Student Handbook, participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. The EH&S Department, Residence Life and the Jonesboro Fire Department critique the drills to identify problem areas, which are then discussed and resolved.

Fire safety training programs are also provided to other student, staff, and faculty groups on campus by request. This program typically consists of a brief review of fire prevention policies followed by a hands-on fire extinguisher demonstration.

Overview of Fire Protective Features in the Residence Halls

The University houses students in seven residence halls (Arkansas Hall, University Hall, Kays Hall, Northpark Quad, Honors Living/Learning Community, ROTC Living/Learning Community, and STEM Living/Learning Community). In addition, the University manages a multifamily apartment/house complex (The Village) for any student married, or single parent with child, a multi-facility apartment complex (Collegiate Park) for any student two-year post high school, and the Wolf Den Apartments for any student two-year post high school. This section provides a brief summary of the fire protection features provided in each housing facility.

Arkansas Hall

Arkansas Hall is a 5-story, concrete and steel construction facility monitored by a supervised Simplex 4100U Addressable fire alarm system. Arkansas Hall does not have a fire sprinkler system, or standpipe system. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch office. No cooking is allowed in the occupant rooms, but there is a facility kitchen/lounge that has a stove top range for occupant use. Multi-purpose ABC dry chemical fire extinguishers (23) are installed on each floor as well as throughout the common areas and mechanical spaces in the facility. This facility does not have a generator back-up system. The facility has emergency lights and exit signs to illuminate the means of egress. Elevators and air handling units are also integrated with the fire alarm system. The fire

alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 450 smoke detectors, 6 heat sensors, and 16 pull stations.

University Hall

University Hall is a 5-story, concrete and steel construction facility monitored by a supervised Simplex 4100U Addressable fire alarm system. University Hall does not have a fire sprinkler system, or standpipe system. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. No cooking is allowed in the occupant rooms, but there is a facility kitchen/lounge that has a stove top range for occupant use. Multi-purpose ABC dry chemical fire extinguishers (31) are installed on each floor as well as throughout the common areas and mechanical spaces in the facility. This facility does not have a generator back-up system. The facility has emergency lights and exit signs to illuminate the means of egress. Elevators and air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 450 smoke detectors, 6 heat sensors, and 16 pull stations.

Kays Hall

Kays Hall is an 11-story, concrete and steel construction facility protected by an automatic, supervised wet pipe sprinkler system with a fire pump that is integrated with the building Notifier Addressable fire alarm system. This sprinkler system does have a generator back-up system. The Kays Hall facility was retro-fitted with a fire pump/sprinkler system in 2000 that became operational in 2001. The fire pump and sprinkler system are tested annually by a licensed contractor, and the fire pump is checked and run monthly by the Facilities Management staff. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. The facility does have a Standpipe system that is flow tested per NFPA code requirements by a licensed contractor. No cooking is allowed in the occupant rooms, but there is a facility kitchen/lounge that has a stove top range for occupant use. Multi-purpose ABC dry chemical fire (56) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facility. The facility has emergency lights and exit signs to illuminate the means of egress. Elevators and air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 655 smoke detectors and 9 heat sensors. The pull stations were removed in November of 2009 with the approval of the Authority Having Jurisdiction, City of Jonesboro Fire Marshall. The facility fire hoses were removed in May of 2002 with approval of the Authority Having Jurisdiction, City of Jonesboro Fire Marshall.

Northpark Quad

Northpark Quad is a six facility, 5 residence halls and 1 commons, complex protected by an automatic, supervised wet pipe sprinkler system that is integrated with the building Simplex 4100U Addressable fire alarm system. Each residence hall is a 3-story, wood stud construction facility with vinyl siding exteriors. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. There are no cooking operations in these facilities. Multi-purpose ABC dry chemical fire (56) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facilities. The complex has emergency lights and exit signs to illuminate the means of egress. Air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 1440 smoke detectors and 15 heat sensors. The pull stations were removed in November of 2009 with the approval of the Authority Having Jurisdiction, City of Jonesboro Fire Marshall.

Collegiate Park Apartments

Collegiate Park Apartments consists of five, two 3-story and three 2-story wood stud construction with vinyl exterior residence apartments, and a single commons building. The complex is not monitored by a fire alarm system. Only the two 3-story facilities have fire sprinklers systems. These two facilities have both an automatic wet pipe system (lower floors) and a dry pipe system (upper floor). The fire sprinkler system is tested annually by a licensed contractor. Multi-purpose ABC dry chemical fire extinguishers (28) are located in the outside corridors of each facility as well as in the commons building. Other features include battery-backup emergency lights and exit signs to illuminate the means of egress on the outside hallways and stairs. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. Living quarters have independent smoke detectors.

The Village

The Village is an assortment of multiple, variety apartment complexes and two bedroom houses. Each unit in the 192-unit complex is a wood stud construction facility. The complex consist of 29, four 3-story and twenty-five 2-story apartment units, and 50 small houses. Only the four 3-story units have fire sprinkler systems, which have none supervised fire alarm systems. There are no smoke detectors, or heat sensors connected to the fire alarm system. Only the actual flowing of water from the fire sprinkler system will activate the fire alarm system. These four 3-story unit have both a wet pipe system (lower floors) and dry pipe system (upper floor), which are tested annually by a licensed contractor.

Wolf Den Apartments

The Wolf Den Apartments is a four facility, 3 residence buildings and 1 commons, complex protected by an automatic, supervised wet pipe sprinkler system that is integrated with the building Simplex 4100U Addressable fire alarm system. Each residence hall is a 3-story, wood stud construction facility with vinyl siding exteriors. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. There are no

cooking operations in these facilities. Multi-purpose ABC dry chemical fire (20) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facilities. The complex has emergency lights and exit signs to illuminate the means of egress. Air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 945 smoke detectors, which are not tied to the fire alarm system, and 4 heat sensors. Each building has 4 pull stations.

Honors Living/Learning Community

The Honors Living/Learning Community is a four facility, 3 residence hall and 1 educational classroom, complex protected by an automatic, supervised wet pipe sprinkler system that is integrated with the building Simplex 4100U Addressable fire alarm system. Each residence hall is a 3-story, wood stud construction facility with vinyl siding exteriors. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. There are no cooking operations in these facilities. Multi-purpose ABC dry chemical fire (20) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facilities. The complex has emergency lights and exit signs to illuminate the means of egress. Air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 162 smoke detectors, which are not tied to the fire alarm system, and 4 heat sensors. Each building has 4 pull stations.

ROTC Living/Learning Community

The ROTC Living/Learning Community is a one facility residence hall protected by an automatic, supervised wet pipe sprinkler system that is integrated with the building Simplex 4100U Addressable fire alarm system. The residence hall is a 3-story, wood stud construction facility with vinyl siding exteriors. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. There is a fully functioning kitchen located in the commons area of the facility which is protected by an Ansul fixed fire protection system. Multi-purpose ABC dry chemical fire (20) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facilities. The complex has emergency lights and exit signs to illuminate the means of egress. Air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 94 smoke detectors, which are not tied to the fire alarm system, and 4 heat sensors. Each building has 4 pull stations.

STEM Living/Learning Community

The STEM Living/Learning Community is a one facility residence hall protected by an automatic, supervised wet pipe sprinkler system that is integrated with the building Simplex 4100U Addressable fire alarm system. The residence hall is a 3-story, wood stud construction facility with vinyl siding exteriors. The fire alarm system is continuously monitored and supervised by the University Police Department Dispatch Office. There is a fully functioning kitchen located in the commons area of the facility which is protected by an Ansul fixed fire protection system. Multi-purpose ABC dry chemical fire (20) extinguishers are installed on each floor as well as throughout the common areas and mechanical spaces in the facilities. The complex has emergency lights and exit signs to illuminate the means of egress. Air handling units are also integrated with the fire alarm system. The fire alarm system is tested semi-annually; once by the Facilities Management staff and once by a licensed contractor. The fire extinguishers, emergency and exit lights are inspected monthly by a licensed contractor. All fire extinguishers have the required Annual, 6-year and Hydrostat testing performed by a licensed contractor. The facility has a total of 94 smoke detectors, which are not tied to the fire alarm system, and 4 heat sensors. Each building has 4 pull stations.

Inspection, Testing, and Maintenance of Fire Protection Equipment

The EH&S Department administers this element of the campus fire safety program with support from the Facilities Management Department, and fire protection contractors. All fire protection equipment in the residence halls is tested, inspected, and maintained in accordance with applicable NFPA standards.

Emergency Evacuation Procedures

If a fire occurs in a residence hall, the fire alarm response procedure is initiated by residence hall staff with support from first responders (*e.g.* University Police and the Jonesboro Fire Department). Other departments including EH&S, Facilities Management, and Residence Life Maintenance may also provide support in the investigation, restoration, and cleanup efforts. Fire alarm systems notify building occupants of a potential fire, thus initiating a building evacuation sequence. As conveyed during fire drills, building occupants are directed to the nearest building exit upon activation of the fire alarm system. Use of the elevators is strictly prohibited and is controlled by the fire department to assist in fire fighting and rescue efforts. Building occupants cannot re-enter the building until either University Police or the fire department indicates that it is safe to do so. After every fire alarm activation or reported fire condition, the hall director on duty is responsible for submitting a fire alarm report to the Residence Life and EH&S Departments. It is policy to maintain an active list of those occupants who may be permanently or temporarily disabled, and this is kept on file in Residence Life and also at the fire department. The fire department has access to this list when responding to fire alarm activation so they can better prepare and strategize the potential rescue of physically disabled occupants. Emergency evacuation procedures for students and employees inhabiting other campus buildings can be found in the ASU Emergency Procedures Handbook. The Emergency Procedures Handbook is posted in classrooms, offices, and other places of public assembly across campus.

Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in Residence Life facilities from January through December 2011. Please note that the Residence Life facilities presented in the following table are located on campus property. Off campus housing including rooming houses, private residence halls, multi-family apartment dwellings, and fraternities and sororities are not owned and operated by ASU and, therefore, fire statistics from off campus housing is not included in this report. All fires that occur in campus housing facilities are reported to the Safety Supervisor.

Summary of 2011 Fire Safety Statistics

Residence Hall	Number of Fires	Causes	Injuries	Fatalities	Value of Property Damages
Arkansas Hall	0	0	0	0	0
University Hall	0	0	0	0	0
Kays Hall	0	0	0	0	0
Northpark Quad	0	0	0	0	0
Collegiate Park	0	0	0	0	0
The Village	1	Cooking Fire	0	0	0
Wolf Den Apartments	0	0	0	0	0
Honors Living Comm.	0	0	0	0	0
ROTC Living Comm.	0	0	0	0	0
STEM Living Comm.	0	0	0	0	0

Future Improvements in the Residence Hall Fire Safety Program

When funding is available, the University will retrofit Arkansas and University Hall's with complete wet type fire sprinkler system. The University has also embarked on a project to install intelligible emergency alert systems in each resident hall as part of the campus emergency operations plan.

Contact Information

EMERGENCY AT ANY CAMPUS LOCATION 9-911

General Numbers

Environmental Health and Safety 870-972-2862
University Police. 870-972-2093
Residence Life 870-972-2042