



ARKANSAS STATE UNIVERSITY

Arkansas State University Higher Education Opportunity Act (HEOA) 2013 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 Occupational Safety & Emergency Services (OS&ES) Department.

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 Occupational Safety & Emergency Services (OS&ES) Department located at 501 Iroquois Street in room 119 of the Environmental Research, Safety & Training building. The OS&ES 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 OS&ES 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 is conducted each fall and spring semester in coordination with the OS&ES 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 OS&ES 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. There are five (5) University owned newly constructed Sorority Houses: Delta Zeta, Chi Omega, Alpha Omicron Pi, Alpha Gamma Delta, and Zeta Tau Alpha. Also, the University has seven Fraternity Houses; 5 – on campus, 2 – off campus. All of these houses are privately owned by the Fraternities. The “on campus” houses are located on leased University property, and on campus houses are inspected by the University Safety Coordinator and reports are submitted to the National Fraternity Office for appropriate action. The five “on campus houses are: Sigma Pi, Sigma Chi, Pi Kappa Alpha, Lambda Chi Alpha, Kappa Alpha Order, and the two “off campus” houses are: Alpha Tau Omega and Alpha Gamma Rho.

This section provides a brief summary of the fire protection features provided in each housing facility.

Facility	Non-Supervised Fire Alarm System	Supervised Fire Alarm System	Full Wet Sprinkler System	Partial Wet Sprinkler System	Partial Dry Sprinkler System	Smoke Detection	Heat Detection	Fire Extinguishers	Evacuation Plans & Placards	Number of Fire Drills each Calendar Year	Kitchen Fixed System
Arkansas Hall 2509 Aggie Road		X				X	X	X	X	2	
University Hall 113 Dean Street		X				X	X	X	X	2	
Kays Hall 125 Dean street		X	X			X	X	X	X	2	
Northpark Quads 1115 University Loop		X	X			X	X	X	X	2	
Collegiate Park Apartments Bldgs 3 & 4 121 North Caraway Road						X		X			
Collegiate Park Apartments Bldgs 2 & 5 121 North Caraway Road				X	X	X		X			
Collegiate Park Apartments Bldgs 1 & 6 120 Dean Street						X		X			
The Village Apartments											
Alpine 2801 Quapaw Street						X		X			
Aspen 2624 Pawnee Street	X			X	X	X		X			
Balsa 2618 Pawnee Street						X		X			
Birch 2807 Quapaw Street						X		X			
Cedar 2813 Pawnee Street						X		X			
Cypress 2612 Pawnee Street						X		X			
Dogwood 2606 Pawnee Street						X		X			
Douglas Fir 2819 Quapaw Street						X		X			
Elm 2605 Cherokee Street						X		X			
Franklin 2604 Cherokee Street						X		X			
Ginkgo 2611 Cherokee Street						X		X			
Hickory 2610 Cherokee Street						X		X			
Ironwood 2617 Cherokee Street						X		X			
Juniper 2616 Cherokee Street						X		X			
Katsura 2623 Cherokee Street						X		X			
Linden 2622 Cherokee Street						X		X			
Magnolia 2629 Cherokee Street	X			X	X	X		X			
Ninebark 2628 Cherokee Street	X			X	X	X		X			

Oak 2825 Quapaw Street						X		X				
Pine 2730 Iroquois Street	X			X	X	X		X				
Quince 2723 Iroquois Street						X		X				
Raintree 2724 Iroquois Street						X		X				
Spruce 2717 Iroquois Street						X		X				
Tinne 2718 Iroquois Street						X		X				
Umbrella 2712 Iroquois Street						X		X				
Virginia 2711 Iroquois Street						X		X				
Willow 2706 Iroquois Street						X		X				
Yellowwood 2705 Iroquois Street						X		X				
Zelcova 2700 Iroquois Street						X		X				
The Village Housing Complex (multiple addresses)						X						
Red Wolf Den Apartments 1203 University Loop			X			X		X				
Honors Living/Learning Community Bldgs 1 - 3 2515 Danner Avenue		X	X			X	X	X				
Honors Living/Learning Community Bldg 4 2505 Danner Avenue		X	X			X	X	X				
ROTC Living/Learning Community 2508 Honors Avenue		X	X			X	X	X				X
STEM Living/Learning Community 2508 Honors Avenue		X	X			X	X	X				X
Sorority Row (University Owned)												
Delta Zeta 2510 Aggie Road		X	X			X	X	X	X	2	X	
Chi Omega 2508 Aggie Road		X	X			X	X	X	X	2	X	
Alpha Omicron Pi 2504 Aggie Road		X	X			X	X	X	X	2	X	
Alpha Gamma Delta 2502 Aggie Road		X	X			X	X	X	X	2	X	
Zeta Tau Alpha 2410 Aggie Road		X	X			X	X	X	X	2	X	
Fraternity Houses (Private)												
Sigma Pi 1007 University Loop	X					X		X	X	2	X	
Sigma Chi 904 University Loop	X					X		X	X	2		
Pi Kappa Alpha 1002 University Loop						X		X	X	2		
Lambda Chi Alpha 910 University Loop	X					X		X	X	2		
Kappa Alpha Order 1006 University Loop						X		X	X	2		

Inspection, Testing, and Maintenance of Fire Protection Equipment

The Facilities Management Department administers this element of the campus fire safety program with support from the Occupational Safety & Emergency Services 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 OS&ES, 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 firefighting 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 OS&ES 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 Prevention Policies and Procedures for Greek Housing

FIRE, HEALTH, AND SAFETY

1. Any chapter houses and suites must meet all local fire and health codes and standards.
2. Any chapters with a form of housing must have emergency numbers for fire, police, and ambulance posted by common phones and in other locations, and should have posted evacuation routes on the back of the door of each sleeping room.
3. Any chapters with housing should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of any chapter house or suite are expressly forbidden.

All fires shall be reported to the Occupational Safety & Emergency Services Department within 24 hours of incident. The fire notification can be reported thru email to ddavis@astate.edu or fax to (870) 972-3584. Please use the Higher Education Opportunity Act rules for defining what exactly constitutes a fire, and what information is to be reported. See below.

Definition of a Fire

For the purposes of fire safety reporting, HEA defines a fire as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

This definition contains two descriptions of fire. The first is “any instance of open flame or other burning in a place not intended to contain the burning.” Some examples are:

- Trash can fire.
- Oven or microwave fire.
- Burning oven mitt on a stove.
- Grease fire on a stovetop.
- Flame coming from electric extension cord.
- Burning wall hanging or poster.
- Fire in an overheated bathroom vent fan.
- Couch that is burning without any flame evident.

The second type of fire is “any instance of open flame or other burning in an uncontrolled manner.” Some examples are:

- Chimney fire.
- Gas stove fire.
- Fuel burner or boiler fire.

Include:

- All fires that meet the HEA definition regardless of:
 - Size.
 - Cause.
 - Whether the fire results in injury, death or property damage.
 - Your institution’s fire safety policies. Even if your institution prohibits the burning of candles in dorms, a lit candle doesn’t meet the definition of a fire. If drapes catch on fire due to brushing against a lit candle, the burning drapes meet the definition.
- Fires on the roof or the outside walls of a building even if the fire doesn’t reach the inside.
- An incident where there is evidence that there was burning, for example, a singed electrical cord.

Do not include:

- Sparks or smoke where there is no open flame or other burning.

- Such incidents as burnt microwave popcorn that trigger fire alarms or smoke detectors but there are no open flames or other burning.
- Attempted arson in cases where there is no open flame or burning.

Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in Residence Life and Greek housing facilities from January through December 2013. 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 Occupational Safety & Emergency services Coordinator.

Summary of 2013 Fire Safety Statistics

Facility	Number of Fires	Cause of Fire	Number of Injuries	Number of Fatalities	Value of Property Damages
Arkansas Hall 2509 Aggie Road	1	Dryer Fire	0	0	\$500 or Less
University Hall 113 Dean Street	0		0	0	
Kays Hall 125 Dean street	0		0	0	
Northpark Quads 1115 University Loop	0		0	0	
Collegiate Park Apartments Bldgs 3 & 4 121 North Caraway Road	0		0	0	
Collegiate Park Apartments Bldgs 2 & 5 121 North Caraway Road	0		0	0	
Collegiate Park Apartments Bldgs 1 & 6 120 Dean Street	0		0	0	
The Village Apartments	0		0	0	
Alpine 2801 Quapaw Street	0		0	0	
Aspen 2624 Pawnee Street	0		0	0	
Balsa 2618 Pawnee Street	0		0	0	
Birch 2807 Quapaw Street	0		0	0	
Cedar 2813 Pawnee Street	0		0	0	
Cypress 2612 Pawnee Street	0		0	0	
Dogwood 2606 Pawnee Street	0		0	0	
Douglas Fir 2819 Quapaw Street	0		0	0	
Elm 2605 Cherokee Street	0		0	0	
Franklin 2604 Cherokee Street	0		0	0	

Ginkgo 2611 Cherokee Street	0		0	0	
Hickory 2610 Cherokee Street	0		0	0	
Ironwood 2617 Cherokee Street	0		0	0	
Juniper 2616 Cherokee Street	0		0	0	
Katsura 2623 Cherokee Street	0		0	0	
Linden 2622 Cherokee Street	0		0	0	
Magnolia 2629 Cherokee Street	0		0	0	
Ninebark 2628 Cherokee Street	0		0	0	
Oak 2825 Quapaw Street	0		0	0	
Pine 2730 Iroquois Street	0		0	0	
Quince 2723 Iroquois Street	0		0	0	
Raintree 2724 Iroquois Street	0		0	0	
Spruce 2717 Iroquois Street	0		0	0	
Tinne 2718 Iroquois Street	0		0	0	
Umbrella 2712 Iroquois Street	0		0	0	
Virginia 2711 Iroquois Street	0		0	0	
Willow 2706 Iroquois Street	0		0	0	
Yellowwood 2705 Iroquois Street	0		0	0	
Zelcova 2700 Iroquois Street	0		0	0	
The Village Housing Complex (multiple addresses)	0		0	0	
Red Wolf Den Apartments 1203 University Loop	0		0	0	
Honors Living/Learning Community Bldgs 1 - 3 2515 Danner Avenue	0		0	0	
Honors Living/Learning Community Bldg 4 2505 Danner Avenue	0		0	0	
ROTC Living/Learning Community 2508 Honors Avenue	0		0	0	
STEM Living/Learning Community 2508 Honors Avenue	0		0	0	
Sorority Row (University Owned)					
Delta Zeta 2510 Aggie Road	0		0	0	
Chi Omega 2508 Aggie Road	0		0	0	
Alpha Omicron Pi 2504 Aggie Road	0		0	0	
Alpha Gamma Delta 2502 Aggie Road	0		0	0	
Zeta Tau Alpha 2410 Aggie Road	0		0	0	
Fraternity Houses (Private)					
Sigma Pi 1007 University Loop	0		0	0	
Sigma Chi 904 University Loop	0		0	0	
Pi Kappa Alpha 1002 University Loop	0		0	0	
Lambda Chi Alpha 910 University Loop	0		0	0	
Kappa Alpha Order 1006 University Loop	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.

Current New Construction

None.

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