



ARKANSAS STATE UNIVERSITY

## Arkansas State University Higher Education Opportunity Act (HEOA) 2015 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 (A-State) 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 Office of University Safety & Emergency Management (USEM).

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at A-State, 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 Office of USEM located at 2105 Aggie Road in room 118 of the Administration building. USEM office hours are Monday through Friday, 8:00 AM to 5:00 PM excluding holidays.

### Program Objectives

It is the policy of A-State 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) and Occupational Safety and Health Administration (OSHA) standards,
- Performing plan 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 cause 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, halogen lamps and hover boards.
- 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.

#### *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 was conducted in 2015 by Residence Life for the fall and spring semesters. 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. 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 Red Wolf Den Apartments for any student two-year post high school. There are five (5) university-owned 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 fraternity houses are located on leased university property, and are inspected by the University Safety Coordinator. Reports are submitted to the National Fraternity Office for appropriate action. The five on-campus fraternity houses are: Sigma Pi, Sigma Chi, Pi Kappa Alpha, Lambda Chi Alpha, and Kappa Alpha Order. The two off-campus fraternity houses are: Alpha Tau Omega and Alpha Gamma Rho. In 2014, the university purchased apartments on the corner of Aggie Road and Marion Berry Parkway (A-State Aggie Apartments).

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

Facility	Address	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 Rd		X				X	X	X	X	0	
University Hall	113 Dean St		X				X	X	X	X	1	
Kays Hall	125 Dean St		X	X			X	X	X	X	1	
Northpark Quads	1115 University Loop		X	X			X	X	X	X	0	
Collegiate Park Apts Bldgs 3 & 4	121 N Caraway Rd						X		X			
Collegiate Park Apts Bldgs 2 & 5	121 N Caraway Rd				X	X	X		X			
Collegiate Park Apts Bldgs 1 & 6	120 Dean St						X		X			
The Village Apartments												
Alpine	2801 Quapaw St						X		X			
Aspen	2624 Pawnee St	X			X	X	X		X			
Balsa	2618 Pawnee St						X		X			
Birch	2807 Quapaw St						X		X			
Cedar	2813 Pawnee St						X		X			
Cypress	2612 Pawnee St						X		X			
Dogwood	2606 Pawnee St						X		X			
Douglas Fir	2819 Quapaw St						X		X			
Elm	2605 Cherokee St						X		X			
Franklin	2604 Cherokee St						X		X			
Ginkgo	2611 Cherokee St						X		X			
Hickory	2610 Cherokee St						X		X			
Ironwood	2617 Cherokee St						X		X			
Juniper	2616 Cherokee St						X		X			
Katsura	2623 Cherokee St						X		X			
Linden	2622 Cherokee St						X		X			
Magnolia	2629 Cherokee St	X			X	X	X		X			
Ninebark	2628 Cherokee St	X			X	X	X		X			
Oak	2825 Quapaw St						X		X			
Pine	2730 Iroquois St	X			X	X	X		X			
Quince	2723 Iroquois St						X		X			

Raintree	2724 Iroquois St						X		X			
Spruce	2717 Iroquois St						X		X			
Tinne	2718 Iroquois St						X		X			
Umbrella	2712 Iroquois St						X		X			
Virginia	2711 Iroquois St						X		X			
Willow	2706 Iroquois St						X		X			
Yellowwood	2705 Iroquois St						X		X			
Zelcova	2700 Iroquois St						X		X			
The Village Housing Complex	Multiple						X					
Red Wolf Den Apartments	1203 University Loop			X			X		X			
Honors LLC Bldgs 1 - 3	2515 Danner Ave		X	X			X	X	X		1	
Honors LLC Bldg 4	2505 Danner Ave		X	X			X	X	X		1	
ROTC LLC	2508 Honors Ave		X	X			X	X	X		1	X
STEM LLC	2508 Honors Ave		X	X			X	X	X		1	X
Aggie Apartments	207 Marion Berry Pkwy						X		X			
Sorority Row (Univ Owned)												
Delta Zeta	2510 Aggie Rd		X	X			X	X	X	X	0	X
Chi Omega	2508 Aggie Rd		X	X			X	X	X	X	0	X
Alpha Omicron Pi	2504 Aggie Rd		X	X			X	X	X	X	0	X
Alpha Gamma Delta	2502 Aggie Rd		X	X			X	X	X	X	0	X
Zeta Tau Alpha	2410 Aggie Rd		X	X			X	X	X	X	0	X
Fraternity Houses (Private)												
Sigma Pi	1007 University Loop	X					X		X	X	0	X
Sigma Chi	904 University Loop	X					X		X	X	0	
Pi Kappa Alpha	1002 University Loop						X		X	X	0	
Lambda Chi Alpha	910 University Loop	X					X		X	X	0	
Kappa Alpha Order	1006 University Loop						X		X	X	0	

### *Inspection, Testing, and Maintenance of Fire Protection Equipment*

The Facilities Management Department administers this element of the campus fire safety program with support from 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 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 USEM 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. Arkansas State University will conduct all fire inspections semesterly. These inspections will be coordinated by the A-State Office of Greek Life with the A-State Environmental Health & Safety Department. Any chapters not in university-owned property may arrange for an alternate source to conduct semesterly fire inspections; however, proper documentation of said inspection must be submitted to the Office of Greek Life no later than two business days following the inspection.
- 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 Office of USEM within 24 hours of incident. The fire notification can be reported thru email to [jcarvell@astate.edu](mailto:jcarvell@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 2015. 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 2015 Fire Safety Statistics*

Facility	Address	Number of Fires	Cause of Fire	Number of Injuries	Number of Fatalities	value of Property Damage
Arkansas Hall	2509 Aggie Rd	0		0	0	
University Hall	113 Dean St	0		0	0	
Kays Hall	125 Dean St	0		0	0	
North Park Quads	1115 University Loop	2	Overheated washing machine and electrical short burned machines' motors	0	0	\$85 \$85
Collegiate Park Apts Bldgs 3 & 4	121 N Caraway Rd	0		0	0	
Collegiate Park Apts Bldgs 2 & 5	121 N Caraway Rd	0		0	0	
Collegiate Park Apts Bldgs 1 & 6	120 Dean St	0		0	0	
The Village Apartments		0		0	0	
Alpine	2801 Quapaw St	0		0	0	
Aspen	2624 Pawnee St	0		0	0	
Balsa	2618 Pawnee St	0		0	0	
Birch	2807 Quapaw St	0		0	0	
Cedar	2813 Pawnee St	0		0	0	
Cypress	2612 Pawnee St	0		0	0	
Dogwood	2606 Pawnee St	0		0	0	
Douglas Fir	2819 Quapaw St	0		0	0	

Elm	2605 Cherokee St	0		0	0	
Franklin	2604 Cherokee St	0		0	0	
Ginkgo	2611 Cherokee St	0		0	0	
Hickory	2610 Cherokee St	0		0	0	
Ironwood	2617 Cherokee St	0		0	0	
Juniper	2616 Cherokee St	0		0	0	
Katsura	2623 Cherokee St	0		0	0	
Linden	2622 Cherokee St	0		0	0	
Magnolia	2629 Cherokee St	0		0	0	
Ninebark	2628 Cherokee St	0		0	0	
Oak	2825 Quapaw St	0		0	0	
Pine	2730 Iroquois St	0		0	0	
Quince	2723 Iroquois St	0		0	0	
Raintree	2724 Iroquois St	0		0	0	
Spruce	2717 Iroquois St	0		0	0	
Tinne	2718 Iroquois St	0		0	0	
Umbrella	2712 Iroquois St	0		0	0	
Virginia	2711 Iroquois St	0		0	0	
Willow	2706 Iroquois St	0		0	0	
Yellowwood	2705 Iroquois St	0		0	0	
Zelcova	2700 Iroquois St	0		0	0	
The Village Housing Complex	Multiple	0		0	0	
Red Wolf Den Apartments	1203 University Loop	0		0	0	
Honors LLC Bldgs 1 - 3	2515 Danner Ave	0		0	0	
Honors LLC Bldg 4	2505 Danner Ave	0		0	0	
ROTC LLC	2508 Honors Ave	0		0	0	
STEM LLC	2508 Honors Ave	0		0	0	
Sorority Row (Univ Owned)		0		0	0	
Delta Zeta	2510 Aggie Rd	0		0	0	
Chi Omega	2508 Aggie Rd	0		0	0	
Alpha Omicron Pi	2504 Aggie Rd	0		0	0	
Alpha Gamma Delta	2502 Aggie Rd	0		0	0	
Zeta Tau Alpha	2410 Aggie Rd	0		0	0	
Fraternity Houses (Private)		0		0	0	
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 Hall and University Hall 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.

Beginning in 2016, University Safety & Emergency Management will coordinate all residence hall fire drills with Residence Life, Facilities Management, the City of Jonesboro Fire Department and the University Police Department.

## **Contact Information**

### **EMERGENCY AT ANY CAMPUS LOCATION . . . . 9-911**

#### General Numbers

University Safety & Emergency Management.....	870-972-2862
University Police.....	870-972-2093
Residence Life.....	870-972-2042