

# **Fire Safety Report 2017**

## **A Guide to University of Alabama in Huntsville Security and Fire Safety Procedures and Policies**



The University of Alabama in Huntsville (UAH) has prepared and is publishing this Fire Safety report in the interest of promoting student and employee safety and to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”), as amended by the Higher Education Opportunity Act of 2008 (“HEOA”), and their implementing regulations. The Report included both fire statistics for the three most recent calendar years and certain fire-related policies of the University. The information is distributed each year to enrolled students and current employees and is also made available to prospective students and employees.

### **Awareness & Training Regarding Fire Safety Education**

The Environmental Health and Safety office offers training including Fire Safety Awareness and Safe Use of Fire Extinguishers to any student, faculty, staff or administration member interested in such training. During this training, more in-depth information regarding UAH policies, hazard awareness and emergency evacuation procedures is provided. To schedule training or to receive more information concerning training, contact Environmental Health and Safety at (256) 824-2352.

Each semester the Housing Office educates students on the causes of fires, ways to reduce fires and the steps each person should take in the event of a fire. Fire evacuation drills are conducted once during each calendar year (in the Fall Semester) at all on-campus housing facilities.

### **Emergency and Fire Safety Policies, Procedures & Guidelines**

All campus personnel must cooperate with University officials in case of severe weather, fire, civil emergency, or any other actual or threatened emergency.

### **Guide to Residence Living**

The Guide to Residence Living outlines basic emergency evacuation procedures for fire emergencies and general procedures for reporting fires on campus. Evacuation procedures

can also be found in the Emergency Plans that are posted in the common areas of each building and inside each apartment or bedroom. The Guide also lists several reasons that students can be cited or arrested for while on campus. Included in this list is false or nuisance fire alarms.

## **Student Code of Conduct**

The Student Code of Conduct outlines the expectations of the University of Alabama in Huntsville for the behavior of its students. It describes the actions that fail to meet expectations, the process for determining when a failure has occurred, and the consequences for such failure. Under the Student Code of Conduct, causing false fire alarms, making false bomb threats, or tampering with fire extinguishers, alarms or other safety equipment constitutes misconduct, because such actions disrupt order and exhibit a disregard for health and safety.

Any student found to have violated the Student Code can be sanctioned with a warning, probation, loss of privileges, fine restitution, discretionary sanction, resident hall suspension, resident hall expulsion, university suspension, or university expulsion. This policy is available online in the UAH Student Handbook at,

[http://www.uah.edu/images/administrative/dos/student-support-programs/uah\\_student\\_handbook\\_2015-2017\\_final.pdf](http://www.uah.edu/images/administrative/dos/student-support-programs/uah_student_handbook_2015-2017_final.pdf)

## **Guide to Residence Living**

University Housing has set forth the responsibilities of the students living in on-campus housing facilities in the Guide to Residence Living. The students are expected to uphold these standards while living in campus housing as such standards promote a safe and secure community. The Guide lists violations that compromise the safety and security of residents. These violations may result in appropriate disciplinary sanctions, including contract termination from on-campus housing.

The Guide states that all residents must adhere to the fire safety guidelines, they must evacuate during a fire drill or alarm, they must not interfere with the emergency evacuation procedures of the residence hall, they must never falsely report a fire emergency by activating the fire alarm system or contacting police, fire or staff members, and they must never tamper with fire safety or life safety equipment. Additionally, it provides a list of appliances that are prohibited in campus housing as they present unacceptable fire hazards. A direct link to the Guide can be found here: [http://www.uah.edu/images/housing/guide\\_to\\_residence\\_living\\_2017-2018.pdf](http://www.uah.edu/images/housing/guide_to_residence_living_2017-2018.pdf)

## **Appliances and Cooking Policies within Housing**

Open coil appliances are not permitted in University Housing. This includes toaster ovens, toasters, hot plates, and electric skillets. Unauthorized appliances may be confiscated and returned to the owner when he or she returns room keys at move out. Cooking at all housing areas except South East Campus Housing is limited to the microwave ovens provided (students may not bring additional microwaves) and to closed-coil popcorn poppers, sealed unit coffee makers, and thermostat-controlled hot pots and crock-pots. Cooking is not permitted in the bedroom areas of any suite. Cooking is permitted within the designated kitchen areas of each building provided that the student meets the requirements established by University Housing staff in each area.

## **Policies Regarding Combustibles**

University Housing prohibits occupants from using or storing items that pose a fire hazard. Gasoline, kerosene, propane tanks, and any other flammable material shall not be stored in or around any residence unit. Heating units fueled by these materials are prohibited. The RD has the discretion to determine if any other materials may be hazardous to the safety of the residents.

### **Open Flames**

Candles, oil lamps, any open coiled item, incense, or any device producing an open flame is prohibited anywhere in University Housing.

### **Smoking and Tobacco Products Use Policy**

Smoking and the use of all tobacco products is prohibited in all University owned or leased facilities.

“Smoking,” as used in this policy, means inhaling, exhaling, burning, or carrying any lighted cigarette, cigar, pipe, water pipe, or electronic cigarette.

“Tobacco products,” as used in this policy, include cigarettes, cigars, pipes, chewing tobacco, and electronic nicotine delivery devices (also known as vaporizers or e-cigarettes).

This policy is based on scientific evidence and concerns regarding the negative effects of the use of tobacco products, both on the user and, where the product is smoked, on others who may be exposed to exhale.

It applies to all university-owned buildings and vehicles, all outside property including parking and recreational areas, and all indoor and outdoor athletic facilities, as well as to any conferences, meetings, or other public events held on campus.

The sale, distribution, and advertisement of tobacco products and electronic cigarettes are prohibited on campus.

## **Reporting On-Campus Fires and Other Emergencies**

To maximize safety on campus, the University of Alabama Huntsville Police Department (UAHPD) strongly encourages anyone with knowledge about any fire or unsafe action or condition on-campus to immediately report it to the UAHPD by telephone or in person. Reporting fires and unsafe actions or conditions helps University officials keep the community informed about fires on-campus and address the unsafe actions or conditions. To make a report by telephone, call UAHPD at 256-824-6596 and describe the situation to the Police Communications Operator. In emergency situations, including fires, call UAHPD at 256-824-6911 or 911 once you have evacuated the location. All 911 calls made from campus phones go directly to the UAHPD; all cell phone 911 calls are routed to UAHPD through a local 911 center.

UAH students requiring non-emergency medical care may contact the Student Health Center located in Wilson Hall, in room 325 (third floor);, phone, 256-824-6775. More information can be found at the following website, <http://www.uah.edu/health-and-wellness/student-health-center>. Students seeking counseling services may contact the Counseling Center at 256-824-6203. The UAH Counseling

Center is located in Wilson Hall in room 329. Additional information may be found at, <http://www.uah.edu/health-and-wellness/counseling-center>.

UAH employees requiring non-emergency medical care may contact the Faculty and Staff Clinic at 256-824-2100. The UAH Faculty and Staff Clinic is located in Wilson Hall in room 327. Additional information may be found at, <http://www.uah.edu/clinic>.

UAH students and employees requiring emergency medical care should contact UAHPD at 256-824-6911 or 911.

## **UAH Response to On-Campus Fires**

When a report of a fire emergency is made to the UAHPD, the Huntsville Fire Department will be dispatched, as well as Police Officers from the UAHPD. A Police Officer will meet with the person making the report, listen to what happened and make a preliminary report. A Police investigator will review the report and conduct a follow-up interview if necessary. For a case of suspected arson, investigators will review the scene and conduct a follow up investigation. If occupants or residents must be relocated following a fire, information regarding the relocation or the emergency at hand will be provided through the Dean of Students Office, UAH Housing and University Relations.

The UAHPD encourages campus personnel to report fires on campus. The UAHPD is responsible for preparing the University's Annual Campus Security and Fire Safety Report and for compiling the fire statistics included in the report. UAHPD would like to keep the community as informed as possible. The information reported may require the UAHPD to issue a Crime Alert in the case of Arson or a UAHPD Advisory if it is determined that the circumstances warrant such action.

See the Fire Log for the fire statistics related to on-campus student housing facilities at the link here, <http://www.uah.edu/police/daily-log>.

## **Reporting Off-Campus Fires and Other Emergencies**

Witnesses to fires and other emergencies occurring off-campus should contact the agency that has jurisdiction:

- 911 for Emergency Situations
- Huntsville Police Department at 256-722-7100
- Madison County Sheriff's Office at 256-722-7181
- Alabama State Troopers at 256-518-9573
- Huntsville Fire & Rescue Service at 256-722-7120

### **Student Organization Facilities**

UAH operates no off-campus student organization facilities. All student organizations recognized by UAH are headquartered on campus and are therefore served by the UAHPD. If a fire has occurred within an on-campus student organization building, the incident should be reported to the UAHPD at 256-824-6911.

### **Contiguous Areas around the Campus**

The City of Huntsville has primary jurisdiction in and responsibility for in all areas off-campus. To report an off-campus fire, contact 911 in an emergency situation or Huntsville Fire Department at 256-722-7120.

## **Evacuations During Fire Emergencies**

The University of Alabama in Emergency Information web site provides information on procedures for fire emergencies to all on-campus housing occupants and faculty/staff members at the following link, <http://www.uah.edu/emergency/procedures/fire>. This information is provided in a number of training sessions and publications provided throughout the year. Basic principles of evacuation exist. If a fire is noticed, leave the hazard area. Do not risk a life by remaining in the unsafe building. If operating a heat source or flame, extinguish it before exiting the building, if possible. On the way out of the building, pull a fire alarm system pull station. It may be necessary to break the glass or raise the pull station cover in order to pull the alarm. Some common locations of pull stations are at stairwell doors and exits. By sounding the alarm, occupants of the building are notified of a fire hazard and should evacuate the building. However, most importantly, UAHPD, Environmental Health & Safety, and Huntsville Fire and Rescue Service are notified immediately of the hazard. When the fire alarm sounds, everyone must proceed with their emergency evacuation plan or evacuate the building immediately, even if another individual says that the fire alarm is being tested. Do not assume it is just a drill. When evacuating, turn off any appliance or equipment that might be operating. Isolate the area by closing doors and windows and leave the building. Only use a portable fire extinguisher to control a small fire or assist with evacuating the area.

Not all fire extinguishers are effective on all types of fires. Training is recommended to familiarize individuals with understanding the various types and capabilities of fire extinguishers. No one should attempt to fight a fire if it appears to be spreading beyond the location where it started. Nor should someone fight a fire that is potentially going to block the only exit or avenue of escape.

People with disabilities should develop a plan in case of an evacuation. These individuals should inform co-workers, suite-mates, Resident Advisors, and Hall Directors that they will require assistance if an evacuation is necessary. They can also prearrange help using a buddy system with someone else. A similar plan should be developed for every building the disabled person normally utilizes. Others should be on the look-out for individuals with disabilities or those unable to evacuate and assist them if it is possible. Most stairways are fire rated enclosures that can be used as areas of refuge and rescue. Persons needing assistance can, in many cases, be safe there until rescue personnel arrive. At the very least, individuals who have safely exited the structure should find the nearest firefighter or law enforcement authority and tell them of the location of the disabled person.

During an evacuation, one way to avoid smoke injuries is by staying low to the ground. A damp cloth placed over the mouth and nose will aid breathing. Individuals should avoid using elevators. It is advisable to travel horizontally, moving away from a fire until reaching a stairway or exit. Travel vertically down the stairwell to reach an outside exit. If for any reason, a door is encountered, feeling the door before opening it is wise. A hot door means there could be flames on the other side.

In cases where someone may be trapped inside a burning building, then people should remain in the room. Doors should be closed and if possible, clothing, wet towels, or other articles may be placed along the bottoms of the doors to block incoming smoke. Calling 911 and alerting first responders of one's location is essential. Opening a window and hanging out curtains, sheets, towels, or other

potential signaling devices to alert first responders is also recommended. If a window cannot be opened and/or breathing becomes difficult due to smoke, any heavy object may be used to break the glass. The open window will also allow fresh air to enter the room. Above all, individuals should try and remain as calm as possible while waiting for rescue.

Once occupants have successfully evacuated the building and are outside, occupants should move away from the building to a pre-designated location where a headcount should be initiated by the building representative, Residential Advisor, or another designated individual. Occupants should also notify UAHPD of anyone needing assistance exiting the building. The building representative or some other supervisory personnel should notify UAHPD of anyone unaccounted for during the evacuation. Occupants should remain outside and away from the building until given further instructions from the Huntsville Fire Department, UAHPD, or a representative from Housing.

## **Fire Emergency**

In the case of a fire incident, follow these steps:

1. Remain calm.
2. Activate the fire alarm system upon discovering a fire, explosion or smoke in the building.  
Find the nearest fire alarm pull station. After sounding the alarm, call the UAHPD at **256-824-6911** and provide the following:  
**Building name:**  
**Floor:**  
**Room number:**  
**Type of incident:**
3. Contain the fire by closing doors and windows.
4. After sounding the alarm, attempt to contain a \*SMALL FIRE\* by utilizing available fire extinguishers \*IF TRAINED TO DO SO\*. If fire is beyond control or involves potentially explosive materials, evacuate the building.
5. Evacuate when a fire alarm sounds. A complete evacuation is required. Walk, do not run, to the nearest stairway exit and proceed to ground level. The alarm may not sound continuously. If the alarm stops, continue the evacuation and warn others who may attempt to stay or enter the building after the alarm stops.
6. **DO NOT USE ELEVATORS DURING A FIRE EMERGENCY.**
7. Leave the building and move towards an assembly area, leaving walkways and drives open for arriving firefighters. Do not return to the building until directed to do so by police or fire officers.
8. Someone familiar with the situation and who knows the area involved should meet the Fire Department.

9. Everyone must follow the orders of the Fire and any Police Department personnel when they arrive.
10. Notify firefighters on the scene if you suspect someone may be trapped inside the building or if mobility impaired persons are waiting for assistance in the stairwells.
11. Report potential hazards or address fire prevention questions to Environmental Health & Safety at 824-2171.

For additional emergency procedures please also see: <http://www.uah.edu/emergency>.

### Annual Fire Statistics

Below are tables listing reported fires, with visible flame, that occurred in university housing facilities during the years 2014, 2015, and 2016.

FIRE STATISTICS LOG 2014							
UAHuntsville Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries Requiring Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
ALPHA TAU OMEGA FRATERNITY	0				0	0	\$0.00
CENTRAL CAMPUS RESIDENCE HALL	0				0	0	\$0.00
CHARGER VILLAGE	0				0	0	\$0.00
DELTA CHI FRATERNITY	0				0	0	\$0.00
DELTA ZETA SORORITY	0				0	0	\$0.00
FRANK FRANZ RESIDENCE HALL	0				0	0	\$0.00
KAPPA DELTA SORORITY	0				0	0	\$0.00
NORTH CAMPUS RESIDENCE HALL	0				0	0	\$0.00
SIGMA NU FRATERNITY	0				0	0	\$0.00
SOUTH EAST CAMPUS HOUSING	0				0	0	\$0.00

FIRE STATISTICS LOG 2015							
UAHuntsville Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries Requiring Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
ALPHA TAU OMEGA FRATERNITY	0				0	0	\$0.00
CENTRAL CAMPUS RESIDENCE HALL	0				0	0	\$0.00
CHARGER VILLAGE	0				0	0	\$0.00
DELTA CHI FRATERNITY	0				0	0	\$0.00
DELTA ZETA SORORITY	0				0	0	\$0.00
FRANK FRANZ RESIDENCE HALL	0				0	0	\$0.00
KAPPA DELTA SORORITY	0				0	0	\$0.00
NORTH CAMPUS RESIDENCE HALL	0				0	0	\$0.00
SIGMA NU FRATERNITY	0				0	0	\$0.00
SOUTH EAST CAMPUS HOUSING	0				0	0	\$0.00

FIRE STATISTICS LOG 2016							
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ALPHA TAU OMEGA FRATERNITY	0				0	0	\$0.00
CENTRAL CAMPUS RESIDENCE HALL	0				0	0	\$0.00
CHARGER VILLAGE	0				0	0	\$0.00
DELTA CHI FRATERNITY	0				0	0	\$0.00
DELTA ZETA SORORITY	0				0	0	\$0.00
FRANK FRANZ RESIDENCE HALL	0				0	0	\$0.00
KAPPA DELTA SORORITY	0				0	0	\$0.00
NORTH CAMPUS RESIDENCE HALL	0				0	0	\$0.00
SIGMA NU FRATERNITY	0				0	0	\$0.00
SOUTH EAST CAMPUS HOUSING	0				0	0	\$0.00
TOM BEVILL CENTER	0				0	0	\$0.00



## Future Improvements in Fire Safety

The University of Alabama in Huntsville is dedicated to improving fire safety and fire safety systems. Older fire alarm systems and components are replaced as needed or as building renovations occur. All new housing facilities are equipped with sprinkler systems.

### Housing Fire Safety Systems

In compliance with Clery Act regulations, a description of each on-campus student housing facility's fire safety system is given below along with the number of regular mandated supervised fire drills that occur yearly at each facility in the Fire Safety System Description Log.

University of Alabama in Huntsville														
Fire Safety Systems for On-Campus Student Housing Facilities - 2016														
Type of Facility	Name of Facility	Sprinkler System Present	Standpipe Present	Fire Alarm System Present	Fire Detection Devices Present	Audio And/Or Visual Devices Present	Stand Alone Smoke Alarms Present	Fire Extinguishers Present	Smoke-Control & Fire Reduction Mechanisms Present	Fire Doors And/Or Fire Walls Present	Fire Extinguishing System Present	Number of Fire Drills During 2016	Number of Fire Drills During 2015	Number of Fire Drills During 2014
Fraternity	Alpha Tau Omega	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Housing	Central Campus Residence Hall	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Housing	Charger Village	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Fraternity	Delta Chi	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Sorority	Delta Zeta	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Housing	Frank Franz Hall	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Sorority	Kappa Delta	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Housing	North Campus Residence Hall	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Fraternity	Sigma Nu	Yes	yes	yes	yes	yes	no	yes	yes	yes	yes	1	1	1
Housing	South East Campus Housing	no	no	no	yes	yes	yes	yes	no	yes	no	1	1	1
Housing	Tom Bevill Center	yes	yes	yes	yes	yes	no	yes	yes	yes	yes	0	0	0

## Fire Logs and Summary of Fire Incidents

The UAHPD compiles statistical information from the contents of the Daily Crime and Fire Log which contains summaries of fire emergencies that occur in on-campus student housing facilities. Each entry provides the date of the fire, the time of the fire, the general location of the fire, the nature of the fire, the number of fire related injuries that resulted in treatment at a medical facility, the number of deaths related to a fire, the value of property damage caused by the fire, and a brief description of the fire. The Daily Crime and Fire Log is available for public viewing, 24 hours a day, and provides fire statistics for the last 60 days, at the Police Department in the Intermodal Facility as well as online at <http://uah.edu/police/daily-log>. Archived logs can be requested and provided within two business days through the UAHPD.