

Annual Fire Safety Report

HAMPTON UNIVERSITY

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ANNUAL FIRE SAFETY REPORT

In compliance with appropriate provisions of federal law, Hampton University is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics publish an Annual Fire Safety Report and keep a Fire Log.

A. DEFINITION OF A FIRE

For fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

B. FIRE STATISTICS

Fire statistics must be collected and reported in both the annual fire safety report and the U.S Department of Education's web-based data collection system. Fire statistics for each on-campus student housing facility must be reported.

The number of fires and cause of each fire categories to be used are:

a. Unintentional Fire

1. Cooking
2. Smoking materials
3. Open flames
4. Electrical
5. Heating Equipment
6. Hazardous products
7. Machinery/Industrial
8. Natural
9. Other

b. Intentional Fire

c. Undetermined Fire

- Number of deaths related to the fire.
- Number of inquiries related to the fire resulting in treatment at a medical facility.
- The value of property damage related to the fire.

C. ANNUAL FIRE SAFETY REPORT

- Fire statistics listed for each on-campus student housing facility separately.
- Description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- Institutional policies or rules on portable electrical appliances, smoking and open flames in student housing facilities.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, staff, faculty.
- A list of the titles of each person or organization to which individuals will report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.

D. FIRE LOG

A Fire Log will be maintained by the institution. This Fire Log is easily understood and fires should be recorded on the date reported. For each report of a fire the following information should be included in the Fire Log:

- The nature of the fire
- The date the fire occurred
- The time of day the fire occurred
- The general location of the fire

The Fire Log may be in hard copy or in an electronic format. The Fire Log must be accessible on site. The Fire Log reports for the most recent sixty (60) day period must be open to public inspection upon request during normal business hours. Any portion of the log that is older than 60 days must be made available within two (2) business days of a request for public inspection. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect – seven years).

A. FIRE STATISTICS

Fire-Smoke alarm Calls for January through December 31, 2013

Fire Deaths 0

Fire Injuries 0

Property Damage from fire \$0

Fire Alarm Location	Cause	Number of Calls	Actual Fires
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DAVIDSON HALL	Fire alarm	4	0
W.E.B. DUBOIS HALL	Fire alarm	8	0
HARKNESS HALL	Fire alarm	12	0
JAMES HALL	Fire alarm	7	0
KELSEY HALL	Fire alarm	5	0
KENNEDY HALL	Fire alarm	4	0
MOORINGS	NOT IN USE	NOT IN USE	NOT IN USE
MOTON HALL	Fire alarm	6	0
TWITCHELL HALL	Fire alarm	4	0
VIRGINIA CLEVELAND	Fire alarm	16	0
WINONA HALL	Fire alarm	5	0
MODULAR HOUSING		0	0
THURGOOD MARSHALL	Fire alarm	4	0
CONTINUING ED. DORM	Fire alarm	6	0
MCGREW TOWERS DORM	Fire alarm	10	0
PIERCE HALL	Fire alarm	4	0
HOLLY TREE INN	Fire alarm	3	0
L. DOUGLAS WILDER HALL	Fire alarm	10	0
WHITE HALL	Fire alarm	12	0
WENDELL HOLMES HALL	Fire alarm	2	0
MULTIPURPOSE (1ST & 2ND FL)	Fire alarm	4	0
		TOTALS = 126	0

The items noted were fire alarm activations not a fire. Several fire alarms activations were due to individual students using hair care products, yearly fire alarm/sprinkler inspections and maintenance on both systems

B. Dormitory – Residence Hall Building Fire Safety Systems

Capacity	BUILDING	FIRE PANEL	FIRE PANEL	DEVICE
			LOCATION	TYPE
Capacity: 145	DAVIDSON HALL	Switch Leg System	Lobby	Pull station/ Battery operated smoke detectors in individual rooms
Capacity: 202	W.E.B. DUBOIS HALL	Simplex 4020	Lobby	Pull stations /Heat detectors/ Audio visual alarm Sprinkler system/Battery operated smoke detectors in individual rooms
Capacity: 249	HARKNESS HALL	Simplex 4100u	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices
Capacity: 191	JAMES HALL	Simplex 4020	Near room 105 Mechanical room	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices
Capacity: 99	KELSEY HALL	Simplex 4002	Lobby	Pull stations/Addressable detectors/ Audio visual alarm
Capacity: 50	KENNEDY HALL	Simplex 4100u	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors
Capacity: 75	STONE	Simplex 4100u		Pull stations/Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm
Capacity: 177	MOTON HALL	Simplex 4020	Lobby	Pull stations/ 2nd floor Addressable detectors/1st/3rd /4th Battery operated smoke detector in individual rooms/ Audio visual alarm
Capacity: 230	TWITCHELL HALL	Simplex 4010	Lobby	Pull stations/ Battery operated detectors in individual rooms / Audio visual alarm
Capacity: 233	VIRGINIA CLEVELAND	Simplex 4100u	Lobby	Pull stations/Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm
Capacity: 82	WINONA HALL	Simplex 4100u	Lobby	Pull stations/Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm
Capacity: 48	MODULAR HOUSING	none	none	Battery operated detectors in individual rooms
Capacity: 60	THURGOOD MARSHALL	Simplex 4020	Lobby	Pull stations/Heat detectors/ Addressable detectors/ Audio visual alarm
Capacity: 24	CONTINUING ED. DORM	Simplex 4100es	Laundry Room	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system
Capacity: 302	MCGREW TOWERS DORM	Simplex 4100u	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices
Capacity: 36	PIERCE HALL	Simplex 4020	Lobby	Pull stations/Heat detectors/Door hold devices Addressable detectors/ Audio visual alarm
Capacity: 22	HOLLY TREE INN	Simplex 4100es	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices.
Capacity: 191	L. DOUGLAS WILDER HALL	Pyrotronics	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices.
Capacity: 178	WHITE HALL	Simplex 4100u	Lobby	Pull stations/Addressable detectors /Sprinkler system/Door hold devices/ Audio visual alarm
Capacity: 105	WENDELL HOLMES HALL	Simplex 4100u	Lobby	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices.
Capacity 82	MULTIPURPOSE (1ST & 2ND FL)	Simplex 4100u	Mechanical room	Pull stations/Heat detectors/ Audio visual alarm Addressable detectors /Sprinkler system/Door hold devices.

C. Residence Hall – Dormitory Fire Drills – 2013

Fire drills/evacuations are required in all occupied residence halls during the fall, spring, and summer sessions. Fire drills are unannounced and all occupants are required to leave the building. Fire drills are initiated in the early evening hours to ensure a maximum number of occupants participate. Fire drills are conducted by University Fire Marshal.

Capacity	BUILDING	Fall	Spring	Summer
Capacity: 145	DAVIDSON HALL	September	March	
Capacity: 202	W.E.B. DUBOIS HALL	September	March	
Capacity: 249	HARKNESS HALL	September	March	July
Capacity: 191	JAMES HALL	September	March	
Capacity: 99	KELSEY HALL	September	March	
Capacity: 50	KENNEDY HALL	September	March	
Capacity: 75	STONE	September	March	
Capacity: 177	MOTON HALL	September	March	July
Capacity: 230	TWITCHELL HALL	September	March	July
Capacity: 233	VIRGINIA CLEVELAND	September	April	
Capacity: 82	WINONA HALL	September	April	
Capacity: 48	MODULAR HOUSING	September	April	
Capacity: 60	THURGOOD MARSHALL	September	April	
Capacity: 24	CONTINUING ED. DORM	September	April	
Capacity: 302	MCGREW TOWERS DORM	September	April	
Capacity: 36	PIERCE HALL	September	April	
Capacity: 22	HOLLY TREE INN	September	April	
Capacity: 191	L. DOUGLAS WILDER HALL	September	April	
Capacity: 178	WHITE HALL	September	April	
Capacity: 105	WENDELL HOLMES HALL	September	April	July
Capacity 82	MULTIPURPOSE (1ST & 2ND FL)	September	April	July

D. Residence Hall Policies on Smoking – Electrical Appliances – Open Flames

According to the National Fire Protection Association (NFPA), cooking is the second leading cause of fire in college dormitories and residence halls (after arson) and the leading cause of fire injuries. Limited cooking is allowed in many residence halls. Some residence halls also have centrally located kitchens which are available for student use. Most of these kitchens have conventional stoves and refrigerators. In many of these kitchens students can also use electric skillets and other appliances not permitted in their rooms.

- Hotplates
- Toaster
- Ovens
- George Forman
- Grills
- Crock pots
- Oil popcorn poppers
- Electric skillets

Combustibles

- Candles/ Incense or any other open flames are prohibited in rooms.
- **NO SMOKING IN RESIDENCE HALLS 50FT AWAY FROM BUILDING.**
- No heavy load of combustibles in a room, on the walls, or ceiling.
- No covering a door with paper or other combustible materials.

Electrical Outlets and Appliances

Overloaded electrical outlets, damaged extension cords, and electrical appliances with heating elements have all been implicated in residence hall fires. Ideally, eliminating these potential sources of fire would be the preferred course of action.

- **Do not overload electrical outlets.**
- **Use only one appliance per outlet.**

If an electrical outlet becomes hot to the touch, disconnect any cords or appliances and notify the RA, Residential Director, or a member of the maintenance staff. **Use power strips with over-current protection. (A power strip with overcurrent protection shuts off power automatically if there is too much current being drawn.)**

- Halogen lamps,
- Extension cords must be UL approved.
- They must never be routed under rugs or carpets and multiple cords should not be connected together.
- No blocking of electrical panels

E. Residence Hall – Emergency Evacuation Procedures

- Your first action should be to take your room keys. Be sure to alert any other occupants of the room.
- Roll out of bed and crawl to the door.
- Stay low to avoid smoke and super-heated gases that may have entered your room.
- Feel the doorknob or higher on the door with the back of your hand. If it feels hot, do not open it — the fire may be on the other side of the door. If it is not hot, open it slowly. If trapped on upper floors, put a wet cloth under the closed door to help prevent the spread of smoke. If you have a phone in your room, dial 911 and tell the operator the following: dorm name, room number and that you are trapped in the room and need to be rescued. Stay on the phone until the fire department arrives at your room.
- If the hallway is clear of smoke, walk to the nearest fire exit and leave the building. Close your door behind you.
- DO NOT USE THE ELEVATORS
- Pull the fire alarm on your way out of the building if the alarm horn is not already sounding.
- Call 911 and HUPD 727-5666 from a safe place and report the nature and location of the fire.
- Do not attempt to extinguish a fire unless you are trained to do so.

Do not return to your room or go into the building until instructed. Resident assistants (RAs) will take a head count and move at least 300 feet from the building and go to your building's designated assembly area.

Evacuation Route

Emergency evacuation routes within each facility are posted on the interior door of each residence room. Additionally, staging or gathering areas for residents are noted for each residence hall in the residence hall. Residents are required to gather on sidewalks or other appropriate areas out of the traffic areas used by emergency responders. After being evacuated, residents should only return to the residence halls after an announcement by the municipal fire department, university police, or university fire prevention personnel that it is permissible to do so.

Evacuation Assistance

Residence hall staff provides a confidential list of students that may require assistance during evacuations to fire safety and police personnel. Students may request in writing to the residence hall area desk to be added or removed from this list at any time during the year. Resident Assistants provide assistance or assign personnel to assist any student that may be mobility impaired or that may require assistance in the event of an evacuation.

Emergency Communication Tools

Emergencies may range from inclement weather, to building evacuations, to campus closures. The university has a variety of tools to communicate with the public in the event of these and other possible emergencies. Depending on the type of emergency, the university may use some or all of the communications tools to inform the faculty, staff, and students.

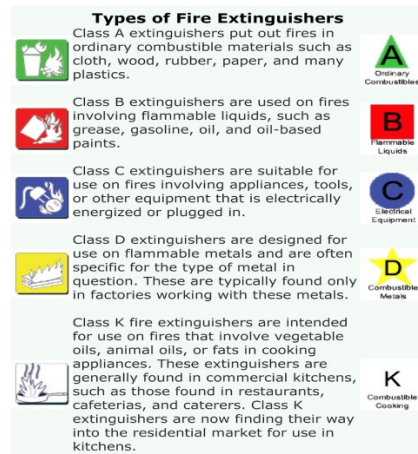
F. Fire Safety Training – Inspection – Education Programs

Education Training Programs

With prevention as our primary mission, Fire Prevention Office promotes and provides a full range of fire and life safety educational training. From regularly scheduled programs such as annual fire drill exercises and “hands on” fire extinguisher training, to specialized training topics including special hazard protection systems and building fire protections systems operational training. Fire Prevention Office works with individual departments to develop and provide specific educational programs based on their unique needs required for research.

Fire Extinguisher

In general, units have been purchased by the Fire Prevention Office or Faculties to meet the probable needs of the environment. For example: dry chemical multi-purpose extinguishers with an ABC classification are installed in the hallways of major buildings for general usage. These extinguishers would put out three types of fires.



Several types of extinguishers are installed depending on what needs to be protected and how. See what’s available to you before an emergency happens so you know which extinguisher is safe to use for your circumstances. Your safety comes first.

To use an extinguisher efficiently, think of the acronym PASS:

1. Pull the pin out
2. Aim the nozzle at the base of the fire
3. Squeeze the handle
4. Sweep from side to side

Portable fire extinguishers shall be installed in dormitories and residence halls such that the maximum travel distance from any location on a floor to a fire extinguisher located on that same floor is not more than 75 feet. (International Fire Code 906.3.1) **Tampering with fire extinguishers is prohibited. Anyone caught tampering with a fire extinguisher should be expelled from student housing and subject to criminal prosecution.**

Special Hazards

The D.O.T Emergency Response Guidebook 704 placard system identifies hazards associated with hazardous materials. The system was developed primarily with the needs of fire protection agencies in mind it is of value to anyone, including someone enrolled in a chemistry laboratory course, who needs to handle potentially hazardous material.

The hazard identification signal is a color-coded array of four numbers or letters arranged in a diamond shape. An example is shown below. You will see hazard diamonds like this on trucks, storage tanks, bottles of chemicals, and in various other places around campus.

The blue, red, and yellow fields (health, flammability, and reactivity) all use a numbering scale ranging from 0 to 4. A value of zero means that the material poses essentially no hazard; a rating of four indicates extreme danger



In the event there is a release of a hazardous chemical or material, the following actions should be taken:

- DO NOT attempt to clean up the spill.
- Evacuate the area immediately.
- Call HUPD 727-5666
- Let authorities know if the spill is still active.
- When outdoors, proceed immediately upwind from the spill location.

If you are INDOORS:

- If it is SAFE to do so, activate emergency shut-off valves.
- Close all the doors behind you when exiting to prevent further contamination.
- 2012 Emergency Response Guidebooks are located in the Fire Marshal office Whipple Barn for free.
- HUPD will contact on-duty maintenance personnel for repairs.

G. Residence Hall Fire and Life Safety Violations

Fire Safety Inspections

Fire safety inspections of all residence halls and individual rooms are performed by the dormitory director and resident assistants assigned to each facility. Specific areas to be inspected are as follows:

- (a) Exit stairwells (check for obstructions)
- (b) Exit corridors (check for obstructions)
- (c) Exit signs (check for function and visibility)
- (d) Building exit doors (check for function and security)
- (e) Common areas (lounges - study rooms – entertainment areas)

Reports regarding building safety equipment requiring repair or replacement must be submitted to Fire Marshal office in a timely manner.

Fire and Life Safety Violations

To ensure that fire and life safety guidelines are followed within the residence halls, various types of appliances and items are prohibited. If have questions regarding whether a particular item is permitted, residents should direct such inquiries to resident hall dorm director .Inquiries are presented to the university fire marshal for an official response – with a decision as to whether the item is permissible or not.

Subsequent violations of fire and life safety policies will result in disciplinary action and possible removal of an individual from the residence hall.

Activation of a fire alarm system

Discharging fireworks, explosives,

Obstruction of fire sprinkler system

Tampering of fire safety and/or sprinkler equipment

Open flame or open flame devices within a residence

Failure to evacuate upon activation of a fire alarm

Possession of banned or prohibited objects

Smoking indoors or in designated no smoking area

Obstructing a route of fire exit egress

Covering/obstructing an evacuation diagram

State of Virginia Law Intentional Activation of Fire Alarm

§ 18.2-212. Calling or summoning ambulance or fire-fighting apparatus without just cause; maliciously activating fire alarms in public buildings; venue.

- A. Any person who without just cause therefor, calls or summons, by telephone or otherwise, any ambulance, or fire-fighting apparatus, or any person who maliciously activates a manual or automatic fire alarm in any building used for public assembly or for other public use, including, but not limited to, schools, theaters, stores, office buildings, shopping centers and malls, coliseums and arenas, regardless of whether fire apparatus responds or not, shall be deemed guilty of a Class 1 misdemeanor
- B. A violation of this section may be prosecuted either in the jurisdiction from which the call or summons was made or in the jurisdiction where the call or summons was received.

§ 18.2-77. Burning or destroying dwelling house, etc.

A. If any person maliciously (i) burns, or by use of any explosive device or substance destroys, in whole or in part, or causes to be burned or destroyed, or (ii) aids, counsels or procures the burning or destruction of any dwelling house or manufactured home whether belonging to himself or another, or any occupied hotel, hospital, mental health facility, or other house in which persons usually dwell or lodge, any occupied railroad car, boat, vessel, or river craft in which persons usually dwell or lodge, or any occupied jail or prison, or any occupied church or occupied building owned or leased by a church that is immediately adjacent to a church, he shall be guilty of a felony, punishable by imprisonment for life or for any period not less than five years and, subject to subdivision g of § 18.2-10, a fine of not more than \$100,000. Any person who maliciously sets fire to anything, or aids, counsels or procures the setting fire to anything, by the burning whereof such occupied dwelling house, manufactured home, hotel, hospital, mental health facility or other house, or railroad car, boat, vessel, or river craft, jail or prison, church or building owned or leased by a church that is immediately adjacent to a church, is burned shall be guilty of a violation of this subsection.

B. Any such burning or destruction when the building or other place mentioned in subsection A is unoccupied, shall be punishable as a Class 4 felony

H. Future Improvements – Campus Fire Safety

Hampton University continually evaluates the need for improvements in all aspects of the campus fire safety program. It is the intent of the university to provide an environment that addresses the issues of fire and life safety for students, faculty, and staff. Changes in student or personnel numbers, occupancy changes of campus buildings, the design and use of new buildings, renovations of existing structures, and the need to retrofit existing buildings with new fire/life safety equipment is continually under review. Improvements or potential changes in fire safety at the university are reviewed and any required changes are implemented on a timely basis.