

# **FIRE SAFETY REPORT AND BUILDING EVACUATION POLICY AND PROCEDURES**

## **Fire Safety Report**

### **General:**

Fire Prevention and Suppression Services: Fort Hays State University does not maintain an autonomous fire department and is reliant upon the City of Hays Fire Department to provide those services as outlined within the annexation agreement between FHSU and the City of Hays. The Agreement, in Section 2, page 5 states: "The City shall provide fire protection to the University free of charge consistent with and as provided to other entities within the City. The University shall maintain its active efforts to prevent false alarms."

Code Compliance: The University is subject to inspection and standards established by the Fire Marshal of the State of Kansas for code compliance. Typically, the City of Hays does not perform fire inspections at the University unless requested by the State Fire Marshal or in response to a verifiable complaint regarding a fire hazard or code violation. Additionally, as prescribed by K.S.A. 75-1250 et. seq., the University will continue to adhere to the standards prescribed by the State of Kansas Department of Administration's Division of Architectural Services.

### **Statistics:**

The University Police Department, in conjunction with the City of Hays Fire Department will produce an annual Fire Safety Disclosure Report, which shall include statistics concerning the number and cause of all fires occurring within all areas of campus student housing including fraternities and sororities, the number of injuries related to the fire that resulted in medical treatment, the number of fire-related deaths, and the value of property damage caused by fire.

Statistics for 2008 and 2009 up to date of report:

Case#:	Date:	Time:	Location:	Property:	Injuries:	Fatalities:	Cause:
None.				Value			

### **Fire Safety Systems:**

All academic and residential life buildings, within the defined boundaries of Fort Hays State University, are actively monitored with interactive fire alarm systems, which report directly to a 24-hour monitoring service, which in turn, notifies the Hays Law Enforcement Dispatch Center. This excludes areas within the agricultural and/or farm areas. Fire sprinklers are utilized as required by statute/code and enforced by the Fire Marshal. The following is a summary of coverage:

### **Academic Buildings:**

**Sternberg Museum:** Full sprinkler system. Active alarm system  
**Picken Hall:** Once renovation is complete, the building will contain a sprinkler system  
**Stroup Hall:** Full sprinkler system. Active alarm system.  
**Sheridan Hall:** Limited sprinkler system. Active alarm system.  
**McCartney Hall:** No sprinkler system. Active alarm system.  
**Albertson Hall:** No sprinkler system. Active alarm system.  
**Davis Hall:** No sprinkler system. Active alarm system.  
**Martin Allen:** No sprinkler system. Active alarm system.  
**Malloy Hall:** Limited sprinkler system. Active alarm system.  
**Forsyth Library:** No sprinkler system. Active alarm system.  
**Cunningham Hall:** Portions of the facility are sprinkled. Active alarm system.  
**Rarick Hall:** No sprinkler system. Active alarm system.  
**Heather Hall:** No sprinkler system. Active alarm system  
**Tomanek Hall:** Partial sprinkler system. Active alarm system.  
**Custer Hall:** No sprinkler system. Active alarm system.  
**Plymouth School House:** Not required under code to have a fire alarm or sprinkler system.

### **Residential Buildings:**

**Stadium Place Apartments:** Active alarm system. Section B & C contain a sprinkler system. Sections A & D not covered by sprinkler system.  
**Wiest Hall:** No sprinkler system. Active alarm system.  
**Wooster Place Apartments:** No sprinkler system. Active alarm system.  
**Agnew Hall:** No sprinkler system. Active alarm system.  
**McMindes Hall:** Partial coverage within the kitchen and dining area at Solarium by sprinkler system. Active alarm system.

### **Auxiliary Enterprise Buildings:**

**Memorial Union:** Full sprinkler system in the lower sections only. Active alarm system.  
**Robbins Center (FHSU Foundation/Alumni Building):** Full fire suppression system. Active alarm system.  
**Lewis Field Stadium:** No sprinkler system. Active alarm system.

### **Service Buildings:**

Brooks, Witt, Motor Pool, Grounds, Akers Energy Center, and Old Power Plant are not required under code to have a fire alarm or sprinkler system.

### **Mandated supervised fire drills for Residential Life:**

Residential hall fire safety will be discussed at New Student Orientation in August of each year. Additionally the University will conduct supervised fire and evacuation drills for each of the residential halls during the month of September every year. A team consisting of members from the Fort Hays State University Police Department, Hays Fire Department, and Student Affairs Administration will supervise and critique the drills. The exact date and time of the drills will be decided by members of the supervision team. Results of the critique will be discussed with Student Affairs Staff and the University policy group governing emergency preparedness, and any changes in process or procedure will be decided at that time.

### Portable electrical applications, smoking and open flames within residential life:

All residence halls are smoke free. Smoking is permitted outside the building. Use of incense and/or open flames in the residence halls is prohibited. Candle warmers are permitted and encouraged.

Cooking: The residence halls are not equipped with the kind of wiring, plumbing or ventilation systems which would allow cooking in student rooms. Each hall has a kitchenette area that residents may use for cooking.

Microwave Ovens: Each floor is equipped with a common microwave oven for residents to use. Only microwave safe dishes and utensils may be utilized and food is not to be left unattended. Failure to follow appropriate cooking methods may result in excessive heat/smoke production which will trigger the hall fire alarm system. Intentional disregard of cooking methods or failure to adhere to reasonable safety procedures which results in fire safety system activation will result in disciplinary action for a fire safety violation.

### Fire Safety Information:

Residential Life/Upon discovering a fire:

- Remain calm; close the door to isolate fire, if safe to do so.
- Pull the manual fire alarm and call 911.
- Use a fire extinguisher on a small, confined fire, only if you have been trained and it is safe to do so.
- Report any person trapped, injured, or unaccounted for to 911 or the University Police (UPD) or Hays Fire Department (HFD).
- Exit the building as indicated in the "Evacuation Procedures" section contained below.

Residential Life/When an Alarm Sounds:

- Upon hearing an alarm, evacuate the building in an orderly fashion. If possible, close all interior doors and turn off lights behind you. Do not lock the door.
- Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner. Do not use the elevators! Emergency exits are conspicuously marked with an illuminated exit sign.
- Residential Life staff should assist students and visitors in a prompt and orderly evacuation to a safe area at least 200 feet from the building and report any missing or trapped person to 911.
- All residents and guests should remain at least two hundred (200) feet outside of the building in the safe area and await further instructions from the University Police personnel or the Hays Fire Department. In the event of inclement weather or a prolonged evacuation, the Director of Residential Life or designee should make arrangements for the temporary sheltering of displaced residents in a nearby Residential Life building or other available University building.
- Do not go back into the building for any reason until directed to do so by Emergency Personnel. If you have a problem or concern, notify University Police or 911.

Non-Residential Life Building/Upon Discovering a Fire:

- Remain calm; close the door to isolate fire, if safe to do so.
- Pull the manual fire alarm and notify 911.
- Use a fire extinguisher on a small, confined fire, only if you have been trained and it is safe to do so.
- Report any person trapped, injured, or unaccounted for to 911, UPD or HFD.
- Exit the building as defined below.

Non-Residential Life Building/When an Alarm Sounds:

- Upon hearing an alarm, evacuate the building in an orderly fashion. If possible, close all interior doors and turn off lights behind you. Do not lock the door.
- Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner. Do not use the elevators! Emergency exits are conspicuously marked with an illuminated exit sign.
- Building Supervisors, Faculty & Staff should assist students, visitors, faculty and staff in a prompt and orderly evacuation to a safe area at least 200 feet from the building and report any missing or trapped persons to 911.
- Remain at least two hundred (200) feet outside of the building in the safe area and await further instructions from the University Police personnel or the Hays Fire Department. In the event of inclement weather or a prolonged evacuation, the Provost's Office will determine alternative arrangements for displaced students.
- Do not go back into the building for any reason until directed to do so by Emergency Personnel. If you have a problem or concern, notify University Police or 911.

## **Building Evacuation Policy and Procedures**

### **Policy**

It is the policy of Fort Hays State University that this document, containing the University's Fire Safety Report and Building Evacuation Policies and Procedures will be publicized on the website of the University Police Department, and will be specifically communicated to students residing in on-campus housing (including Fraternities and Sororities) on at least an annual basis.

It is further the policy of Fort Hays State University that all training, education sessions, and drills regarding fire safety and building evacuation required herein will be conducted on at least an annual basis.

### **Procedures**

#### **Evacuation guidelines within Residential Life:**

Designated Evacuation points within Residential Life:

**Wiest Hall:** North elevator lobby on each floor.

**McMindes Hall:** Central elevator lobby on each floor.

**Agnew Hall:** Service desk lobby. Main floor.

**Custer Hall:** The lobby or corridor area adjacent to Elevator.

**Stadium Place Apartments:** No designated evacuation points.

**Wooster Place Apartments:** No designated evacuation points.

#### **Evacuation Guidelines for Persons with Impairments:**

A Roster of students who disclose disabilities should be maintained at each residence hall and available to UPD and HFD, at the time of the evacuation, by Senior Residential Life Staff. File shall be maintained in an area which provides confidentiality and prevents unauthorized disclosure.

Persons using wheelchairs: If you are on a ground floor, you may not need assistance exiting the building. Proceed to a safe area 200 feet from the building and wait for instructions on when the building may safely be reentered.

If you are located in a multi-level building, exit to the nearest designated evacuation point. (Designated evacuation points will be discussed at residence hall meetings to inform residents as to those locations and evacuation routes.) Ask for assistance. Contact 911 or have someone notify the University Police or Fire Department as to where you are located in the building.

Persons with mobility impairments: These individuals may use crutches, canes or walkers. Ask for assistance. If you are unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons who are deaf or hard of hearing: Buildings are equipped with visual fire alarm systems. Be familiar with the evacuation route in your building before an incident occurs. Ask for assistance by writing a note or using hand gestures.

Persons who are blind or visually impaired: Buildings are equipped with audible fire alarm systems. Ask for assistance in evacuating the building.

#### Evacuation guidelines for non-residential life buildings:

Areas of Rescue Assistance:

**Picken Hall:** South Stairwells.

**Sheridan Hall:** West side of Sheridan in the stairwell on all floors.

**McCartney Hall:** East side of McCartney Hall in the stairwell on all floors.

**Albertson Hall:** The east, south, west and central stairwell on all floors.

**Davis Hall:** North East stairwell of Davis Hall.

**Martin Allen:** The south stairwell on the second floor and the west stairwell leading outside the building.

**Malloy Hall:** On the second floor the stairwell on the east side. In the basement of Malloy, go to the stairwell on the west side.

**Forsyth Library:** The north side stairwell on the second floor and basement.

**Cunningham Hall:** Any exit.

**Gross:** South east stairwell, gate 1.

**Rarick Hall:** The northeast stairwell on all floors.

**Tomanek Hall:** The southeast stairwell on all floors.

**Memorial Union:** Follow illuminated exit signs.

Building Supervisors and Moss-Thorns Gallery of Art and Sternberg Museum personnel will be notified of a fire or other emergency which may require evacuation of the building in person, by phone, by loud speaker, or by alarm, depending on the nature of the emergency. The building supervisor will be responsible for notifying all other building occupants. In the event evacuation is necessary, the fire alarm system will be activated and all exits should be utilized.

#### Evacuation guidelines for persons with Physical Impairments:

Persons using wheelchairs:

If you are on a ground floor, you may not need assistance exiting the building. Proceed to a safe area 200 feet from the building and wait for instructions on when the building may safely be reentered.

If you are located in a multi-level building, exit to the nearest Area of Rescue Assistance. (Area of Rescue Assistance, evacuation routes and exit points are identified within the foregoing section and includes a floor plan for each building.) Ask for assistance. Contact 911 or have someone notify the University Police or Fire Department as to where you are located in the building.

Persons with mobility impairments: These individuals may use crutches, canes or walkers. Ask for assistance. If you are unable to use stairs, follow the procedure for persons using wheelchairs (see above).

Persons who are deaf or hard of hearing:

Buildings are equipped with visual fire alarm systems. Be familiar with the evacuation route in your building before an incident occurs. Ask for assistance by writing a note or using hand gestures.

Persons who are blind or visually impaired:

Buildings are equipped with audible fire alarm systems. Ask for assistance in evacuating the building.

#### Evacuation Training and Information:

Evacuation routes for residential facilities will be discussed at residence hall meetings. Evacuation routes, exits and areas of rescue assistance for non-residential buildings will be discussed at faculty orientation, provost council and faculty senate, and/or other sessions where university community members are instructed and trained as to campus safety. Building Supervisors, Department Chairs and Deans will be responsible for instructing staff as to the importance of evacuation when the alarm systems are activated.

*Adopted by President's Cabinet 12/02/09*