

Susquehanna University
Annual Fire Safety Report
2011

On August 14, 2008, the Higher Education Opportunity Act was signed into law. In order to comply with this Act, Susquehanna University has prepared this report, which includes required information about student housing fire systems, fire drills, fire safety policies and education and training programs for the 2009 calendar year.

On-Campus Housing Fire Safety Equipment

Susquehanna University residences halls have detection and sprinkler systems. University Avenue houses are equipped with detectors in common areas and the remainder of the residence halls are outfitted with full detection equipment in rooms. With the exception of University Avenue housing all residences halls have networked fire alarm systems. When a networked fire alarm is activated, the alarm reports to the Department of Public Safety (DPS) office located in the Degenstein Campus Center. The DPS office is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

University Avenue resident housing fire alarm systems are local audible alarms. When the alarms are activated the residents evacuate and notify the DPS, at 570-372-4444, about the alarm and possible cause. An officer responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond. Again, these buildings are equipped with detection and sprinkler systems.

The Theta Chi Fraternity house alarm now reports directly to DPS using an automated telephone dialer. This building is equipped with full detection and sprinkler systems.

Resident Advisors and Head Residents received fire safety training at the beginning of each semester to include evacuation procedures and fire extinguisher usage. Additional safety training for students can be scheduled for residence halls through Residence Life and Public Safety.

Future Improvements

West and Seibert Hall fire alarm monitoring panels will be upgraded during the summer of 2012 eliminating the current linked systems to only one system. Additionally, our University Avenue houses will be upgraded from a local alarm to a phone-dialer system to Public Safety to enhance reporting and response.

Supervised Fire Drills/Emergency Alert

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by the DPS in accordance with the requirements in the Higher Education Opportunity Act. Additionally, the public address/warning siren is tested each semester to verify its functionality and the Public Safety Dispatcher staffs operational usage.

Evacuation Policy and Procedures

Summary information regarding evacuation policies and procedures may be found online at: http://www.susqu.edu/studentlife/Public_Safety.asp

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Susquehanna University, all persons in the affected premises must evacuate. Occupants will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Initial emergency notifications may also be followed by e-mail, text messages, outdoor public address system and phone communications (voice mail) if appropriate.

If occupants discover a fire or smell smoke, or discover any other hazardous emergency condition in a campus facility, immediately activate the building fire alarm and call the Department of Public Safety at 570-372-4444 and/or 9-911. As occupants evacuate the building, calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items occupants may take include coats, valuables, medicines, purses, wallets and keys. Occupants should also take any pets with you. Occupants should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may only use a fire extinguisher when they are designated and trained to do so. Any individual designated and trained in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

Occupants should check the door with the back of their hand and if the door or doorknob to the hallway is hot to the touch, do not open it, as fire may be on the other side. If occupants are unable to leave your room or office due to heat or heavy smoke in the hallway, other

obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 9-911 and the Department of Public Safety at 570-372-4444 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in residence halls are marked with EXIT signs.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the DPS or emergency personnel. In addition, public safety staff will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for DPS officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. If re-entry to the building is not imminent, occupants will be directed to proceed to another location.

Fire Safety Violations and Prohibitions in Residence Halls

Summary information regarding fire safety violations and prohibitions may be found on line at: <http://www.susqu.edu/studentlife/Handbook.asp> under residence life policies.

Electrical Appliances

Reflecting fire safety and electrical concerns, residents are limited in the use of electric appliances and cooking devices.

1. Prohibited items include, but are not limited to, air conditioners, microwave ovens, portable heating units of any kind (unless provided by Facilities Management), and refrigerators over 5 cubic feet.
2. Some kitchen appliances, including hot plates, toasters, coffee machines, electric frying pans, broilers, and griddles, may be stored and used in kitchens/kitchenette areas of residence halls at the owners risk. Kitchen appliances may not be stored or used in residence hall rooms. Appliances should be unplugged and restored immediately after use.

Fire Safety Restrictions

1. No fabric may be hung from ceilings or draped on walls or over doorways.
2. Halogen lamps are prohibited.
3. Miniature decoration lights (i.e. Christmas lights, novelty lights) cannot be attached to room fixtures (i.e. smoke detectors, heat detectors and sprinkler heads) using metal fasteners (white adhesive putty is recommended) or used in any other manner contrary to the manufacturer's recommendations.
4. All candles (new or burnt wick), open flames, and the burning of incense are prohibited and will result in the confiscation and/or disposal of the item in question.
5. Placement of furniture cannot block easy exit from the room.
6. The possession or use of fireworks on University premises is prohibited. Fireworks are defined as any substance prepared for the purpose of producing a visible or audible effect by combustion, explosion or detonation. *This prohibition does not apply to University approved fireworks displays by a licensed, certified, and insured pyrotechnician.*

Smoking

All campus buildings (including residence halls) are completely smoke-free. Those who smoke outside of campus buildings are asked to stay more than 50 feet from an entrance or window and are asked to use the ashtrays that are located outside building entrances for the disposal of cigarettes and cigars.

Fire Safety

Fire extinguishers, fire alarm systems, and other fire prevention and protection equipment are provided in University buildings as a safeguard for lives and property. Tampering with fire bells, alarms, extinguishers, hoses, exit signs, instruction signs, sprinkler systems and the rendering of a false alarm are all prohibited. Individuals are required to vacate a building when a fire alarm sounds or when asked to do so by University officials.

Training

The Department of Public Safety conducts regular fire drills in the residence halls and other buildings.

Residence Life staff receive training on fire safety matters and also conduct training for students for their specific living unit at the beginning of each academic year.

Emergency Procedures placards are placed in each residence hall room and all other buildings.

Fire Reporting

Anyone wishing to report an active fire should call 9-911 or the Department of Public Safety at 570-372-4444. If anyone would wish to report a previous fire event, they may call the Department of Public Safety at 570-372-4444 (24 hours a day), Facilities Management at 570-372-4147, or Residence Life at 570-372-4133 (8:30am-4:30pm).

Fire Log

Fire incidents are logged as an incident and a report is filed and additionally a fire log journal is kept inside of the Department of Public Safety located inside of the Degenstein Campus Center. This journal will highlight all fire and alarm activity on the Susquehanna University campus.

