

ANNUAL FIRE SAFETY REPORT

Upper and lower campus residential housing facilities and educational buildings that are equipped with an automatic sprinkler and fire alarm system are monitored at all times by the Campus Safety Department. Buildings not equipped in this manner contain audible smoke alarms and fire extinguishers. The fire statistics chart provided lists the equipment present in residential buildings. Any observed fires, outside of the alarmed area or not detected by the automatic system, should be immediately reported to the Campus Safety Department at 570-674-6300. The Back Mountain Regional Fire and EMS Dept. can be contacted directly by calling 911.

BUILDING EVACUATION PROCEDURES AND FIRE SAFETY AWARENESS

- Sounding the fire alarm by activating a pull station will facilitate building evacuations.
- All occupants are to leave in a calm and orderly manner by the nearest marked exit.
- Do not use the elevators. Elevators do not function as customary when a fire alarm is sounding.
- Proceed to your respective evacuation site. Do not return to a building until authorized.
- Assist persons with a disability to exit the building. This may mean carrying a person down steps. If you cannot assist, call Campus Safety at (ext. 6300) 570-674-6300 and report your location.
- Faculty members and staff supervisors should be the last persons to leave a room. Close the door and report any persons who have not, or refuse to evacuate and their location to Campus Safety.
- If the source of the fire prevents safe exit, find an alternative route.
- Before you open the door, feel for excessive heat.
- If the door temperature feels normal, exit the building. Do not use the elevator.
- If the door feels hot, do not open it.
- Seal the cracks and openings with towels, sheets, etc.
- To attract attention, hang clothes or bedding out of the window and shut the window promptly.
- Don't break the window or leave it open unless the room is filling up with smoke.

All fires, regardless of the size or intensity, must be reported to the Campus Safety Department. If for some reason you cannot report a fire to the Campus Safety Department, make a report to one of the Campus Security Authorities (CSAs) as listed earlier in this document. CSAs include employees of the Student Life Department and Campus Life Department. The Campus Safety Department maintains and will continue to increase

participation and communication with local fire and emergency responders to insure familiarization with campus building layout and design, system upgrades and protocols followed during fire alarm activations. Residence hall rooms include postings on the back of each occupied room door which provide clear, concise instructions to follow during building evacuations. Instruction is also offered through the Student Life Department on how to prevent unnecessary fire alarm activations in kitchen areas regarding safe cooking practices.

FIRE SAFETY TRAINING

All resident students receive fire safety and evacuation training at the beginning of the academic year. Campus Life staff (CA's and AC's) are provided live fire training and familiarization exercises with fully functional fire extinguishers. Health and Safety Inspections are conducted in individual rooms by the Campus Life staff. Any deficiencies are documented and corrected. These electrical appliances are authorized for use in student rooms: clocks, fans, hair dryers, curling irons, electric curlers, hot pots with closed heating elements only, popcorn poppers, micro refrigerators (4.6 cu. ft. max.), microwave ovens (.9 cu. ft. max.), radios, shavers, stereo equipment, televisions, computers, printers, video devices, telephone chargers and accessories. Electrical appliances not included on this may be confiscated. Halogen lamps and open flames including candles are prohibited. Smoking, including electronic devices and vaporizers, is prohibited in all campus buildings. Smoking is prohibited anywhere on campus.

DAILY FIRE LOG, FIRE DRILLS AND PRECAUTIONARY EVACUATIONS

The Daily Fire Log is included in the Clery Act Public Crime log and is posted for public inspection at the Campus Safety office.

The fire statistics chart outlines actual fires, property damage, injuries, drills, precautionary evacuations and equipment present in each residential building.

Precautionary evacuations occur when a fire alarm device is activated by a minor non-fire situation (cooking, steam, etc.). No actual fires have been present during any of these incidents, however, all students are required to exit the building in a controlled fashion according to evacuation guidelines which is monitored by Campus Life staff and Campus Safety Officers. These incidents are recorded on the daily crime and fire log. Fire drills and precautionary evacuations allow the occupants of the buildings to become familiar with the sounds of the fire alarm, the location of exits, and building evacuation plans. Evacuation drills, monitored by the Campus Safety Department are also conducted in non-residential and academic buildings.