

SALISBURY UNIVERSITY 2017 ANNUAL FIRE SAFETY REPORT

This Annual Fire Safety Report is published and distributed by Salisbury University Police in compliance with The Higher Education Act of 1965 (HEA) as amended by the Higher Education Opportunity Act of 2008 (HEOA). It contains fire safety information about on-campus student housing facilities including fire statistics, fire safety systems, fire drills, evacuation procedures, fire safety rules, fire safety education and training policies, fire reporting procedures, and plans for future fire safety improvements.

Annually, prior to October 1, current students and employees are sent an email message providing them with a link to this report and notification that the current edition of the annual Fire Safety Report has been posted on the Salisbury University website. Current or prospective students and employees may obtain a copy of this report by visiting University Police located in the East Campus Complex, calling 410-543-6007 or by accessing the following link:
<http://www.salisbury.edu/police/Documents/2017AnnualFireSafetyReport.pdf>

REPORTING FIRES

In the event of a fire emergency, immediately sound the fire alarm and dial 911.

All fires that occur in on-campus housing facilities must be reported. This includes those fires that have already been extinguished such as a trash can fire, oven or microwave fire, grease fire on a stove, flame coming from electric extension cord, etc. These are fires for which you are unsure whether University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, contact University Police at 410-543-6222. If the fire occurred in University Park, a public-private partnership on Milford Street managed by EdR Collegiate Housing, contact University Park's Community Manager or Residence Life Manager at 410-677-0774. When calling, please provide as much information as possible about the location, date, time and cause of the fire.

GENERAL FIRE PROCEDURES

Sound the Alarm – If you discover or suspect a fire, remain calm and proceed in the opposite direction of known hazards toward the nearest exit. Sound the alarm and dial 911. Move at least 300 feet away from the building. If there is no alarm in the building, warn other occupants by knocking on doors and shouting on your way out.

Leave the Building – When a building alarm sounds or if you are warned of a fire emergency by another occupant, you must immediately exit the building as described above. Never use an elevator to evacuate during an emergency. Emergency evacuation signs with floor plans and emergency information and instructions are posted in each campus building. Sign information is also posted online at www.salisbury.edu/healthsafety/buildings.

Report the Location - If you have knowledge regarding the location of the fire, inform emergency responders and do not attempt to go back into the building until the fire department or local authority advises that it is safe to do so.

Disability –If you have a disability to an extent it impairs your mobility, it is your responsibility to inform your supervisor or resident director. You are the best judge of your physical limitations. Co-workers, staff, or residents will assist you to evacuate only if it places them in no personal danger. Visually impaired persons should have a sighted assistant to guide them to safety. Hearing impaired persons will be informed of the emergency by strobe lights and individually by

co-workers, staff or other students. If you are unable to evacuate using the stairs, look for “areas of refuge” such as within stair enclosures or on the protected side of corridor fire doors.

BUILDING FIRE SURVIVAL INFORMATION

Feel the Door before Opening – Before opening any doors, feel the metal doorknob. If it is hot, do not open the door. If it is cool, brace yourself against the door, open it slightly, and if heat or smoke are present, close the door and stay in the room.

If You Get Trapped - Keep the doors closed and seal cracks and vents if smoke comes in. If you are trapped in a room and there is no smoke outside, open the windows. Lower the top to let heat and smoke out and the bottom to let fresh air in.

Signal for Help – Hang an object in the window such as a towel or jacket to attract the attention of the fire department. If you have a phone, dial 911 and report that you are trapped and provide room number or location information.

Drop and Roll – If your clothes catch on fire, immediately stop, drop and roll to smother the flames.

Fire Extinguishers – Fire extinguishers are placed in university buildings in accordance with state requirements. It is university policy that everyone evacuates the building during a fire emergency. Only individuals that are trained in the use of fire extinguishers may voluntarily choose to fight a fire if the fire is very small. If the fire extinguisher does not put out the fire, leave immediately.

FIRE WATCHES

Whenever it is brought to the attention of the staff of residential buildings or departmental personnel that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (residential staff, security personnel, etc.) shall be assigned to the fire watch.
- The entire building shall be toured at least one time during each hour of the fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY AND STAFF

During National Fire Prevention Month (October), Environmental Health and Safety (EHS) uses a campus-wide email as a fire safety training tool. The email includes information regarding emergency procedures and how to prepare for a fire emergency. The campus is also provided with an annual update for life-safety and emergency preparedness information which includes procedures to be followed during a fire emergency. Additional information is available at www.salisbury.edu/healthsafety/training/FireSafety_0907.ppt and SU's fire safety webpage, www.salisbury.edu/police/emergency/fire/.

Physical Plant Trades, Grounds, and Housekeeping personnel are trained annually in fire safety protocols and procedures by EHS. In addition, Physical Plant Trades, Housekeeping and Laboratory personnel are provided training for use of fire extinguishers for incipient fires in their work areas.

Mandatory training of residential staff occurs annually in August and includes a policy and resource manual. This training includes information on proper notification, evacuation procedures, fire drill protocol and assembly area activities, fire protection features of facilities, fire prevention, and conducting fire safety education sessions for residents. Additional in-service training conducted by University Police and/or Environmental Health and Safety may be scheduled as needed.

Resident students receive training from the residential staff at the beginning of each academic year during mandatory residence hall meetings. Students are provided with information on fire safety and are shown the location of pull stations, fire safety equipment and evacuation routes from the building. Special training programs for residents conducted by University Police may be scheduled as needed.

SAFETY INSPECTIONS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

Students are required to maintain their rooms according to health, fire, safety and maintenance standards set by the state and University policy. Regularly scheduled inspections of the students' rooms and adjoining bathrooms are conducted by the housing staff. Inspections allow our staff to make certain the room is in good condition, and ensure that living guidelines are being adhered to (especially outlet use, adhesives on walls, and smoke detectors). Any violations observed will be confronted, and if necessary, referred through judicial procedures.

EVACUATION PROCEDURES FOR ON-CAMPUS STUDENT HOUSING FACILITIES

Resident students receive training on fire evacuation procedures. When resident students discover a fire, they are instructed to:

- Sound alarm and dial 911
- Close all doors and windows in the immediate area
- Do not use elevators
- Vacate the building as quickly and orderly as possible
- Do not call the University switchboard

When resident students hear the fire alarm, they are instructed to:

- Awaken roommates and inform them of the alarm
- Close windows and turn off all electrical appliances
- Put on shoes and a coat
- Vacate the building as quickly and orderly as possible
- Do not use elevators
- Do not call the University switchboard

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES IN ON-CAMPUS STUDENT HOUSING FACILITIES

On-campus housing facilities have prohibitions against the following activities/items:

- Smoking
- Tampering with fire safety equipment, e.g., fire alarms, fire extinguisher and hoses, exit signs, fire doors, sprinklers and smoke detectors
- Candles (lit and unlit), incense and potpourri
- Storage of motorcycles, motorbikes and any gasoline engine or gas/oil
- Storage or use of inflammable or explosive liquids or gases, with the exception of artist tube paints
- Possession and/or use of fireworks, explosives, firearms and weapons, knives or anything which resembles a weapon

- Use of prohibited electrical appliances, particularly hot-pots, stand-alone microwaves and toaster ovens (see appliance policy below)
- Unsanitary conditions or fire hazards in a room or area
- Flaming alcoholic beverages
- Electric blankets
- Live Christmas trees/decorations
- Halogen, lava, and sun lamps
- Hover boards

Electrical Appliances:

Due to the limited electrical capacity of each hall for reasons of fire safety, students are required to observe the following:

1. All electrical appliances must carry the approval label of the Underwriters Laboratory.
2. Use of multiple extension cords is prohibited (an extension cord plugged into another extension cord or surge protector).
3. Space heaters/kerosene or electric heaters are prohibited.
4. Use of any cooking appliances is prohibited in a student room, except coffee makers and blenders (excludes Sea Gull Square and Chesapeake Hall).
5. Refrigerators that are rated greater than 1.7 amps are prohibited.
6. Microwave ovens are prohibited in students' rooms but are provided in common areas. Apartments may have a microwave oven in the common areas.

SMOKE-FREE CAMPUS POLICY

Smoking is prohibited on the campus of Salisbury University. This consists of all buildings, including residence halls; all grounds (except the designated smoking areas located on the periphery of the main campus), parking lots and garages, on-campus sidewalks, streets, driveways, stadiums, recreational spaces and practice facilities; and in all University-owned or leased vehicles. Individuals found in violation of the Smoke-Free Policy will incur a fine in the amount of \$75 along with any other applicable sanctions. For more information, visit <http://www.salisbury.edu/smokefree/policy.html>.

In addition, smoking is strictly prohibited in all University Park units, hallways, and the clubhouse/community building. Smoking must be at least 30 feet away from any community building.

EVACUATION/FIRE DRILLS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

To ensure the safety of residents, fire drills are scheduled monthly. During these drills, all occupants are required to vacate the building and follow fire evacuation protocols. Fire drills and safety practices are to be taken seriously.

Residents should notify a member of the housing staff after exiting the building. The practice of checking-in during a building evacuation allows emergency personnel to know if anyone may still be in the building. Evacuation routes are posted in each building. Additional information is available on the following website: www.salisbury.edu/healthsafety/buildings.

Tampering with fire safety equipment (alarms, extinguisher, hoses, smoke detectors, etc.) is a violation of the criminal code and jeopardizes lives and property. Accordingly, the University reserves the right to prosecute anyone found tampering with fire safety equipment, in addition to taking disciplinary action which could mean suspension from the University. Failure to exit the building or comply with a University official during a planned or unscheduled fire drill will result in disciplinary action and/or fine.

EVACUATION PLAN FOR ON-CAMPUS STUDENT HOUSING FACILITIES

A building emergency evacuation sign with floor plans, emergency information and instructions is located at posted points throughout each building. Resident students are expected to learn the location of exit stairwells and doors and to plan more than one exit route. When the fire alarm sounds, all occupants are expected to evacuate. Once outside, go to the pre-determined assembly areas (safe zones). Resident students with disabilities are reported to emergency responders who assist in their evacuations. All residents are expected to stay quiet and orderly, remaining outside and away from the building until it is cleared by the fire department.

DESIGNATED SAFE ZONES

Assembly Areas	Designated Safe Zone
Chesapeake Hall	A-D Apartments: Red Square E-H Apartments: RT 13 parking lot (last row)
Wicomico Hall	1 st Floor: Henson Hall lawn 2 nd -3 rd Floors: Quad near Nanticoke Hall
Severn Hall	A-C Clusters: Commons Building grass B-D Clusters: Area behind Chester Hall
St. Martin Hall	NE: Courtyard closest to Chesapeake Hall S-SW: Red Square
Pocomoke Hall	1 st Floor: Center of Quad 2 nd -3 rd Floors – Devilbiss parking lot
Manokin Hall	1 st Floor: Center of Quad 2 nd -3 rd Floors: Blackwell parking lot
Nanticoke Hall	Center of Quad
Choptank Hall	Safe area behind Chester Hall
Chester Hall	Volleyball courts behind Choptank Hall
Dogwood Village	Bldg. A, B, C, D, E, M, L: Dogwood parking lot Bldg. F G, H, K, J, N, O: Parking lot near the Commons
Sea Gull Square	West side of Sea Gull Square near the covered patio area or north side of Sea Gull Square near the trash compactor area
University Park	Proceed away from the property and meet in the parking lot at the furthest point from your building

Additional information is available online at:

1. Residence Hall Information Book - <http://www.salisbury.edu/housing/default.html>
2. University Park Student Apartments Resident Handbook - <http://www.upsalisbury.com/Resident%20Handbook/Resident%20Handbook>

FIRE LOG

A fire log is available for review at www.salisbury.edu/police/firelog/. It contains information about fires that occur in the residence halls such as the nature, date, time and location.

2014 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

RESIDENTIAL FACILITIES	TOTAL FIRES IN EACH FACILITY	DATE	TIME	CAUSE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
CHOPTANK HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESAPEAKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESTER HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
DOGWOOD VILLAGE	0	N/A	N/A	N/A	N/A	N/A	N/A
MANOKIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
NANTICOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
POCOMOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
ST. MARTIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
SEA GULL SQUARE	2	9/22/14	9:16 pm	Unintentional-electrical (outlet/hair dryer malfunction)	N/A	N/A	\$15.00
		10/19/14	12:20 am	Unintentional-cooking (grease fire)	1	N/A	\$320.00
SEVERN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
WICOMICO HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
UNIVERSITY PARK	0	N/A	N/A	N/A	N/A	N/A	N/A

2015 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

RESIDENTIAL FACILITIES	TOTAL FIRES IN EACH FACILITY	DATE	TIME	CAUSE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
CHOPTANK HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESAPEAKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESTER HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
DOGWOOD VILLAGE	0	N/A	N/A	N/A	N/A	N/A	N/A
MANOKIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
NANTICOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
POCOMOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
ST. MARTIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
SEA GULL SQUARE	2	2/14/15	3:05 p.m.	Unintentional – cooking (food in oven)	N/A	N/A	\$639.00
		9/1/15	6:59 a.m.	Unintentional – cooking (grease fire)	N/A	N/A	N/A
SEVERN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
WICOMICO HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
UNIVERSITY PARK	0	N/A	N/A	N/A	N/A	N/A	N/A

2016 FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING FACILITIES

RESIDENTIAL FACILITIES	TOTAL FIRES IN EACH FACILITY	DATE	TIME	CAUSE	NUMBER OF INJURIES THAT REQUIRED TREATMENT AT A MEDICAL FACILITY	NUMBER OF DEATHS RELATED TO FIRE	VALUE OF PROPERTY DAMAGE CAUSED BY FIRE
CHOPTANK HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESAPEAKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
CHESTER HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
DOGWOOD VILLAGE	0	N/A	N/A	N/A	N/A	N/A	N/A
MANOKIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
NANTICOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
POCOMOKE HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
ST. MARTIN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
SEA GULL SQUARE	1	7/5/16	4:52 p.m.	Unintentional – cooking (grease fire)	N/A	N/A	\$100.00
SEVERN HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
WICOMICO HALL	0	N/A	N/A	N/A	N/A	N/A	N/A
UNIVERSITY PARK	0	N/A	N/A	N/A	N/A	N/A	N/A

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

	FIRE ALARM MONITORING SYSTEM	PARTIAL SPRINKLER SYSTEM ³	FULL SPRINKLER SYSTEM ⁴	PORTABLE FIRE EXTINGUISHER	STAND ALONE SMOKE ALARMS ⁵	HORNS, BELLS AND/OR STROBES	FIRE DOORS & FIRE WALLS ⁶	TOTAL FIRE DRILLS 2014	TOTAL FIRE DRILLS 2015	TOTAL FIRE DRILLS 2016
CHOPTANK HALL	YES ¹	NO	YES	YES	YES	YES	YES	7	6	7
CHESAPEAKE HALL	YES ¹	NO	YES	YES	YES	YES	YES	5	6	5
CHESTER HALL	YES ¹	NO	YES	YES	YES	YES	YES	2	6	5
DOGWOOD VILLAGE	YES ¹	NO	NO	YES	YES	YES	NO	5	5	6
MANOKIN HALL	YES ¹	NO	YES	YES	YES	YES	YES	6	4	5
NANTICOKE HALL	YES ¹	NO	YES	YES	YES	YES	YES	6	6	7
POCOMOKE HALL	YES ¹	NO	YES	YES	YES	YES	YES	6	6	5
ST. MARTIN HALL	YES ¹	NO	YES	YES	YES	YES	YES	5	5	6
SEVERN HALL	YES ¹	NO	YES	YES	YES	YES	YES	3	6	6
WICOMICO HALL	YES ¹	NO	YES	YES	YES	YES	YES	4	6	5
SEA GULL SQUARE	YES ¹	NO	YES	YES	YES	YES	YES	4	5	5
UNIVERSITY PARK	YES ²	NO	YES	YES	YES	YES	YES	2	2	2

- Notes:
- 1) Fire alarms monitored by Salisbury University Police
 - 2) Fire alarms monitored by Alarm Engineering
 - 3) Partial sprinklers is defined as sprinklers in the common areas only
 - 4) Full sprinklers is defined as sprinklers in the common areas and individual rooms
 - 5) Stand-alone smoke alarms are in sleeping quarters and common areas
 - 6) Fire doors are located along egress corridors, exterior doors and stairwell doors

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:

Over the past several years, many of the residence halls have been upgraded to include voice enabled emergency annunciators and full sprinkler coverage. Of the 12 residence halls, only Dogwood Village is not sprinklered at this time. According to the facility master plan, Dogwood Village will be replaced by a new residence hall in the future. The replacement will be fully sprinklered and include a voice annunciator system.

In 2015 all smoke detectors were replaced in every University Park apartment. During 2016, 22 water gauges were replaced and Knox boxes were added to each building. University Park does not have plans to upgrade or change the current system.

The University continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment process.

ADDITIONAL RESOURCES

Additional information is available on the following web sites:

<http://www.salisbury.edu/police/emergency/fire/>

http://www.salisbury.edu/healthsafety/safety_minutes/default.html

<http://www.salisbury.edu/healthsafety/policies/FirePrevPlan.pdf>

ANNUAL SECURITY REPORT

In addition to this fire safety report, a security report is published and distributed by Salisbury University Police in compliance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Drug-Free Campus/Drug-Free Workplace* legislation. It contains crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety and security. Annually, prior to October 1, current students and employees are sent an email message providing them with a link to this report and notification that the current edition of the Annual Security Report has been posted on the Salisbury University website. Current or prospective students and employees may obtain a copy of this report by visiting University Police located in the East Campus Complex, calling 410-543-6007 or by accessing the following link:

<http://www.salisbury.edu/police/Documents/2017ANNUALSECURITYREPORT.pdf>