

KSU's ANNUAL FIRE SAFETY REPORT FOR CAMPUS HOUSING 2015

This report contains information related to fire safety in campus housing at Kennesaw State University, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The KSU Department of Residence Life creates this report annually, relying on information provided by collaborative partners, including but not limited to the University Police and the Department of University Housing.

The KSU Department of Residence Life maintains the campus housing fire log and reports fire statistics annually in conjunction with the "KSU Annual Security and Fire Safety Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The KSU Annual Security and Fire Safety Report may be obtained from the KSU Department of Public Safety and University Police or online at <http://www.kennesaw.edu/police/cleryactcompliance.html>.

Fire Safety Systems in Residence Halls

All campus housing facilities (Austin Residence Complex, KSU Place, University Village, and University Village Suites on the Kennesaw campus and Commons Apartments, Courtyard Apartments, Hornet Village Suites, Howell Hall, and University Columns on the Marietta campus) have a full sprinkler system, smoke detectors, audible alarms and strobes in each unit. All campus housing facilities have fire extinguishers in each unit with the exception of Hornet Village and Howell Hall on the Marietta campus. All units also contain walls and doors with a minimum two hour fire rating. All housing facilities (except University Commons on the Marietta campus) have active fire monitoring. The fire monitoring company provides notification for every fire alarm to the following in this order: Cobb County dispatch, KSU Police, KSU Department of University Housing on call maintenance.

All common use kitchens include automatic Guardian III wet chemical extinguisher units for range tops, and a thirty (30) minute timer with automatic cut off on all stoves (both oven and range elements). All common use kitchens contain card access secured doors with limited hours of operation, and digitally recorded cameras.

All systems are fully checked and maintained at least annually, and all systems are tested regularly, typically on a monthly basis. The fire safety systems at the University Village Suites (which houses all freshmen), are tested weekly.

Fire Drills

Mandatory supervised fire drills are conducted once each semester in the fall and spring semesters, within the first three weeks from the start of classes, and during the hours between 6 pm and 10 pm when the majority of students will be present. Fire drills were conducted on the following dates:

- August 26, 2014 (KSU Place & University Village)
- August 27, 2014 (Austin Residence Complex -formerly University Place- & University Village Suites)
- January 20, 2015 (KSU Place & University Village)
- January 21, 2015 (Austin Residence Complex -formerly University Place- & University Village Suites)

Fire Drills are coordinated by University Housing along with the KSU Residence Life Area Coordinator for the designated community, the local fire department, the fire alarm company, and the University Police. Resident Assistants (RAs) assist with orderly and timely evacuation of the building, and directing students to the designated evacuation site. Students failing to vacate are subject to student conduct disciplinary action.

A post drill review is conducted with all staff present to discuss the success of the drill and additional necessary actions that may be required for future drills.

Policies on Portable Electrical Appliances, Smoking, and Open Flames in Campus Housing

All policies must be reviewed and acknowledged by each student upon registering online for campus housing. All university policies related to campus housing are located in the KSU Residence Life Handbook, which is available online at www.kennesaw.edu/housing. The handbook is also available in Residence Life community offices. The full policies of University Housing are included in the online housing contract, and excerpts are included in the KSU Residence Life Handbook.

KSU Residential Code of Conduct related policies include:

5. Smoking

Smoking, all other use of tobacco, and all use of e-cigarettes, personal vaporizers (PV), and/or electronic nicotine delivery systems (ENDS) is prohibited on property owned, leased, rented or in the possession or control of the University

System of Georgia. This includes all on-campus housing and grounds as well as all other areas on campus.

8. Fire Safety

Tampering with, vandalizing or misusing fire safety equipment is prohibited and constitutes reasons for eviction from the apartments and possible suspension or expulsion from the University. Fire safety equipment includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable such as fuel, etc., may not be stored in a resident's room or apartment. Items that require an open flame to operate or which produce heat (i.e., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in resident's rooms. Residents must further agree to abide by the safety regulations as stipulated in the Housing Safety Regulations (located in this handbook).

University Housing related policies include:

Extension Cords and Multiple Plugs: An extension cord must be UL approved, 16 gauge, and not exceed an un-spliced length of six feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

Flammable Items: Items such as fuel, etc., may not be stored in residents' rooms or apartments.

Fire Lanes: Emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner's risk and expense.

Fire Equipment: Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment constitutes a danger to the safety of the community. Tampering with, vandalizing, or misusing fire safety equipment is prohibited and constitutes reason for eviction and up to expulsion from KSU. Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and sprinklers. Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

Irons: Ironing is permitted, but irons must always be used with ironing boards that have a fire resistant cover. Irons should never be plugged in when not in use, or left unattended. Irons with automatic cutoff mechanisms are encouraged.

Open Flames: Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, lighted candles, alcohol burners) are not allowed in the facilities. Unlit candles may be used for decorative purposes only.

Decorations: Decorative items such as fishnets, parachutes, and other items that are flammable are not permitted in residents' rooms and are prohibited unless they have been fireproofed. Only UL approved lights may be used. Decorations: must comply with all fire and facility regulations; Due to fire/facility damage risk, live cut tree are not permitted.

Since all campus housing units at KSU include either a full kitchen or kitchenette, portable electronic appliances are allowed, as long as they comply with all other policies and are UL approved. Microwaves are provided in every unit.

Procedures for Evacuation of Campus Housing In Case of a Fire

All students receive an evacuation destination notice with safety tips from the Department of University Housing upon checking in to campus housing. Evacuation routes and destination maps are posted on the back of all unit doors in facilities with interior corridors (University Village and University Village Suites on the Kennesaw campus and Hornet Village on the Marietta campus. For Howell Hall on the Marietta campus, the evacuation routes and destination maps are posted on the wall, in the stairwell, at the stairwell doors, which include the location of the nearest stairwell and exits, and instructions not to use the elevators. They are also posted on the lower wall of the interior of the hallways on the east and west wings of the building.

Common area evacuation diagrams are posted throughout all campus housing facilities, within compliance of all applicable fire safety codes. All designated evaluation locations are at least 300 feet away from the specific campus housing facility.

Accessible units are noted with a window placard, and building schematics with the locations of all accessible units were provided by KSU Department of University Housing to the fire department and KSU Police. Persons with disabilities who are unable to evacuate on their own, should remain near the window in their unit and emergency personnel will evacuate them.

Upon hearing the sounding of fire alarm horns: All residents and guests must immediately evacuate the building. At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify KSU Police Emergency at ext. 6666 or dial 470-578-6666.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform KSU Police or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Procedures to follow if smoke detector activation occurs in your room only: (No other alarms sounding throughout the building.)

1. If an activation occurs and fire, smoke and/or a burning odor is present:
 - Leave the room closing the door behind you.
 - Pull the Fire Alarm Pull Box located at the building exits.
 - Evacuate the building.
 - Call 911 to report the fire, or possible fire. Be prepared to give location, name, and phone number if possible.
2. If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor.
 - Leave the room and close the door behind you.
 - Call 911 from a safe location to give report, and then meet the responding Fire Department in a safe location outside of your room. Note: the Fire Department responds to all fire alarms including single smoke detector activation in a room whether or not the building fire alarm system is activated.
 - If you subsequently discover evidence of fire, smoke and/or burning odor, follow steps outlined in step 1.

Emergency Evacuation

1. When exiting your room and the building:
 - If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (i.e. coat, shoes, etc).

- If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
- Evacuate the building. If you are unable to evacuate, call 911 and give your name, location and phone number.

2. Once safely outside the building:

- Move away from building and immediately report to the designated assembly area to check in with residential life staff.
- Stay clear of all emergency vehicles. Do not stand in roadway/walkway. Do not block emergency vehicles from getting through.
- Do not re-enter the building until you are instructed to do so by an emergency responder or residential life staff.

Report any vandalized or disconnected smoke detectors to the Residence Director immediately.

Procedures Students and Employees should follow in Case of a Fire

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit
- Call KSU Department of Public Safety and University Police at 470-578-6666 once in a safe place to report the emergency.
- DO NOT re-enter the building for any reason until given clearance by Public Safety or emergency responders on the scene.

Faculty and staff are provided education on fire safety and information on how to report a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals. This information is located in the HRPP Employee Handbook, Policy #5.3.2.

Each Kennesaw State University building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

For questions about fire safety, contact the Office of Environmental Health and Safety at 470-578-3321.

Fire Safety Education and Training Programs

All Department of University Housing staff members are trained according to the emergency management plans established by that company. All KSU Residence Life staff members are trained based upon standard university protocols for fire safety, with an additional training session on specific protocols for Resident Assistants (RAs), included below:

RA Protocol for Fire/Sounding Alarm

1. Every time a fire alarm sounds, exit the building – always assume there is a fire.
2. If a fire is confirmed and alarm is not sounding, activate the closest pull station.
3. Immediately notify KSU Police whenever fire alarm is sounding.
4. If confirmed fire, after calling KSU Police, call RD On-Call, who will contact KSU Department of University Housing.
5. RAs should assist with crowd control and orderly evacuation of building (staff should exit with residents, banging on every apartment door and loudly stating “GET OUT,” or if confirmed fire, shout “FIRE-GET OUT”). RAs should NEVER put themselves in harms way.
6. Help keep residents at designated evacuation stations away from buildings. Do not re-enter a building until instructed to do so by KSU Police, Fire Department, RD, or Housing Maintenance, typically after alarm and strobe lights have been reset.
7. Remain alert at all times, paying attention for any information about vandalism/false alarms. Camera footage is helpful, so help notice any suspicious activity around exits.

The RAs sponsor multiple fire safety education programs, particularly focusing on the start of each new term, to help educate the students. Special programs are designed for incoming freshmen each fall semester. Every student is required to attend a mandatory opening meeting held the night of check in to review all policies and procedures, including fire safety and evacuation procedures. Students who fail to attend the mandatory RA meeting must attend a personal session with an Area Coordinator.

One annual event in particular, the Dorm Burn, is hosted jointly between the Departments of Residence Life and the Department of Public Safety. The event provides a live demonstration on how quickly a residence hall room may be engulfed in

flames. Local police and fire departments serve as consultants for the annual event and work on site to ensure the safety of participants and planners. The event is featured each year in local media outlets.

While actual fire has not historically been a problem at KSU, fire alarms frequently sound as a result of burned items in microwaves, specifically popcorn. Special seminars on appropriate microwave usage are offered regularly. A new pilot program called FYRE (First Year Residential Experience) includes a track on campus and personal safety, with required sessions on fire safety and appropriate use of cooking facilities.

Fire Incident Reporting

All fire safety concerns should immediately be reported to the KSU Police at 470-578-6666, If a member of the KSU community finds evidence of a fire that has been extinguished, and the person is not sure whether KSU Police have already responded, the community member should immediately notify KSU Police to investigate and document the incident. Information related to fire safety reporting for campus housing should be submitted to the Director of Residence Life at 470-578-4388 or reslife@kennesaw.edu.

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Plans for Future Improvements in Fire Safety

No facility-related future improvements are currently planned. The FYRE program through KSU Residence Life continues to sponsor an annual residential orientation event for freshman now includes fire and cooking safety courses.

Fire Statistics & Fire Log

The KSU Department of Residence Life, located at 3805 Canton Place, Suite 3051, maintains the campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49. The Fire Log may be inspected during normal business hours, which are 8:30am-5pm Monday-Friday.

Fire Statistics

2011

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
University Place, 3210 Campus Loop Road, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village, 3805 Canton Place, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village Suites, 3805 Canton Place, Kennesaw, GA, 30144	1	1	Electrical fire in light fixture	0	0	\$50.00
KSU Place, 50 Idlewood Avenue, Kennesaw, GA, 30144	0	0	n/a	0	0	0

2012

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
University Place, 3210 Campus Loop Road, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village, 3805 Canton Place, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village Suites, 3805 Canton Place, Kennesaw, GA, 30144	0	0	n/a	0	0	0
KSU Place, 50 Idlewood Avenue, Kennesaw, GA, 30144	0	0	n/a	0	0	0

2013

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
University Place, 3210 Campus Loop Road, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village, 3805 Canton Place, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Village Suites, 3805 Canton Place, Kennesaw, GA, 30144	1	1	Cooking pizza in a toaster oven	0	0	\$1,132
KSU Place, 50 Idlewood Avenue, Kennesaw, GA, 30144	0	0	n/a	0	0	0

2014

Residential Facility Name and Address	Total # Fires	Fire #	Cause of Fire	# Injuries	# Deaths	Value of Property Damage
Austin Residence Complex (formerly University Place), 3210 Campus Loop Road, Kennesaw, GA, 30144	0	0	n/a	0	0	0
KSU Place, 50 Idlewood Avenue, Kennesaw, GA, 30144	0	0	n/a	0	0	0
University Commons Apartments	1	1	Cooking Fire	0	0	0 (extinguisher used)
University Courtyard Apartments	1	1	Cooking Fire	0	0	0 (extinguisher used)
The Columns	0	0	n/a	0	0	0
Hornet Village Suites	0	0	n/a	0	0	0
Howell Hall	0	0	n/a	0	0	0
University Village, 3805 Canton Place, Kennesaw, GA, 30144	1	1	Cooking fire	0	0	\$285,042.15
University Village Suites, 3805 Canton Place, Kennesaw, GA, 30144	0	0	n/a	0	0	0