



ENVIRONMENTAL HEALTH
AND SAFETY

Florida Atlantic University

2010

**ANNUAL FIRE SAFETY
REPORT FOR
RESIDENCE HALLS**

**As Required by the
Higher Education Opportunity Act (HEOA)**

INTRODUCTION

Contents of this annual fire safety report reflect the requirements outlined in the HEOA, which are included in Florida Atlantic University's (FAU) campus fire safety program. Elements of the campus fire safety program which are administered and maintained by the Department of Environmental Health and Safety (EH&S) consist of: fire prevention policies and practices, emergency preparedness and evacuation, fire safety education and training initiatives, and descriptions of fire protection systems. Documents in the following websites are referenced in the report:

- www.fau.edu/facilities/EH&S/safety/fire-safety-program.php
- www.fau.edu/housing
- www.fau.edu/facilities/EH&S/safety/emergency-planning

When you read this report and review the statistics, you will note that FAU is an extremely safe campus for students to attend while residing in university housing facilities. This is due to in part to the combined efforts of many different departments and individuals who work hard to keep the campus safe.

This public disclosure is intended to inform current and prospective students, parents, and employees about the fire safety programs and policies in place at FAU, and the institution's state of readiness to detect and respond appropriately to fire related emergencies.

This report can be viewed on line at <http://www.fau.edu/facilities/ehs/HEOA.pdf>. Hard copies of the report are available for public viewing by calling 561-297-3129 or by visiting the EH&S Department located in room 112 of the Campus Operations Building, CO-69. The EH&S Department is open from Monday to Friday, from 8 AM to 5 PM. Thank you for taking time to read the 2010 annual fire safety report. This report is also available at: <http://www.fau.edu/police/clery.php>.

STATUTORY LANGUAGE OF THE HEOA

The law requires each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of the institution including:

- A. Statistics concerning the following in each on-campus student housing facility during the most recent calendar year for which data are available:
 - a) The number of fires and cause of each fire

- b) The number of injuries related to a fire that result in treatment at a medical facility
- c) The number of deaths related to a fire and
- B. A description of each on-campus student housing facility fire safety system, including the fire sprinkler system:
- C. The number of regular mandatory supervised fire drills:
- D. Policies or rules on portable electrical appliances, smoking and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty and staff: and
- E. Plans for future improvements in fire safety, if determined necessary by the institution.

FIRE SAFETY PROGRAM OBJECTIVES

The primary objective of the campus fire safety program is to prevent fire and take appropriate actions before such conditions result in a fire emergency. This goal is accomplished by:

- Conducting periodic reviews and updates of fire prevention policies.
- Conducting regularly scheduled fire drills.
- Promoting fire prevention and emergency evacuation procedures.
- Inspecting, testing and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards.
- Performing plan reviews and code consultation related to capital improvement and remodeling projects.
- Mitigating fire hazards utilizing the information provided from regularly scheduled fire safety inspections performed by the Office of the State Fire Marshal, EH&S as well by the department of Housing and Residential Life and other fire protection consultants.

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FACILITIES AND OVERVIEW OF FIRE PROTECTION FEATURES

FIRE PROTECTION EQUIPMENT AND SYSTEMS

Specially designed systems are provided in all Residence Halls to assist in extinguishing fires, and to limit the spread of fire and smoke, either by automatic, semi-automatic or manual means. These include, but are not limited to, portable fire extinguishers; fire hoses, fire pumps, wet and

dry stand pipe systems, automatic sprinklers, other specially engineered suppression systems, fire detection and alarm systems, fire doors and dampers. Other life safety systems like exit and emergency lights with back-up emergency power are integral parts of our residence hall fire protection systems. Fire protection and life safety equipment are installed inspected, tested and maintained in accordance with NFPA Codes and as required by the local AHJ.

DESCRIPTION OF CAMPUS HOUSING AT FAU

BOCA RATON CAMPUS

Algonquin Hall



Algonquin Hall is one of the oldest residence halls on the FAU Boca campus. It was built in 1965 and renovated in 2007 to rejuvenate living accommodations and improve safety and security. The building is two stories high, with 43,398 sq ft. There are 95 rooms with 95 students residing in the facility.

In Algonquin Hall a microwave-refrigerator unit is provided for every resident. This microwave-refrigerator unit is a specially constructed unit that contains a separate refrigerator, freezer and a microwave; the wiring of the unit has been pre-approved. Personal microwaves and refrigerators are not permitted. The building is fully sprinkled by an automatic and supervised sprinkler system with sprinkler heads installed in each sleeping room. It is also equipped with automatic fire detection and alarm systems which are monitored 24 hours by the university police department. Smoke detectors are also installed in each bedroom including the common areas. The emergency generator provides back up power to all the life safety systems installed in the building including emergency and exit lights, etc.

Business & Professional Woman's Scholarship House (BPW)

BPW Scholarship House was established to provide campus housing for women with strong academic promise on the FAU Boca campus. It was built in 1996. The building is single story, with 4,344 sq ft. There are 9 rooms with 17 students residing in the BPW Scholarship House. The building is fully sprinkled by automatic and supervised sprinkler systems with sprinkler heads in each room and the common areas. Automatic fire detection and alarm system with

smoke detectors in all the sleeping rooms and other areas are also installed in the facility. The fire alarm system is monitored 24 hours by university police. A common kitchen facility is provided which is protected by an approved suppression system.

Glades Park Towers



Glades Park Towers are some of the newest residence facilities at the FAU Boca campus. They were built in 2007, seven stories with two towers, one on the north and south side and a commons in between them. The building covers 151,727 sq ft. There are 169 rooms with 602 students. They are provided with an extra long bed, desk, chair, chest of drawers and a cabinet. Rooms are not carpeted. Students can bring a small refrigerator 3.6 cubic feet or smaller with a maximum of 400 watts and/or microwave of 1.5 cubic feet capacity and should have a maximum of 1100 watts.

The facility is equipped with automatic fire detection and alarm system monitored 24 hours by university police with smoke detectors in each room and common areas. It is also fully protected by an approved and supervised automatic sprinkler system. Sprinkler heads are installed in each bed room. The emergency generator provides back up power to all life systems including emergency and exit lights.

Heritage Park Towers



Heritage Park Towers is another residence facility on the FAU Boca campus. HPT was built in 2004. The building design has two towers and a common place that joins the two towers and covers an area of 151,727 sq ft. There are 169 rooms with 603 students.

Students are provided with an extra long bed, a desk and chair, cabinet as well as chest drawers. They are allowed to bring a small refrigerator not larger than 3.6 cubic feet, 400 watts; and/or microwave of 1.5 cubic feet with a maximum of 1100 watts.

The building is fully protected by a supervised automatic sprinkler system with sprinkler heads installed in all the student room and other commons areas. Automatic fire detection and alarm systems with smoke detectors in all the rooms, monitored 24 hours by university police are also installed to protect occupants. Other life safety systems include the emergency generator which provides backup power to emergency lights, and exit signs.

Indian River Towers



Indian River Towers was built in 2001. It is five stories tall with two towers. One on the east and one on the west side with a commons place that joins the towers. It covers an area of 202,944 sq ft. There are 472 rooms with 611 students.

Students are provided with an extra long bed, a desk and chair as well as chest drawers. Students are allowed to bring a small refrigerator not larger than 3.6 cubic feet, 400 watts; and/or microwave of 1.5 cubic feet with a maximum of 1100 watts.

The building is fully protected by a supervised automatic sprinkler system with sprinkler heads installed in all the student rooms and other commons areas. Automatic fire detection and alarm systems with smoke detectors in all the rooms, monitored 24 hours by university police are also installed to protect occupants. The emergency generator provides backup power to emergency lights, and exit signs.

University Village Apartments



University Village Apartments are apartment style residences at FAU Boca campus. They were built in 1995. The units have studio style and four bedrooms apartments. There are a total of 14 units. The buildings cover a total of 127,297 sq ft. This apartment community accommodates 434 rooms with 524 students.

Each student is provided with an extra long bed, dresser, a desk and a chair. In addition a full size refrigerator, range stove and kitchen sink are also provided for each apartment. Student rooms are carpeted.

The building is fully protected by a supervised automatic sprinkler system with sprinkler heads installed in all the student rooms and other commons areas. Automatic fire detection and alarm systems with smoke detectors in all the rooms, monitored 24 hours by university police are also installed to protect occupants. Other life safety systems include emergency lights, and exit signs.

JUPITER CAMPUS

MacArthur Residence Hall I



MacArthur Residence Hall I was the first residence hall that was built at the FAU Jupiter campus. The building was built in 1999 and is three stories tall with 45,682 sq ft. There are 34

suites which can accommodate 141 students. Each occupied suite consists of four single bedrooms, a living room and a split bathroom.

Each student is provided with an extra long bed, dresser, a desk and a chair. Each living room is furnished with a sofa, arm chair, coffee table and television stand. Student rooms are carpeted.

The building is fully protected by a supervised automatic sprinkler system with sprinkler heads installed in all the student rooms and other commons areas. There is automatic fire alarm system with smoke detectors in all the rooms, which is monitored 24 hours by a Central Monitoring Station. Other life safety systems include emergency lights, and exit signs.

MacArthur Residence Hall II



MacArthur Residence Hall II is the second residence hall at the FAU Jupiter campus. The building was built in 2001 and is three stories tall with 45,682 sq ft. There are 35 suites and can accommodate 146 students. Each occupied suite consists of four single bedrooms, a living room and a split bathroom.

Each student is provided with an extra long bed, dresser, a desk and a chair. Each living room is furnished with sofa, arm chair, coffee table, and television stand. Student rooms are carpeted.

The building is fully protected by a supervised automatic sprinkler system with sprinkler heads installed in all the student rooms and other commons areas. Automatic fire alarm systems with smoke detectors are installed in all the rooms. The alarm system is monitored 24 hours by a Central Monitoring Station. Other life safety systems include emergency lights, and exit signs.

Residence Hall Fire Protection Information

FAU STUDENT HOUSING FACILITY	FIRE ALARM MONITORING ON SITE	FIRE ALARM MONITORING OFF SITE	FULLY SPRINKLED	SMOKE DETECTOR	FIRE EXTINGUISHER DEVICE	POSTED EVACUATION PLANS	NUMBER FIRE DRILLS EACH ACADEMIC YR
Algonquin Residence Hall	X		X	X	X		4
BPW Scholarship House	X		X	X	X		4
Glades Park Towers	X		X	X	X		4
Heritage Park Towers	X		X	X	X		4
Indian River Towers	X		X	X	X		4
University Village Student Apartment	X		X	X	X		4
MacArthur Residence Hall 1		X	X	X	X		4
MacArthur Residence Hall 2		X	X	X	X		4

FIRE PREVENTION POLICIES AND PROCEDURES:

Several fire prevention policies and procedures have been developed and implemented. Applicable NFPA, OSHA, FAU Fire Safety Program, FAU safety policies and procedures as well as Housing and Residential Life Regulations and the FAU Emergency Guide were referenced during the development of these policies. A summary of these policies are highlighted below:

Policy on Holiday Decorations

- All decorations and ornaments must be of fire-resistant or non-combustible material, and listed by Underwriters Laboratory (UL) and approved for use.
- The use of live or cut Christmas trees is prohibited in university buildings.
- Artificial trees made of fire retardant materials or non-combustible materials labeled with UL or Factory Mutual (FM) approval ratings are allowed. No natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used.

Metallic trees may create electrical hazards when placed in close proximity to the electric supply; therefore the use of electric lights on metallic trees is prohibited.

- Trees and other decorations must be located so as not to obstruct exit corridors or the operation of fire protection equipment. Trees should also not be placed in any manner that could present a fall or trip hazard, impede egress, or block emergency egress from any room.
- Electrical cords should not be routed through or under doors, rugs or loose carpeting or across work surfaces. Routing of cords through these areas may cause damage to the cord and create a fire or trip hazard.
- Plugging lights into an overloaded circuit is not permitted. Multiple adaptors are prohibited. Instead, use power strips with a fuse or integral circuit breaker when extra outlets are needed.
- Decorative displays are prohibited in stairwells and should be limited in lobbies and common areas in the residence halls.
- All holiday decorations should be removed before leaving campus for the holiday and at the end of each semester.
- No candles, incense burners, potpourri pots, or scented oil warmers may be used.

Policies on electrical equipment and appliances:

Prohibited fire or life safety hazards include but are not limited to the following:

- Rice cookers
- Hamburger cookers
- Frying skillets
- Barbeque grills
- 110 volts extension cords
- 110 volts extension cords wrapped in duct tapes
- Piggy backed power strips
- Duct tape wrapped around electrical plugs
- Electrical outlet with no cover plates
- Multi-plug adaptors
- Electrical floor lamps that require a bulb over 120 volts
- Any halogen lamp that requires a bulb over 120 volts
- Space heaters
- The use or storage of flammable fluid, hazardous liquids or chemicals.

Policy on Tampering:

- Tampering with or damaging fire safety equipment including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, initiating false alarms, stopping existing fire alarms, or failing to immediately evacuate during a fire alarm are violation of state fire codes, and will result in disciplinary action and are punishable under state law.

CANDLE AND OPEN FLAME SAFETY

- Possession of candles, open flames, incense, hot plates and heating units with open flame or heating element are prohibited.

POLICY ON ELECTRICAL SAFETY

Extension cords:

Electrical cords are acceptable means of providing **TEMPORARY** power. However they cannot be used as a substitute for permanent electrical wiring. They can be used provided they are:

- a) Used temporarily
- b) Used to power non-heat producing devices
- c) UL approved and Factory Manual listed and three-wire grounded.
- d) Not connected, spliced together, or piggy-backed
- e) Plugged into a permanent outlet

Extension cords will not be permitted:

- a) When used as permanent wiring
- b) When used on heat producing or high voltage devices such as heaters, microwave ovens, refrigerators etc.
- c) If they become a tripping hazard
- d) When routed through openings in walls, ceilings, doorways or under flooring or carpets etc.
- e) When showing signs of wear, defects, bulging, exposed wire or other damages
- f) When plugged into a power strip or another extension cord.

COOKING SAFETY

The leading cause of kitchen fires is unattended cooking, when the food or liquid overheats and catches fire. Cooking is permitted only in approved outside areas and in residence halls that have designated cooking facilities.

While cooking students are advised through established policies to:

- Stay near the stove or in the room at all times when cooking.
- If leaving the room is necessary to remove the food from the heat and turn off the stove.
- Keep all loose material and objects that can catch fire, including clothing, away from the heat and the stove.
- Keep the oven, stove, toaster, and grill clean – a buildup of fat, crumbs, or grease can easily catch fire. Keep all metal or metallic items out of microwaves.
- Residents are responsible for proper use of cooking appliances.
- In the Village Student Apartments, residents are permitted to use personal charcoal barbeque grills at a safe distance (at least 20 feet or more) from buildings and entrances. Personal grills are not permitted at all in the Residence Halls or on the grounds of the Residence Hall area. The use of grills is not permitted under any covered walkways landings, entrances, balconies or stairwells.

POLICY ON SMOKING SAFETY

- Smoking is not permitted inside any of the residence halls, including student rooms, hallways, bathrooms, elevators, lounges dining areas and other public areas in compliance with the Florida Clean Indoor Air Act.
- No smoking is permitted within 20 ft of any door entrances, operable windows, or air intake vents.
- Smoking is only permitted in designated areas.
- Careless disposal of matches and cigarettes butts is a common cause of fire. Students are continuously reminded to use caution when disposing of such items.
- As of January 1, 2010 FAU has updated its designated smoking areas.

POLICY AND PROCEDURE ON FIRE DRILLS

Drills are an intricate part of our emergency preparedness planning and are conducted to ensure that FAU complies with the laws of the State of Florida.

Drills in the Residence Halls are coordinated by Housing and Residential Life, EH&S, as well as University Police. Students living in the Residence Halls are required to participate in the scheduled fire drills.

During student orientation, or in other forums used to raise awareness, students staying on campus housing are reminded or informed about fire drills and what to do during a fire emergency. Four fire drills are scheduled in each Residence Hall during the academic year:

Fall Semester (1)

Spring Semester (1)

Summer Semester (2)

One fire drill within the first three weeks of each of the fall and spring semesters and another two drills in summer semesters is conducted. Flyers are posted in each residence hall approximately 48 hours in advance of the each fire drill.

Students evacuate when the fire alarm is activated and proceed to a predetermined assembly area away from the building. Failure to do so will result in disciplinary action of a \$75.00 fine. Elevators shall not be used during fire drill evacuations.

Prior arrangement shall be made to assist handicapped occupants. Resident Assistants will be assigned on each floor to ensure students are evacuating at the sound of the alarm. Once an “all cleared” signal is given to the building coordinator, the fire alarm will be silenced, reset, and occupants may be permitted to re-enter the building.

The FAU Department of Environmental Health and Safety monitors the effectiveness of the drills and documents them, while the FAU Police Department assists in crowd management and communication with Police Dispatch to ensure fire alarm activation and reset signals are monitored.

Fire drills are conducted and documented in accordance with the university fire drill policy.

EMERGENCY EVACUATION PROCEDURES

IN THE EVENT OF FIRE, BOMB THREAT, HAZARDOUS MATERIAL SPILL, ETC.

Students are instructed to adhere to the following policy:

1. Activate fire alarm system if it is not already activated.
2. Evacuate the building using the nearest exit or exit stairways and close door behind you as you leave. **DO NOT USE ELEVATORS.**

3. Call 911 from a safe location and provide name, location and nature of emergency.
4. Proceed to the common assembly area of the building.

Stay out until you are told to re-enter the building.

FIRE ALARM REPORTING AND EVACUATION PROTOCOLS:

If a fire alarm sounds in a building the Resident Assistants (RA) should report to the area office immediately. The RA on duty will assume leadership for implementing the emergency protocol and the rest of the RAs will be distributed on different levels and at exit ways to assist with crowd control and expedite evacuation.

University Police dispatches the local fire department to the scene and after investigation of the incidence, the alarm is silenced.

Once the alarm has been silenced and the fire department or police has given the all clear signal, the Resident Coordinator will have the RA on duty notify the rest of the RAs around the building that students are permitted to enter. No student will be permitted to enter the building until this has occurred.

The Resident Coordinator will then fill out appropriate paper work. The Resident Coordinator (RC) of the building or the assistant director and the director will get involved depending on the nature of the emergency. If the emergency is categorized to be a disaster the emergency operation center is activated and the university community and other stakeholders are informed using the emergency alert system.

POLICY ON FIRE SAFETY INSPECTIONS

Housing and Residential Life, as well as EH&S take proactive measures to foster students' cooperation and compliance with fire safety requirements. Residence Assistants and EH&S personnel conduct Fire safety inspections of the Residence Halls, including student rooms, every semester. The State Fire Marshal inspects Residence Halls on an annual basis every summer. The State Fire Marshal inspection gives the University the ability to address and mitigate any life safety violations identified by the inspector before the start of the fall semester.

If unapproved items or practices are discovered during inspections, immediate action will be taken to remove the hazards or discontinue the practice.

POLICY ON FIRE SAFETY EDUCATION AND TRAINING

Florida Atlantic University's fire safety program themes are fire prevention, emergency preparedness, and evacuation (response).

Fire prevention and fire response trainings are on-going awareness programs that focus on the elimination of fire hazards and what to do in case of a fire (i.e. **EVACUATION**).

Basic fire safety instruction is provided to all students living in residence halls who attend the orientation programs the beginning of each academic year.

At least one training session is offered to all housing facility staff, faculty and RA's annually prior to the opening of the residence halls at the start of each school year. Additional workshops are also held during the year as deemed necessary, especially using venues like Safety Month and the Annual Fire Prevention Week. Local fire response and fire prevention personnel are invited and encouraged to participate in the training.

In addition to the training workshops, Environmental Health and Safety and the Housing staff also distribute fire safety information to students on a regular basis.

Fire Prevention

Fire prevention training includes instructions on what should be done to reduce the potential for ignition and fuel loads. Participants are trained to recognize potentially hazardous situations such as smoking, about open flames and candles as well as cooking fires including poor housekeeping practices.

Fire Response

This training includes clear instructions on what residents should do in the event of a fire. Emphasis is made on getting out of the building at the sound of the alarm. Since small fire can be fought successfully with portable fire extinguishers participants are also trained how to use a fire extinguisher as well as how to recognize when a fire is too large to attack. Participants are instructed to observe the rules for safe evacuation and to practice periodically through fire drills.

Each Resident is given a copy of the Housing and Residential Life Guidebook that provides information on a variety of fire safety issues and what appropriate action to take during a fire alarm or fire emergency including instructions:

1. Not to tamper with the building fire protection features, either intentionally or accidentally.
2. Not to cover Smoke detectors or have the batteries removed.
3. Not to hang any object from a sprinkler head or be subjected to physical abuse.
4. Not to store objects in exit ways, including hallways, corridors and stairways, where they could obstruct egress path.
5. Know how to report fires etc.
6. What items are not allowed to bring in to their rooms
7. Hazards associated with the use of electricity and electrical cords.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

Fire Safety has always been and continues to be high priority at Florida Atlantic University. Our entire student housing is fully protected by fire sprinklers, fire alarms, and smoke detectors as well as fire extinguishers covering all occupied and unoccupied spaces. We will continue to ensure they are properly maintained and operational at all times. The following are planned improvements for 2011.

- Assure a Fire Safe Environment
- Install mass notification systems in buildings that are capable of being upgraded
- Establish a fire safety education program for all students who stay in residence halls with emphasis on cooking and kitchen fire safety.
- Post evacuation plans in all the residence halls.
- Conduct increased fire safety awareness programs.

At a minimum, an annual review of the University Fire Safety Policies & Procedures will be conducted. Inspections & testing of our fire Suppression & protection systems in accordance with the Florida Fire Code will continue on an annual schedule, and any deficiencies will be corrected.

FIRE & LOG STATISTICS

Fire Statistics

FIRES for 2010					
STUDENT HOUSING FACILITY	Causes	Damage	Injuries	Fatalities	Fires
Algonquin Residence Hall	N/A	\$0.00	0	0	0
BPW Scholarship House	N/A	\$0.00	0	0	0
Glades Park Towers	N/A	\$0.00	0	0	0
Heritage Park Towers	Arsons	\$800.00	0	0	2
Indian River Towers	N/A	\$0.00	0	0	0
University Village Student Apartment	N/A	\$0.00	0	0	0
Innovation Village North	N/A	\$0.00	0	0	0
Innovation Village South	N/A	\$0.00	0	0	0
MacArthur Residence Hall 1	N/A	\$0.00	0	0	0
MacArthur Residence Hall 2	N/A	\$0.00	0	0	0
Total Fires:		\$800.00	0	0	2

*2 Fires to report for 2010

Fire Log

Date	Time	Campus	On-Campus Student Housing Facility	General Location	Fire related Injuries: Treatment at Medical Facility	Synopsis	Cause of Fire	Value of Property Damage Caused by the Fire
04/16	01:27	Boca	Heritage Park Towers	Housing	N/A	Fireworks	Arson	\$500.00
04/17	03:38	Boca	Heritage Park Towers	Housing	N/A	Fireworks	Arson	\$300.00
N/A								
N/A								
N/A								
N/A								
N/A								

*2 Fires to report for 2010