



Environmental Health and Safety

Office of the University Fire Marshal

Annual Fire Report / Log 2018

Mission Statement:

The Department of Environmental, Health and Safety provides professional guidance and leadership to the University in achieving regulatory compliance, and promotes a culture of safety and environmental stewardship.

The department of EHS Fire Marshal's Office is responsible for the annual, semi- annual and monthly inspections of all of the fire protection equipment (fire alarms, range hood suppression systems, and fire extinguishers.) We conduct quarterly fire drills in residential halls. Sprinkler system inspections are done by a state provided contractor. All inspection reports are maintained in the University Fire Marshal's Office.

Residential Halls

- *Are equipped with an automatic fire alarm system and are fully sprinkled buildings.
- * Each residential room is equipped with a standalone smoke alarm that is inspected for operation monthly by the RA's during safety checks.
- *Each kitchen is equipped with an automatic range hood suppression system.
- * All residential halls are equipped with ABC type fire extinguishers.
- * All fire alarm systems are monitored by the WKU Police Dispatcher with our priority monitoring systems.
- * Fire Drills are conducted four times a year (quarterly) in each residential hall.
- * Open flame policies are No candles, Incense, or Bunsen burners in Residential halls.
- * Appliance policies are as follows: No hot plates, coffee pots, George Forman Grills, potpourri kettles, crock pot, halogen lights or bulbs, toasters and toaster ovens are allowed in residential bedrooms.
- * The evacuation policy is that all occupants evacuate the building when the fire alarm is activated and report to their designated assembly area. If one cannot evacuate because fire or smoke has blocked

both or all exits occupants are to go back to their room and signal for help by either hanging something out the window or calling 911 WKU campus police with a cell phone and identifying their location.

* Fire and life safety training is done once a semester to all Hall Directors and RA's.

* Trainers list: Minnette Ellis HRL, Bob Austin University Fire Marshal.

* All fires are to be reported to the WKU Campus Police and University Fire Marshal through the Residential Hall Directors or RA's.

* Fire Safety improvements are done as codes change or additional fire / life safety are deemed necessary.

* WKU Mass notification system is located in three separate locations on campus, on the top of Downing University Center, Keen Hall and Cherry Hall and can notify the entire campus and the surrounding area.

* The outdoor notification system and our COW systems are tested on annual basics.

Educational Building Fire Log

30 Total Alarms

Residential Housing Fire Log

29 total fire alarms

5 Smoke related cooking fire alarms no open flames.

The Student Life Handbook contains a section entitled "Emergency Procedures" that includes Fire Emergency instructions.

In Case of a Fire:

- Sound the fire alarm
- Call the Fire Department (911)
- Call the hall desk or staff member on duty in hall
- Remain calm and act quickly
- Wear protective clothing such as a coat and shoes, and carry a damp towel for use in heavy smoke.
- Close the room door and windows
- Walk in an orderly manner to the nearest exit: NEVER USE AN ELEVATOR.
- Move a safe distance away from the building and out of the way of the fire department personnel.
- Remain outside until told by the hall staff to return.

If you think there is a fire in the hallway, you should feel the door before opening it.

- If the door does not feel hot, open it slightly, holding your head away and bracing the door with your foot.
- Put your hand across the opening to test the heat of the air.
- If the door is hot and the hallway unsafe, stop up any opening or cracks through which smoke may enter, using wet towels, sheets, blankets, etc.
- If smoke does enter room, open the window for ventilation; break it if it is sealed.
- Do not jump; make your presence known by hanging a sheet or a piece of clothing from your window and wait for rescue.

In case of a minor fire:

- Pull the fire alarm.
- Use a wastebasket full of water, a fire extinguisher, or a blanket to smother out the fire.
- Do not use water on an electrical or grease fire!
- Call the staff member on duty in your hall.
- Never risk your personal safety!

The “Emergency Procedures Guide” which has been widely distributed to faculty and staff and which is also available on the WKU webpage at [wku.edu/ehs fire safety](http://wku.edu/ehs/fire_safety) contains a fire section which outlines the following procedures to be followed:

1. Smoke, fire or an explosion in a building shall warrant activation of the nearest fire alarm pull station which is located near an outside exit.
2. Call WKU Police at **911** (on campus phones ONLY). If there is no answer, or if the line is busy, call 270-745-2548 if calling from a cell phone. Immediately evacuate the building using established evacuation routes. DO NOT USE ELEVATORS.
3. If possible, provide assistance to mobility-impaired individuals. If this is not possible, or if anyone is injured, call WKU Police at **911**. Provide the location to arriving emergency services (fire, police, etc.) of physically impaired individuals.
4. Do not attempt to extinguish fire.
5. Once outside the building, account for all building occupants at the designated meeting area.
6. Do not re-enter the building or leave the campus unless told to do so by the building hall director of HRL staff, or WKU Police.
7. Report damage to Facilities Management at 270 745- 3253.
8. Give any known details of the alarm or fire to arriving emergency personnel.

Each building on campus has a designated Building Coordinator. The Building Coordinator Program incorporates a yearly review with building occupants of evacuation procedures. This program is administered by EH&S Fire Marshal’s Office.

Reports of fires on campus should be immediately made to the Western Kentucky University Police Department. The WKU Police Department can be reached by dialing 911 or 745-2548 any on-campus

phone. If using an off campus (or cell) phone, the WKU Police Department can be reached by dialing 270-745-2548

While WKU continually evaluates fire safety and preparedness, no other future improvements in fire safety have been identified by the institution. If or when a need for improvement is identified, WKU will place a priority on making the necessary changes.

Evacuation plans:

Each on-campus student housing facility have been developed by the Environmental, Health and Safety and Housing and Residential life Departments and have been placed inside each door on-campus student rooms and on each floor. These plans show the evacuation route as well as providing basic instructions for evacuation in case of a fire.

Appliances Policy:

Any device with an open heating element, including heaters, toasters and toaster ovens George foreman are prohibited. Small heating units with enclosed coils such as a coffee pot or hot pot are legal. Enclosed popcorn poppers are legal provided they are used for popping corn only. Open flame burning of any kind is prohibited. Smoking is prohibited in all student housing facilities. Violation of any of these rules could result in disciplinary action and/or termination of the room and board contract.

Fire Extinguisher / Life Safety Training:

We provide Fire Extinguisher and Life Safety Training annually during (September Campus Fire Safety Month) for all students. Training is provided as requested by any student organization.

We provide Fire and Life Safety training for faculty and staff annually during October.

Training is provided as requested by any Academic Department organization or administration group.

