

**Housing and Residence Life  
Fire Reporting  
2015**

**Section One: Fire Statistics:**

Number of fires in 2014 Calendar Year (Spring, Summer, and Fall semesters): 0

Number of fires in 2015 Calendar Year (Spring, Summer, and Fall semesters): 2

<b>DATE</b>	<b>CAUSE</b>	<b>DAMAGE COST/VALUE</b>	<b>Death or Injury</b>
8/26/2015	Trash Can Fire. Cause Unknown. Suspected lit cigarette butt in trash.	\$0	No
10/7/2015	Trash Can Fire in House 14 Kitchen. Burned food got dumped in trash can.	\$0	No

**Section Two: Description of Fire Safety Equipment**

Fire Alarms are located in:  
All Housing Areas

Fire Sprinklers are located in:  
Osprey Hall  
Osprey Landing  
Osprey Cove  
Osprey Crossings  
Osprey Fountains

Fire Extinguishers (approximately 450) are located in:  
Osprey Village Apartments  
The Flats Apartments  
All RA Rooms  
Elevator Rooms in Osprey Hall, Landing, Cove, and Crossings

**Section Three: Number of Fire Drills in 2015**

Each occupied Housing area conducts one fire drill per semester. One drill is conducted during the Spring semester, Summer A term, Summer B term, and Fall Semester. The Flats started Fire Drills in the Fall of 2015. Overall for housing, there were 16 fire drills held during 2015.

Housing and Residence Life guidelines state:

At least once during the first week of each term, a Fire Drill for each building occupied by residents will be scheduled by the Residence Life Coordinator. Depending on the training needs of the staff, the drill may be either planned or spontaneous. University police should be notified of the drill *before* the alarm is pulled. (If planned in advance, a reminder should accompany the drill at least 30 minutes prior to the planned start time.)

A fire alarm form must be completed for each drill; this form can be found on the Housing Administrative Portal. **Note on the fire alarm report the time it took for residents to evacuate the building.** All reports of drills, false alarms, and actual fire situations are available for review by the Fire Marshall during periodic inspections. The Associate Director of Residence Life is responsible for maintaining all such reports in an easily accessible notebook.

## **Section Four: Housing and Residence Life Rules & Policies Related to Fire Safety**

### **A3.0 Appliances**

Care should always be taken not to overload electrical circuits. Residents should not connect multiple extension cords or leave appliances unattended under any circumstance. Always unplug appliances after use and always follow the proper use guidelines.

#### **Approved Appliances:**

- A3.1** Refrigerators less than 4.5 cubic feet and microwaves less than 1500 watts are permitted. With the exception of the Village, each student is permitted to have a microwave and mini-fridge in their room. Osprey Village residents in 2-bedroom apartments are limited to two microwaves and two mini-fridges per unit as they come equipped with a full size refrigerator.
- A3.2** Small appliances without exposed heating elements are permitted in student rooms with proper usage.
- A3.3** Toasters, toaster ovens and George Foreman grills are permitted in the residence halls, but should be utilized in designated cooking lounges and not in student rooms. The only exception is in Osprey Village where residents can use them in their kitchen. Toasters, toaster ovens and George Foreman grills found plugged in inside student rooms may be documented.

#### **Appliances that are Not Permitted:**

- A3.4** Any appliances with an open flame, open heating coils or open heating element is not permitted including, but not limited to: burners, griddles, any infrared

appliance, hibachis with propane, hot plates, space heaters, electric skillets, s'more makers, deep fat fryers and smoke machines.

- A3.5** Charcoal and gas grills are not permitted to be used or stored in any of the housing areas including balconies and patios in Osprey Village. Students may utilize the charcoal grills located within the various housing areas and on campus at their leisure. Lighter fluid and all varieties of charcoal or grilling wood chips are not permitted and may not be stored on or within housing property.

**Other Restrictions:**

- A3.6** Rewiring of student rooms is not permitted, nor is excessive or unsafe use of extension cords or plug adapters.
- A3.7** Residents and guests may not leave cooking food unattended in rooms, lounges, kitchens or grilling areas.

**C3.0 Candles/Incense**

Due to the potential risk of fires in the building, candles with or without a wick, and/or incense are not permitted to be used, stored or serve as decorations in rooms or apartments.

**D2.0 Dangerous Materials and Weapons**

In order to ensure the safety of residents, the possession and/or use of firearms, is not permitted. Weapons and dangerous materials are also not permitted anywhere in the residential area. Violation of this policy may result in immediate removal from housing.

Dangerous Materials are defined as, but not limited to: ammunition, fireworks, combustible materials (including lighter fluid, propane, butane torches and dangerous chemicals) or other dangerous articles or substances.

**F2.0 Fire Safety and Fire Safety Equipment**

Removing or interfering with the use of fire safety equipment, such as fire extinguishers and smoke detectors, is a third-degree felony under Florida Statute 806.10 and is prohibited. Falsely setting off fire alarms is prohibited by Florida Statute, section 806.101, and is a misdemeanor.

- F2.1** During fire alarms, students and guests **MUST** leave the building immediately. Students are not to re-enter the building until instructed to do so by the Housing and Residence Life staff or the University Police Department. Students and guests refusing to vacate, or returning before they are told to do so by a University official, are subject to disciplinary action and/or a fine from the police. ***Staff may enter student rooms during fire alarms.***
- F2.2** Any student who activates a false alarm or tampers with fire and/or life safety equipment (such as fire extinguishers, exit signs, exit light fixtures, speakers, strobes, smoke detectors, sprinklers and door alarms) places the lives and safety

of fellow students in danger. Being found responsible for misuse of fire or fire safety equipment or threatening the safety of others is grounds for criminal prosecution and immediate removal from Housing.

**F2.3** Designated Emergency Exit doors in Osprey Crossings, Osprey Hall and Osprey Fountains are ONLY to be used during a fire alarm or other emergency.

**F2.4** Students are required to report any dysfunction of their fire alarm or other fire safety equipment in their room immediately.

### **F3.0 Fires**

Setting a fire or setting fire to any university or personal property is not permitted in the housing areas. The only exception is grilling in designated areas. Students found in violation of this policy are subject to disciplinary action including immediate removal from Housing and/or restitution for damage to property.

### **L1.0 Lamps/Lights**

The use or possession of floor lamps with plastic shades, medusa style lamps, strobe lights, halogen bulbs or any other lamp that is identified as a fire hazard is not permitted in the residence halls/apartments.

### **S4.0 Smoking**

**The Florida Clean Air Act, effective Oct. 1, 1993, prohibits smoking within any state university system educational facility, including residence hall rooms, apartments and facilities.** Smoking and all devices used for smoking (i.e., e-cigarettes, hookahs, pipes, etc.) are not permitted in any of the residence hall rooms, apartments and facilities, including the Fountains porte-cochere, courtyards, elevators, stairwells, balconies (including Village apartment balconies), lounges, patios, etc.

*UNF's campus is considered a smoke-free environment effective August 1, 2015.* Residents may smoke off UNF campus property. Ashes can be viewed as evidence of smoking in a student room.

## **Section Five: Housing and Residence Life Evacuation Plan (From Departmental Emergency Response Plan)**

### **Fire and Facility Evacuation**

#### **Procedures to be followed:**

- If a fire is discovered in any building on campus, the individual shall immediately pull the closest fire alarm.

- When a fire alarm is activated, all occupants will evacuate the building in a timely and responsive manner. Building Supervisors will assist with evacuation and as they leave the building to ensure complete evacuation.
- If possible, the Building Supervisor should notify the UPD when a person is left behind in the building due to circumstances beyond their control (i.e. disabled, injured, etc).
- The fire alarm system is designed to indicate the location of the alarm and notify the UPD. The UPD will then contact the fire department and the University Incident Commander.

### **Evacuation:**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students are to assemble in areas designated by the UPD or Building Supervisors. Evacuation orders may be given for multiple purposes.

Building Supervisors are to:

1. Conduct a sweep of assigned areas - be certain that everyone has evacuated. Close doors once everyone has evacuated the area.
2. Initiate evacuation procedures, as necessary.
3. Close doors as areas are evacuated.
4. Assist with the extraction of any physically challenged personnel. If necessary, record the location of any individual who may require emergency assistance.
5. Maintain an orderly evacuation.
6. Assemble personnel at a designated safe location and account for personnel.
7. Record any missing personnel and their last known location.

### **Evacuation Procedures**

When an evacuation of a building is ordered, the evacuation will be done in an orderly and safe manner. All faculty, staff, and students should assemble in designated areas designated by the UPD/Building Supervisors. Evacuation orders may be given for multiple purposes.

1. Become familiar with your work area and exit locations.
2. When the fire alarm sounds, prepare to evacuate immediately.
3. Do not panic, but walk quickly to the closest emergency exit.

4. Do not use elevators.
5. Walk in a single file to the right through corridors and stairwells.
6. Avoid unnecessary talking and keep the lines moving.
7. Individuals requiring assistance to evacuate should proceed to stairwell entrance area and ensure someone is aware of the need for assistance.
8. If smoke is encountered, drop to the floor and crawl along the wall to the nearest exit.
9. When approaching a closed door, feel the door with the back of your hand. If the door is cool, carefully open the door and (if safe) proceed with the evacuation.
10. No one is to return to the building until the UPD/Building Supervisor grants permission.

### **Housing and Residence Life Fire and Facility Evacuation**

At the start of each semester/term, Housing and Residence Life educates students about fire alarm procedures by conducting fire drills. The following outlines how fire drills should be conducted in residential areas.

#### **Fire Drills**

At least once during the first week of each term, a Fire Drill for each building occupied by residents will be scheduled by the Coordinator. Depending on the training needs of the staff, the drill may be either planned or spontaneous. All of the above procedures should be followed. However, University police should be notified of the drill *before* the alarm is pulled. A fire alarm form must be on the housing portal and submitted to the Associate Director overseeing Residence Life. **Note on the fire alarm report the time it took for residents to evacuate the building.**

All reports of drills, false alarms, and actual fire situations are available for review by the Fire Marshall during periodic inspections. The Assistant Director of Residence Life is responsible for maintaining all such reports in an easily accessible notebook.

In the event of a fire alarm the following policies and procedures should be followed:

#### **Actual Fire Situation**

1. Person spotting fire pulls fire alarm to alert residents to evacuate.
2. The University Police and Coordinator On-Call are called immediately. (The alarm does not necessarily notify the police or the fire department.)

**State:** Your name

Your position (RA or Coordinator)

Building/wing/floor/and location of the fire

3. Attempt to extinguish the fire with an extinguisher or hose if the fire is small, contained, and easily extinguishable. **DO NOT PUT YOURSELF IN DANGER!**
4. As RAs leave the building, they should tell residents to evacuate to a safe distance away from the building. If safe, RAs should knock on doors.
5. All staff present and able should report to their designated meeting area to assess the fire situation and assist UPD and/or Fire Rescue with keeping residents away from the building.
6. The Coordinator On-Call will notify the Senior Staff On-Call.
7. On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form.
8. **Do not put yourself in danger.** If origin of fire is unknown, do not enter the location.

### **Unknown Source of Alarm**

1. Alarm rings.
2. RA on-call contacts University Police (UPD). State title and location you are calling from. Indicate that the cause of the alarm is unknown. UPD is responsible for contacting the Fire Department.
3. Contact the Coordinator On-Call.
4. Every RA who is available should assist UPD/Housing and Residence Life Staff. UPD will check the control panel for location of alarm pulled. RAs will be given responsibility for the following:
  - a) Notifying UPD and calling Coordinator On-Call.
  - b) Notifying responding staff of any residents who may have special needs or need additional assistance.
  - c) Direct residents to move away from entryways or area of suspected fire.
  - d) Wait for emergency personnel to give directions.
  - e) Call RAs (in the area) who have not responded to the alarm (if more assistance is needed).
5. If location of pulled alarm is identified, RAs should stand by while UPD investigates for possible fire situation. If it is determined that there is no fire, alarm may be reset by UPD. If fire is detected, refer to above procedures.
6. Once possibility of fire has been ruled out, the main alarm may be re-set by UPD.
7. After the alarm is re-set, UPD will notify Housing and Residence Life staff and residents that they will be able to return to their rooms.
8. On-call RAs will document the fire alarm, whether actual or false, on a Fire Alarm Report Form. The form should be submitted to designated location for the departments' records.
9. RAs should document residents who do not comply with the evacuation procedures.

## **Section Six: Housing and Residence Life Training Programs and Fire Reporting Structure**

### **Housing and Residence Life Training Programs**

Housing and Residence Life provides training to professional staff members and student staff members on an annual basis beginning in the Fall semester of each year, or upon hiring of new personnel during Spring and Summer semesters. Training on various aspects of Fire Safety and Reporting are provided by both Senior Staff of the Housing and Residence Life Department and Environmental Health and Safety.

Residential students receive information regarding Fire Safety and instruction on Fire Drill and Evacuation procedures during the beginning of each semester in each housing area. Professional and student staff provide all information to residential students (Fire Drill and Evacuation procedures are outlined in Section Five of this report).

All applicable training was provided during 2015.

### **Reporting of Fires in Residential Areas**

Should a fire occur in a residential area, the following reporting plan is followed:

1. Person spotting fire pulls fire alarm to alert residents to evacuate or fire in room causes alarm to go off and building is evacuated
2. *The University Police* and *HRL Coordinator On-Call* are called immediately by the *Resident Assistant* or *HRL Coordinator* at the scene (The alarm does not necessarily notify the police or the fire department)
3. The *HRL Coordinator On-Call* will notify the *HRL Senior Staff On-Call*
4. *HRL Director or his/her designee* will notify *Vice President of Student and International Affairs*

### **Section Seven: Plan for Future Improvements**

At this time there are no plans for changes to the fire alarm system. Housing and Residence Life constantly reviews reports and conduct incidents and utilizes this information for the following:

- Programmatic efforts
- Resident educational initiatives
- Policy review and adjustments
- Policy implementation