

# **Annual Fire Safety Report**

## **Overview**

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, and requires institutions that maintain on campus housing facilities to publish an annual fire safety report which outlines fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by this law as it relates to Kentucky Wesleyan College.

## **Fire Safety Definitions**

### **Fire**

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **Fire Related Death**

Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

### **Fire Related Injury**

Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

### **Category of Fire**

For HEA purposes, there are three categories of fire:

- Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- Intentional Fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- Undetermined Fire: A fire in which the cause cannot be determined.

## **Fire Equipment**

Kentucky Wesleyan College regards tampering with equipment designed for fire safety (alarms, extinguishers, emergency lights, hoses, etc.) a serious offense. Misuse of fire equipment should be reported to the Vice President/Dean of Student Affairs for appropriate disciplinary action, with minimum fines of \$150.

## **Weapons and Explosives**

Kentucky Wesleyan College prohibits the possession or use, whether open or concealed, of any weapon, including but not limited to guns, rifles, pistols, ammunition, powerful explosives, paintball guns, BB guns, stun guns, slingshots, bowie knives, crossbow, daggers, switchblade knives, metallic knuckles, throwing stars, knives of more than six inches when opened, and any other weapon of any kind while on College-owned property. Toy weapons that look like real weapons are similarly prohibited on campus.

NOTE: Possession of a concealed weapons permit does not entitle individuals to carry concealed weapons of any kind on campus.

All weapons, ammunition, explosive devices or fireworks discovered in student possession, private vehicles or property, will be confiscated by College officials and the decision on the return of the confiscated items rests solely with the Dean of Students. In addition, the individual may also be subject to criminal prosecution.

### **Assembly Points and Evacuation**

It is the responsibility of students to immediately evacuate any campus building (including all residence halls) when a fire alarm sounds. If the alarm has been activated because of a fire, the building can quickly fill with smoke, individuals who delay exiting the building put their own lives in jeopardy as well as the lives of those who must attempt to rescue them in the event of an actual fire.

Students who live in a residence hall should follow the evacuation plan established for their hall and meet at the pre-determined location so emergency workers can be sure that all residents have been evacuated. For this reason, it is a violation of the Student Code of Conduct to fail to evacuate a campus building when a fire alarm sounds. Violators are subject to conduct sanctions.

## **Fire Safety in the Residence Halls**

Kentucky Wesleyan College fully recognizes its responsibility to provide both awareness and safety training for its resident students and undertakes an ambitious program each year. Fire safety and emergency training for students begins with discussions about fire prevention and safety during the freshman orientation programs. Information regarding fire safety is also highlighted when students check into the residence halls and during the Resident Assistant opening meetings that occur each semester. Students are further reminded about fire safety and evacuation procedures in the Emergency Response Guide.

Emergency procedures are reviewed periodically with residents by way of hall fire drills. The drills are conducted in a realistic manner to enable student, faculty and staff residents and employees to be prepared in the event of an actual emergency. Staff members themselves are trained concerning fire safety and evacuation procedures during their staff training and these procedures are highlighted in the Emergency Guidebook. Students and employees are advised to adhere to the following procedures in case of a fire:

- If you hear the fire alarm, immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommates or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Residence Life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: There is an emergency in the building, leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Residence life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

### **Fire Alarms, Fire Extinguishers, and Smoke Detectors**

Activating a fire alarm when there is not an emergency is a malicious act that is illegal (in Kentucky it is a misdemeanor) that endangers the life of others because it causes people to question whether or not a real emergency exists when a fire alarm sounds. **Violators will be reported to law enforcement officials for possible prosecution and will also be subject to conduct sanctions which includes possible removal from campus housing.**

Discharging a fire extinguisher when there is not a fire is a malicious act that is illegal because it endangers life and it causes costly damage. For these reasons, discharging a fire extinguisher is considered a serious violation of the Student Code of Conduct. **Violators will be reported to law enforcement officials for possible prosecution and are subject to conduct sanctions which includes possible removal from campus housing.**

Tampering with or disabling any fire safety device including but not limited to: fire alarms, heat and smoke detectors is a malicious act that is illegal and endangers the life of others. If a device is malfunctioning, the student is responsible to make an immediate report to College officials. **Violators will be reported to law enforcement officials for possible prosecution and will be subject to conduct sanctions which includes possible removal from campus housing.**

### **CANDLES, INCENSE, BON FIRES, AND GRILLS**

- The number one cause of fires in residence halls is unattended burning candles. Students are prohibited from possessing any candle that can support an open flame. Candles that have been manufactured or altered (by cutting or removing the wick) so they do not support a flame are permitted.
- Students are prohibited from burning incense, tobacco, sweet grass, sage, or any other combustible material in any campus building without prior authorization from the appropriate College official. This prohibition specifically applies to all campus residences. In the case of all campus residences, the appropriate College official is the Dean of Students. In classrooms, it is the instructor.
- Students are prohibited from starting any type of fire on College property without prior approval from the Dean of Students and an outdoor fire permit has been obtained.
- Use of personal barbecue grills is not permitted on campus. Use of the residence hall grills in the quad area is permitted unless government officials issue a fire ban due to fire danger during dry conditions. Students who use the barbecue grills are responsible to ensure: the grill is attended at all times when in use; the grill is properly extinguished when done and that the area is properly cleaned. Students are prohibited from storing propane and lighter fluid in campus residences.

**Fires– On-Campus Residence Halls**

| Housing Facilities |                 |                 |                 |
|--------------------|-----------------|-----------------|-----------------|
| Name of Facility   | 2023            | 2024            | 2025            |
|                    | Number of Fires | Number of Fires | Number of Fires |
| Deacon Hall        | 0               | 0               | 0               |
| Kendall Hall       | 0               | 0               | 0               |
| Massie Hall        | 0               | 0               | 0               |
| Peebles Hall       | 0               | 0               | 0               |
| Stadium Apartments | 0               | 0               | 0               |