

## **Ball State University 2010 Campus Fire Safety Report**

### **Overview**

The Higher Education Opportunity Act (HEOA, August 2008) requires United States institutions of higher education to report annually fire safety policies, practices, and statistics. The following report provides the information required by the HEOA.

### **On-Campus Housing Fire Safety**

**Statistics:** No fires occurred in Ball State University on-campus housing facilities during calendar year 2009. In subsequent years, any fires that occur will be reported for each on-campus facility.

**Fire Log:** The University's Department of Environmental Health and Safety maintains a fire log that provides information, at a minimum, of the nature, date, time, and location of fires. The fire log is open to the public for inspection and will be made available upon request during the University's normal business hours. Contact 765-285-5082 for information.

**Fire Safety Systems:** All residence halls are equipped with smoke detection systems and fire extinguishers. DeHority, Kinghorn, Noyer Hall, Park, and Studebaker West residence halls are equipped with full sprinkler systems.

Scheidler and Anthony apartment complexes are equipped with battery operated smoke detectors in each unit. Scheidler Apartments (all townhomes) have two—one located in the lower level, and one in the upper level (added in 2009). Anthony one-story units are also equipped with CO2 detectors. Residents are highly encouraged to purchase a personal fire extinguisher, and Housing & Residential Life (HRL) staff members living in the apartments are equipped with fire extinguishers. Fire boxes are in place in the laundry rooms in each of these complexes. The west side of Scheidler Apartments is wired with fire pull stations and loud speakers mounted on the buildings; however, these are slated to be removed.

The University owns a number of fraternity and sorority (Greek) houses including Alpha Gamma Delta, Phi Gamma Delta, Phi Mu, Sigma Kappa, Theta Chi, and Kappa Delta. All of these houses are considered on-campus housing for the purposes of compliance with HEOA. However, all of Ball State University's Greek chapter houses, whether owned or not by the University, are inspected quarterly. Fire extinguishers are replaced and recharged as needed.

Theta Chi Fraternity's house has a sprinkler system and a fire alarm system monitored by ADT. Phi Gamma Delta's fraternity house has a fire alarm system monitored by Consumer Security and Audio Systems. The sorority houses of Alpha Gamma Delta, Kappa Delta, Phi Mu, and Sigma Kappa have fire alarm systems monitored by University Police.

**Fire Drills:** Each residence hall and Greek chapter house conducts one fire drill each fall and spring semester. The Scheidler and Anthony Apartments do not conduct fire drills; however, each Community Assistant is required to pick a community meeting spot and communicate that with residents. Should a fire occur, Resident Managers are equipped with a fire roster and a "fire bag" and follow HRL fire safety protocols.

**Appliance, Open Flame and Smoking Policies:**

Students in campus residence halls may have small electrical appliances with unexposed, self-contained heating units. With the exception of microwaves, all cooking must be done in the community kitchens. Appliances that require an open flame, propane, gasoline, or hot grease such as deep fryers are not allowed to be used in or around any of the residence halls.

Refrigerators operating on no more than 1.6 amps and no more than 5.0 cubic feet may be used in student rooms. Units should be placed on a stand or cart unless they have feet and back-mounted heat exchangers. Units may not be placed in closets. Units must be plugged into an Underwriter's Laboratory (UL) approved power strip or directly into the electrical outlet.

Ball State University is a smoke-free campus. Smoking is prohibited in all buildings and outdoor areas (including the residence halls or residence hall complexes) except designated locations some of which are outside residence hall complexes.

**Evacuation Procedures:** Students must leave the building and go to their designated locations when a fire alarm sounds. Staff may enter rooms to do an evacuation room check if there is reason to believe that anyone could not or did not evacuate. Fire evacuation routes are posted on the back of student room doors. Residence hall staff members have highly detailed evacuation plans to guide notification of University Police, evacuation of students including those with disabilities, accounting for students, and relocating students temporarily as needed.

**Fire Safety Education & Training:** At floor meetings before the first day of classes, Resident Assistants discuss with students the following: meeting locations after evacuations, location of fire exits, reducing the risk of fires by complying with policies, and the importance of evacuating whenever an alarm is heard. Residence hall staff members conduct annual smoke simulation and fire safety training with the Muncie Fire Department. All faculty and staff members at Ball State University are provided with emergency response guidelines each fall; fire response guidelines include information about when to activate fire alarms, shut off gas, attempting to control fires, evacuation and reporting to University Police.

**Reporting Fires:** Students, staff and faculty at Ball State University are asked to report immediately any fire to University Police by dialing 765-285-1111 (on-campus is 5-1111) or 911.

**Fire Safety Improvements:** The University's Department of Environmental Health and Safety regularly coordinates inspections of fire safety systems and implements improvements when needed. When facilities are renovated or newly-erected, fire safety systems are installed that comply or exceed the building standards in effect at that time.