

**East Tennessee State University**  
**Facilities Management**  
**Department of Environment Health & Safety**

**2012 Fire Safety Report**

The East Tennessee State University Department of Environmental Health & Safety has developed and implemented a Life Safety Policy, primarily established to protect ETSU students, faculty and staff, and to reduce potential large fire losses of ETSU properties. The policy recognizes the fact that life safety is more than just a matter of safe egress. The policy includes inspection and testing requirements necessary to achieve an acceptable degree of life safety and outlines the safeguards to provide egress time and protection from fire exposure.

Life safety from fire is accomplished through fire prevention and response training, installation and maintenance of fire protection systems and periodic building inspections.

**Training**

All resident directors and resident assistants are trained annually in the proper use of fire extinguishers, fire evacuation procedures, and fire prevention practices. This encompasses hands-on training using a state-of-the-art fire simulator. Fire extinguisher training is available for students upon request. The resident directors and resident assistants are also trained in the following policies:

- ✚ No smoking on-campus, except for personal vehicles
- ✚ No open flames allowed in housing facilities
  - No candles allowed
  - No incense allowed
- ✚ No misuse of fire alarms, fire detection devices, or fire extinguishers
- ✚ No flammable materials allowed in housing facilities, such as gasoline, paint thinner, oil lamps, fireworks or live Christmas trees
- ✚ Fire doors are to remain closed
- ✚ Never leave food cooking on a stove unattended
- ✚ Never use an elevator to exit a building
- ✚ Utilize “Stop, drop, and roll” when someone’s clothing catches fire

To reinforce evacuation training, three fire drills are conducted each semester at every on-campus housing facility, excluding apartment buildings. Fire drills are documented and annually assessed for effectiveness by Environmental Health & Safety personnel. The total number of fire drills conducted are as follows:

<b>Facility Type</b>	<b># of Fire Drills Conducted</b>
Housing Facilities (excluding apts.)	54
Administrative Buildings	44

## **Evacuation Procedures & Preparedness**

Every housing facility features evacuation diagrams that show the location of exits, fire extinguishers, and manual pull stations. All residents are encouraged to familiarize themselves with the diagrams, paying close attention to evacuation routes to exits. An example has been provided below:

### **1st FLOOR EVACUATION PLAN & FIRE EMERGENCY PROCEDURES**

#### **BE PREPARED:**

Know the location of your nearest exit and an alternate exit.  
 Know the location of all fire alarm pull stations in your building and how to activate them. Pull stations are located at every exit.  
 Know the location of portable fire extinguishers and how to use them. Each apartment has a fire extinguisher under the sink.  
 Be familiar with the evacuation procedures listed below and in the Residence Hall Student Handbook.  
 If you have a disability which would prevent your hearing the alarm or evacuating the building, please inform the Residence Director, assistance will be provided in case of actual fire or fire drill.

#### **NOTICE:**

For your own protection and safety, KEEP DOORS LOCKED AT ALL TIMES.  
 Take your ID with you when you leave the room.



**FLOOR PLAN-FIRST FLOOR LEVEL**

**PUBLIC SAFETY - DIAL 94480 OR 911**  
**HOUSING - DIAL 94448**


#### **IF FIRE ALARM SYSTEM IS ACTIVATED OR YOU DETECT FIRE OR SMOKE:**

- Immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have received the appropriate training.
- Know an alternate exit route in case the primary exit is blocked. Do not use elevators. Close doors as you exit. If you get caught in smoke, get down and crawl, as cleaner, cooler air will be near the floor.
- Sound the alarm as you leave the building by activating a pull station.
- Call Public Safety from a safe location outside the building using 439-4480. Provide the dispatcher with specific information including your name, location of the incident, and nature of the emergency.
- Assemble behind Centennial Hall in the quad area or in front of Centennial Hall in the parking lot across from Stout Drive and account for all personnel.
- Provide information to the RA/RD regarding missing and/or disabled persons. They will in turn provide information to responding emergency personnel.

Every housing facility posts evacuation plaques, which provide evacuation procedures in case of fire, as well as emergency procedures in case of severe weather, hazardous material releases, and power outages. The evacuation plaques also provide a map showing the location of the **designated assembly area**, where building occupants are to report after evacuation. If fire or smoke is discovered, the procedure for evacuation is as follows:

- Notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.
- Go to the nearest stairwell or exit door and leave the building immediately.
- Pull the fire alarm as you leave the building.
- Do not use the elevators!
- Assist disabled persons out of the building. If unable to exit the bldg. due to severe mobility impairment, he or she should be directed to the nearest stairwell landing to await the arrival of emergency personnel. Campus Police and the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area.
- Do not re-enter the bldg. unless directed by emergency response officials.

An example of an evacuation plaque has been provided below:



**ETSU**  
East Tennessee State University

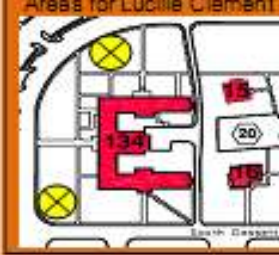
## Emergency Procedures

### East Tennessee State University

### Evacuation Information

- Become familiar with the evacuation diagrams located in the hallways throughout the building to identify your nearest evacuation route.
- Remain calm; follow emergency guidelines and directions given by emergency personnel.
- If the fire alarm has been activated, go to the nearest stairwell or exit door and leave the building immediately.
- Assist disabled persons out of the building. In the event a person with a disability cannot be immediately evacuated from the building, he or she should be directed to the nearest stairwell leading to await the arrival of emergency personnel. ETSU Campus Police and/or the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area as indicated below.
- Do not re-enter the bldg. unless directed by emergency response officials.

Designated Assembly Areas for Lucille Clement



### Fire

- If fire or smoke is discovered, notify the fire department or Public Safety immediately by dialing 9-1-1 or 9-4480.
- Go to the nearest stairwell or exit door and leave the building immediately.
- Put the fire alarm as you leave the building.
- Do not use the elevators!
- Assist disabled persons out of the building. If unable to exit the bldg. due to severe mobility impairment, he or she should be directed to the nearest stairwell leading to await the arrival of emergency personnel. Campus Police and the Johnson City Fire Department must be notified immediately upon arrival, identifying the location of the individual.
- Go to the Designated Assembly Area.
- Do not re-enter the bldg. unless directed by emergency response officials.

### Severe Weather

During a Tornado Warning

- Move to a basement, or
- Flat floor interior hallway, or
- Reinforced or other enclosed small areas away from large glass areas.
- Get under sturdy furniture.
- Stay away from windows.
- If caught outside, crouch in a nearby ditch or close to the ground.

During a Severe Thunderstorm Warning

- Immediately go inside for protection.
- Stay away from windows, water faucets and other plumbing fixtures.
- Do not use telephones, televisions, or computers since lightning can travel through conducting wiring.
- If outside – stay away from tall trees and other objects that are likely to be struck by lightning.
- If caught in an open field, crouch in a ditch or close to the ground.

### Hazardous Materials Release

- Evacuate**
  - Leave spill area immediately.
  - Remove personnel from danger of spill.
  - Alert other building occupants.
- Confine**
  - Block area to unnecessary personnel.
  - Use doors to confine vapors.
  - Shutdown ventilation systems where possible.
  - Use hood to exhaust vapors.
- Notify**
  - Public Safety@911 or 9-4480,
  - Facilities Management@9-7900,
  - and Environmental Health & Safety Office@9-8028.

Follow instructions of emergency personnel.

### Power Outage

- For information about a prolonged outage, go to [www.etsu.edu](http://www.etsu.edu) or an ETSU alert, or listen to your radio at WETS-FM, 89.5, for up-to-the-minute information.
- Help co-workers in deferred areas move to safe locations.
- Unplug personal computers.
- Take personal belongings if instructed to leave the building.
- Secure any hazardous materials or equipment before leaving.

### When You Hear Campus Warning Sirens

- Listen carefully!
  - Follow all instructions.
- If you cannot hear the message being broadcast across the campus emergency system:
  - Get to a computer and go to [www.etsu.edu](http://www.etsu.edu) for an ETSU alert, Or
  - Listen to your radio at WETS-FM, 89.5, for up-to-the-minute information, Or
  - Check your email or cell phone for a GodAlert Emergency Text Message.

## Fire & Life Safety Inspections

Every housing facility is inspected once every thirty days for the following:

- ✚ Fire extinguishers are inspected and noted on date tags
- ✚ Exit lights are lit during normal and backup power
- ✚ Emergency lights are tested
- ✚ Fire alarm control panel checked for operability and trouble signals
- ✚ Sprinkler system water control valves checked to be open
- ✚ Sprinkler system gauges checked for normal pressure

An example of a housing *Monthly Inspection And Fire Drill Report* is provided below:

MONTHLY INSPECTION AND FIRE DRILL REPORT															
<b>FIRE EXTINGUISHERS</b>															
LOCATION	# FULL	EMPTY													
BASEMENT	X														
FIRST FLOOR	X														
SECOND FLOOR	X														
THIRD FLOOR	X														
FOURTH FLOOR	X														
FIFTH FLOOR	X														
HALLWAYS	X														
KITCHENS	X														
STAIRWELLS	X														
RD APARTMENT	X														
<i>200 number of extinguishers</i>															
<b>EMERGENCY LIGHTS</b>															
LOCATION (WORKING)	YES	NO													
BASEMENT	X														
FIRST FLOOR	X														
SECOND FLOOR	X														
THIRD FLOOR	X														
FOURTH FLOOR	X														
FIFTH FLOOR	X														
HALLWAYS	X														
WORK ORDERS COMPLETED WHERE NEEDED <span style="float: right;">(YES)</span>															
<b>PUBLIC KITCHENS</b>															
KITCHENS CLEAN	YES	NO													
REFRIGERATOR CLEAN	YES	NO													
STOVE/OVEN CLEAN	YES	NO													
REFRIGERATOR COOLING	YES	NO													
STOVE/OVEN WORKING	YES	NO													
<i>4 in pair sink - bowls w/o placed!</i>															
<b>LAUNDRY ROOMS</b>															
DRAINS CLEAR	YES	NO													
DRYERS FREE OF LINT	YES	NO													
ALL DRYERS WORKING	YES	NO													
ALL WASHERS WORKING	YES	NO													
WORK REQUEST MADE	YES	NO													
<b>STORAGE AREAS</b>															
NEAT	YES	NO													
AISLES CLEAR	YES	NO													
NEEDS CLEANING OUT	YES	NO													
IF YES, WHEN - END OF	SPRING														
<b>EXITS FREE FROM OBSTRUCTIONS</b>															
LOCATION	YES	NO													
CORRIDORS	X														
DOORS	X														
STAIRWELLS	X														
SIDEWALKS	X														
EXIT LIGHTS ON	X														
FIRE DOOR CLOSED	X														
<b>PUBLIC BATHROOMS</b>															
COMMODES CLEAN	YES	NO													
SHOWERS CLEAN	YES	NO													
SINKS CLEAN	YES	NO													
URINALS CLEAN	YES	NO													
FLOOR/MIRRORS CLEAN	YES	NO													
<b>EXTINGUISHERS DATED &amp; DETAILED</b>		YES													
<b>WORK ORDER WRITTEN UP IF EMPTY</b>		YES													
<b>ALL WORK ORDERS SUBMITTED FOR ANYTHING NEEDING REPAIRS</b>		YES													
<b>FIRE DRILL REPORT</b>															
DATE <u>09 / 13 / 11</u>		TIME <u>8:45</u> AM <input checked="" type="radio"/> PM													
NO. OCCUPANTS PARTICIPATING <u>136</u>		EVACUATION TIME <u>5 minutes</u>													
TYPE OF DRILL <input checked="" type="checkbox"/> ANNOUNCED <input type="checkbox"/> UNANNOUNCED <input type="checkbox"/> STANDARD EVACUATION <input type="checkbox"/> OTHER															
HALL <u>Lucille Clement</u> STAFF <u>Tiffany Alexander</u> (RD) RA		<table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <tr> <td>JANUARY</td> <td>FEBRUARY</td> <td>MARCH</td> <td>APRIL</td> </tr> <tr> <td>MAY</td> <td>JUNE</td> <td>JULY</td> <td>AUGUST</td> </tr> <tr> <td style="border: 2px solid black;">SEPTEMBER</td> <td>OCTOBER</td> <td>NOVEMBER</td> <td>DECEMBER</td> </tr> </table>		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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MAY	JUNE	JULY	AUGUST												
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER												
REPORT OVER		DAY YEAR OVER													

**Fire Protection Systems**

All of ETSU's on-campus housing facilities provide automatic fire protection such as sprinkler, standpipe, and fire alarm systems. All sprinkler systems, fire alarm systems, and fire pumps are tested and inspected annually by the maintenance contractor certified by the state fire marshal's office. All fire hydrants are annually test-flowed by the Johnson City Fire Department. Please note that all housing facilities feature exit signs, emergency lighting, and fire extinguishers. The following is a compilation of current fire protection systems on a building-by- building basis:

## ETSU On-Campus Housing Facilities – Fire Protection Systems

Building Name	Sprinkler System	Fire Alarm System	Standpipe System
Buccaneer Ridge Apts., A-K	Yes	Yes	No
Buccaneer Ridge Apts., L-O	Yes	Yes	No
Buccaneer Ridge Apts., P-Q	Yes	Yes	No
Buccaneer Ridge Apts., R-S	Yes	Yes	No
Buccaneer Ridge Apts., T-U	Yes	Yes	No
Carter Hall	Yes	Yes	Yes
Centennial Hall	Yes	Yes	Yes
Davis Apartments	Yes	Yes	No
Governors Hall	Yes	Yes	Yes
Lucille Clement Hall	Yes	Yes	Yes
Luntsford Apts.	Yes	Yes	Yes
Nell Dossett Hall	Yes	Yes	No
Powell Hall	Yes	Yes	No
Stone Hall	Yes	Yes	Yes
West Hall	Yes	Yes	No

### Fire Incident Data

ETSU's fire incident data for the years 2010-12 is as follows:

### ETSU Fire Incidents During 2010-12

Residential Facility	Total Fires	Fire Number	Cause	Injuries	Deaths	Property Loss
Buccaneer Ridge Apts., A-K 129-176 Buccaneer Ridge	0	0	N/A	N/A	N/A	N/A
Buccaneer Ridge Apts., L-O 319-375 Buccaneer Ridge	1	1 (2012)	Electrical	0	0	\$50.00
Buccaneer Ridge Apts., P-Q 279-281 Treasure Lane	0	0	N/A	N/A	N/A	N/A
Buccaneer Ridge Apts., R-S 278-280 Treasure Lane	0	0	N/A	N/A	N/A	N/A
Buccaneer Ridge Apts., T-U 1000-1001 Centennial Dr.	0	0	N/A	N/A	N/A	N/A
Carter Hall 120 S. Dossett Dr.	0	0	N/A	N/A	N/A	N/A
Centennial Hall 187 Stout Dr.	3	1 (2011)	Unintentional/Stove fire	0	0	\$410.00
		2 (2012)	Unintentional/Stove fire	0	0	\$100.00
		3 (2012)	Unintentional/Stove fire	0	0	\$5.00
Davis Apartments 1270-1274 Southwest Ave.	1	1 (2011)	Unintentional/Stove fire	0	0	\$1,200.00
Governors Hall 1385 Gilbreath Dr.	0	0	N/A	N/A	N/A	N/A
Lucille Clement Hall 1193 Jack Vest Dr.	0	0	N/A	N/A	N/A	N/A
Luntsford Apts. 391 S. Dossett Dr.	0	0	N/A	N/A	N/A	N/A

Nell Dossett Hall 339 S. Dossett Dr.	o	o	N/A	N/A	N/A	N/A
Powell Hall 205 S. Dossett Dr.	o	o	N/A	N/A	N/A	N/A
Stone Hall 115 S. Dossett Dr.	o	o	N/A	N/A	N/A	N/A
West Hall 289 S. Dossett Dr.	o	o	N/A	N/A	N/A	N/A

All ETSU facilities have fire alarm systems monitored 24/7 by ETSU Public Safety. Students should report any fire to Public Safety by dialing 911 from a campus phone. Public Safety completes reports on all fire incidents and forwards them to the Environmental Health and Safety Office, where a log is available for public inspection during the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday.

The ETSU community is encouraged to send any recommendations for improving fire safety to the Environmental Health and Safety Office.

\*This report has been provided in accordance with Public Law #110-315, the 2008 Higher Education Opportunity Act.