

**Annual Fire Safety Report 2009**  
**Fire Statistics**

Number of fires on campus	0
Number of Fire-related deaths on campus	0
Number of injuries related to fire resulting in treatment at medical facility	0
Value of property damage related to fire on campus or campus property	0

**Fire Safety Systems in Campus Housing Facilities**

Each of the 6 main dormitory/apartment style housing units is equipped with individual room detectors which are connected to a main system. This main operating system is directly connected to the notification system for the City of Tiffin. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department, law enforcement, and emergency personnel are notified. The estimated time of their arrival is between 3-4 minutes. The residential units falling under this system include the following:

Kirk Hall	Location: 187 Jackson Street	Sprinkler Units: Room/Floor
Craycraft Hall	Location: 160 Miami Street	*Limited Areas
Friedley Hall	Location: 18 S. Sandusky Street	*Limited Areas
Zahn Hall	Location: 173 Jackson Street	*Limited Areas
Huggins Hall	Location: 156 Clay Street	Sprinkler Units: Room/Floor
Miller Hall	Location: 228 West Perry Street	*Limited Areas
Jr/Sr Apartments	Location: 335 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	Location: 355 Miami Street	Sprinkler Units: Room/Floor

\*Plan to increase sprinkler units in more areas; in these units, individual rooms have smoke alarms, but are not connected to central fire panel.

Number of planned fire drills for 2009: 1

- All common areas in these units are connected to the central fire panel, which is connected to the City of Tiffin emergency response system.
- For all other housing units (comprised of houses converted to student housing and located both on campus proper and contiguous to campus property), individual rooms are equipped with ionized smoke alarms. They are not connected to a larger system or directly to the local emergency response notification system.

- The City of Tiffin Fire Department conducts yearly walk-through inspections after students begin moving in during the Fall Semester.
- Electrical panels are tested bi-yearly for “hotspots” using infrared equipment.
- Annual fire alarm tests and inspections are conducted by Simplex-Grinnell Fire Systems.
- Fire extinguishers are tested and inspected annually by AA Fire Extinguisher Company of Tiffin, Ohio.
- Twice yearly inspections are conducted on the hood systems in the dining service operation.
- Resident Assistants and student safety staff members check stoves in house units nightly while on rounds.
- Safe cooking manuals are provided to students who have access to stoves/ovens.
- Resident Assistants and student security team members are trained annually by the Tiffin Fire Department in fire safety and evacuation procedures, as well as extinguisher training. All RAs carry keys to fire panels, and student security team members carry a key to the fire panels.

### **Policies/Rules for Fire Safety**

(Note: these are also found in the Student Handbook)

#### **Residence Hall Education:**

- During Resident Assistant (RA) Training, Tiffin University’s Office of Residence Life works with Tiffin Fire Department to train the RAs on Fire procedures.
  - One of the Residence Halls is filled with smoke and the RAs walk through it.
  - The RAs are trained on the proper response to an alarm, which includes:
    - Getting students out/ knocking on doors on their way out of the building
    - Opening the fire panel
    - Meeting the Fire Department to update them/ assist them
    - Keeping students at a safe distance from the building
- The RAs are also trained in using fire extinguishers on an actual controlled fire
- During the first hall meeting, the RAs go over the procedures for a fire alarm with the residents
- Each student is also given a copy of the student handbook which includes the evacuation procedures and fire safety standards

#### **Residence Hall Fire Evacuation Procedures: (as stated in the handbook):**

*When the alarm sounds:*

1. Close the windows.
2. Raise the shades.
3. Leave the lights on.
4. Wear coat and hard-soled shoes.
5. Carry towel and place over face in case of smoke.
6. The room will be checked after you leave.
7. Go, without talking, to your exit in single file. Walk swiftly. Do not run or push.
8. If you are not in your room, go to the nearest exit.
9. Assemble outside the hall or house at your designated spot so that roll call may be taken quickly.
10. Face away from the building in case of explosion.
11. Do not return to your room for any reason until the signal is given.
12. Everyone must leave the building, Residence Hall, house, or other, in which a fire alarm is activated. Failure to do so may result in probation, removal from housing, and/or other appropriate sanctions, including a **\$50.00** fine.

**DO NOT argue with Fire Safety personnel. Failure to comply could result in your arrest.**

**Residence Hall Fire Safety Standards (as stated in the handbook):**

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called. In houses if possible, call the Fire Department before attempting to use an extinguisher. The residence hall alarms are all directly connected to the Fire Department.
3. Adams Street apartments and the individual houses are NOT connected to the Fire Department. In case of emergency dial 911.
4. If you are in a room where a fire starts, leave *immediately*. **Close the door to confine the blaze to that one room.**
5. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
6. ***If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor. DO NOT JUMP!***
7. Know the location of all fire exits, fire alarms, and fire extinguishers.
8. Use only metal wastebaskets. You should empty your basket frequently.
9. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
10. The Director of Residence Life must approve high wattage appliances before they may be used in the residence halls and houses. Open hotplates are not permitted.
11. ***The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than fire fighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.***
12. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
13. ***Fire alarm pull stations are designed to save lives in case of fire. It is ILLEGAL to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.***
14. Candles (used or unused), incense burners, potpourri burners, coffee makers and any objects with open flames or open heating elements are not permitted.
15. ***CAUSING A FIRE ALARM THROUGH CARELESSNESS WILL RESULT IN AN AUTOMATIC \$50.00 FINE. IF IT CANNOT BE DETERMINED WHO CAUSED THE FIRE ALARM, THE FINE WILL BE DIVIDED AMONG ALL RESIDENTS.***
16. For a full list of fire evacuation procedures, please refer to Tiffin University Emergency Procedures in this handbook.