

**WASHINGTON ADVENTIST UNIVERSITY
DEPARTMENT OF SAFETY AND SECURITY
FIRE SAFETY DIVISION**

2013 ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act of 2008, requires institutions that maintain on campus student housing facilities publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

I 2013 Fire Statistic for on Campus Residence Facilities

Date	Location	Cause	Injury	Death	Property damage
10-10-13	MH, room # 142A	Unintentional/Microwave	0	0	\$25.00

II. Description of campus student housing fire safety system:

1. Halcyon Hall(HH)
 - a. Completed automatic sprinklers systems.
 - b. Fire alarm system; self monitor.
 - c. Smoke alarms (detector) in each sleeping room, interconnected and in common areas is suite and apartments.
 - d. Evacuation maps and placards
 - e. Egress corridors and stairwell are fire rated.
 - f. Residents with disabilities are accommodated according to their needs.
 - g. Portable fire extinguishers.
2. Morrison Hall (MH)
 - a. Fire alarm system, monitored by: BFPE
 - b. Smoke alarm (detector) in each sleeping room interconnected and in common areas in suite and apartments.
 - c. Egress corridors and stairwells are fire rated.
 - d. Evacuation maps and placards
 - e. Residents with disabilities are accommodated according to their needs.

III. Policies on portable electrical appliance, smoking and open flames:

Whole housing facilities have prohibition against the following activities.

1. Smoking.
2. Lighted candles or other open flame devices.
3. Matches and lighters.
4. Cooking in unapproved areas (bedrooms) no use of toaster oven, hot plates and any appliance with open heating elements, note: Microwave ovens are allowed.
5. No extension cords.
6. Tampering with or blocking any fire protection equipment.
7. Use of portable heater (except when authorized by the DSS-fire safety division and DFS Office for emergency outage of heat).
8. Use of torchiere halogen lamps or halogen blobs.
9. Possession of fireworks.
10. Tobacco or products.

IV. Washington Adventist University-procedures for student housing evacuation in cases of fire.

When the building fire alarm is activated, residents are expected to:

1. Exit the building closing the room door, on the way out.
2. Use the stairs, once in the stairwells do not re-enter the building. Use the fire exit door at the bottom of the stair that access directly to the outside.
3. Once outside go immediately to the assigned assembly area for the building and wait for instruction from the campus safety and security department officials,
4. Residents who spotted or seen fire or smoke are expected to pull the nearest building fire alarm pull station and evacuate the building. All fires even those found extinguishers are to be reported to the university department of safety and security.

VI. Regular mandatory supervised fire evacuation drills.

The two residence halls conducted one fire drill per month, supervised by the safety and security department under a Certified Fire Inspector of the university, with a total of 10 drills for each residential building per calendar year.

2013 Fire Drills conducted, on-campus housing Facilities

Location	Months	1	2	3	4	5	6	7	8	9	10	11	12	Total
Halcyon Hall,7600 Flower Ave		1	1	1	1	1	1	0	1	1	0	1	1	10
Morrison Hall 7600 Flower Ave		1	1	1	1	1	0	0	0	0	0	1	1	7

Notes: Morrison Hall was on Fire watch from months 6-10 until the fire alarm was commission.

V. Fire safety education and training program for student, faculty and staff.

The DSS- fire safety division provides fire safety training and awareness (under a Certified Public Fire and Life Safety Educator) to all news student orientation, all residence halls Dean an RA. The training includes information on fire protection features of facilities, fire prevention, emergency procedures and conducting fire safety evacuation upon request.

Additional information is available on the following locations or websites:

- Fire Safety and Emergency Response Policies at 7600 Flower Ave. G-4 Office of Safety and Security, Takoma Park, MD, Tel. 301-891-4019 or web: <http://www.wau.edu/security>.

VIII. Actual and Future Improvements in university fire safety program.

Washington Adventist University continually revised and evaluated the fire protection systems for the whole campus for the years 2012-2013. A systematic process of annually planning and budgeting for the fire protection system upgrades and new systems was conducted. The university installed new fire alarm systems (replacements) in the following buildings;

- Wilkinson Hall, new fire alarm system (replacement) commission 2013.
- Morrison Hall, new fire alarm system (replacement) commission 2013.

- Halcyon Hall corridors new fire doors (replacement)
- Morrison Hall stairwells new fire doors (replacement)

IX. Building regular fire suppression and prevention equipment inspections and internal fire safety and local code enforcement inspections.

- Fire alarm system, in each building is inspected accordingly to NFPA # 72 Fire Alarm Code
- Automatic sprinklers systems are inspected accordingly with NFPA # 25 Standards for the Inspection, Testing and Maintenance of Water Fire Protection
- Fire and life safety (buildings) are inspected accordingly with Montgomery County Fire code chapter #22, NFPA # 1 Uniform Fire Code and NFPA 101 Life Safety Code.
- Portable fire extinguishers, monthly inspected accordingly with NFPA # 10 Standards for Portable Fire Extinguishers.
- Last general fire inspection by Montgomery County Fire and Rescue Department, office of the Fire October 2012.
- The DSS perform unannounced residence Hall Health and Safety Inspections during (randomly) during the school semesters. The inspections are preliminarily designed to find and eliminate on real time safety violations. The students are required to read and comply with the Residents Assistants (RA) during the daily common and room's checks and the university Health and Safety Policies for the residence halls. The inspections included but not limited to visual examination of electrical cords, sprinklers heads, smoke detectors, fire extinguisher and other life safety systems.

Note: Per federal law, Washington Adventist University is required to annually disclose statistical data on all fires that occur in campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on campus student housing. These are fires for which you are unsure whether the Washington Adventist University Safety and Security department may be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

• Department of Safety and Security, Director Edwin Monge	Tel. 301-891-4019
• Department of Facility Services, Director Steven Lapham	Tel. 301-891-4161
• Office of Morrison Hall Dean Timothy Nelson	Tel. 301-891-4043
• Office of Halcyon Dean Adriane Mathews	Tel. 301-891-4174
• Department of Student Life V P Jean Warden	Tel. 301-891-4110

Fire Emergency Telephone No:
Fire Department (Montgomery County Fire and Rescue) Tel. 911
WAU-DSS- Fire Safety Division: Tel. 301-891-4019

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

This 2013 annual fire report was completed by the Department of Safety and Security, fire safety division within the Administration and Finance Office. The Department of Safety and Security may be reached at 301-891-4019.

Washington Adventist University, Office of Student Life distributed annually for students and employee "The Annually Student Handbooks" which contained additional information on this report; fire safety system at the university housing; fire evacuation drills and others.