Washington Adventist University

Department of Safety and Security

Fire Safety Division

2015 ANNUAL FIRE SAFETY REPORT

(2014 Calendar Year)

Revised 9-28-2016

Washington Adventist University Fire Safety Plan Statement

Washington Adventist University, concerned with the health and safety of its students, faculty, staff and visitors, acknowledges its responsibility to endeavor to create, maintain, and enhance a healthful and safe environment for all individuals associated with the institution. To this end, the University is committed to provide reasonable resources and support for the development, implementation and maintenance of an effective Fire safety program. See https://www.wau.edu/wp-content/uploads/2016/09/WAU-Fire-Safety-Policy-3-1.pdf.

The University is committed to the principle that such a program will minimize University losses, reduce costs, improve morale and increase productivity. For these reasons, the University requires that health promotion and accident prevention be integrated into all its academic and operational activities and has established a central Office of Department of Safety and Security on campus which reports to the Vice President of Finance. This office has been charged to oversee the development and implementation of an effective fire safety program. To best fulfill this responsibility, the Department of Safety and Security will develop and assist in implementing University guidelines and standards compatible with existing external agencies' rules and regulations. Compliance with all University health and safety guidelines will be required. All supervisory personnel shall bear primary responsibility for the health and safety concerns within their respective area.

The Washington Adventist University (WAU) provides this information to all students and employees in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This act requires all higher education institutions to make public their campus security and fire safety policies and reported crime and fire data for the previous three years and disseminates this information to the campus community. The goal of this legislation is to help maintain a safe campus environment by increasing the awareness of crimes committed on campus, the security and fire safety policies in place and crime prevention programs available.

You may view or download a pdf version of the Fire Safety Policy, the Annual Fire Safety Report, the Annual Security Report, Fire and Evacuation Drill Reports, and the Fire Log at the Department of Safety and Security web site located at www.wau.edu/security . The Fire Report is prepared separately from the Annual Security Report and Crime Statistics.

For a paper copy, contact the Department of Safety and Security at 301-891-4019 or stop by the Safety and Security Department in General Services building during business hours.

Future Improvement of Fire Safety

Washington Adventist University hopes to upgrade certain facilities to improve the fire safety on campus. At this time, WAU has no schedule of additional enhancements of the Fire Prevention System for the year in question.

Emergency Drills Preparedness

Washington Adventist University (WAU) Department of Safety and Security (DSS) is responsible for administering the campus emergency preparedness drills. These preparedness drills include fire, weather and lockdown drills. The drill's dates, times, and locations will be scheduled in advance or could be unannounced.

Fire Drills

Washington Adventist University; department of Safety and Security, fire Safety division conducts required fire drills in accordance with the Maryland Fire Prevention Code and Montgomery County Fire Safety Code, Chapter 22.
WAU-residence halls fire drill is defined as a supervised practice of a mandatory evacuation of a building for a fire. Documentation of these drills will be made available pursuant with the Clery Act and upon request of the proper authorities. WAU-DSS keep and maintained a fire drills log.

1. **Frequency**

DSS conducts fire drills monthly and semiannually in all residential or housing facilities on campus. The first fire drill is scheduled only a few days into the fall semester. This drill is announced or most of the time unannounced to the Residential Halls. It is the responsibility of the Housing Department to notify resident hall directors or assistants. Another drill is held at the beginning of the Spring Semester. This drill is unannounced to any Residential Halls representatives. The purpose of the drills is to assure that students and employees are able to evacuate quickly and safely, and to assure everyone can hear the alarm and understands that it signifies an emergency where evacuating the building is necessary. Buildings may be searched to assure all occupants have evacuated.

A. Preparing for Fire drills;

1. Review procedures, duties and evacuation route as outline in the plan.
2. Determine who will participate in the drill.
3. Confirm participants are familiar with the plan.
4. Establish a date and time for the drill that is convenient but assures appropriate participation.

B. Notification and Technical Assistance1.

1. Call the DFS or DSS at **301-891-4011 or 301- 891-4019** to arrange for DFS or DSS to activate the fire alarm system and reset it after the drill.
2. For assistance in conducting and critiquing the fire drills, contact DSS or DFS.

C. Publicize drills event to building occupants.(announced only)

1. Approximately three (3) days before the drill post notices in conspicuous location informing all occupants of the time and date. Notification also can be done via email and other means.

D. Day before the drill;

Note: Prepare any special props for the drill (optional).
1. Cardboard flames or balloon for the location of fire.
2. Cardboard smoke barriers to indicate blocked corridors and/or stairways.

E. Confirm responsibilities Roles with players;

1. Building staff .
2. Department of Facilities Services (DFS) to activate the fire alarm system.

3. Department of Safety and Security will monitor and control the fire drill.

F. Conducting the Fire Drill.

1. Setup and fire alarm activation:
   - Special props, if used, should be installed just prior to performing the fire drill.
   - An assembly drill may performed at the same time as a comprehensive building fire drill or independently. If conducted as part of large building drill using the fire alarm system, campus operations (DFS) personnel must first bypass the fire panel of the location in question so the fire dept does not respond to the activate alarm system.
   - Staff, ushers, stagehands and other associates staff should report to their area of responsibility. Requesting a small numbers of the other persons to simulate patrons may be helpful in making the drill realist.

2. Evacuation Procedures:
   - Notes: the following procedures should be simulating as practical for fire drills.
   - As the alarm sound or upon instruction, begin evacuation, staff ushers and stagehands should promptly assist patrons and players from the facility in safe and orderly fashion.
   - Keep people moving calmly, yet quickly, no one should be allowed to run. Assist those individual with special needs.
   - Used all exist. Prop exterior exit door open to help facilitate evacuation outdoor lighting will encourage and help speed the evacuation of patrons.
   - patrons informed of the situation. Have a prepared evacuation message to help convey appropriate evacuation instruction and take pressure off staff.
   - Instruct people to move away from the building to a predetermined assembly point.
   - Prevent people from re-entry the building. Patrons may re-entry the building only after the building has been declared safe by the fire department. Silencing the alarm should not be considered an all clear signal.
   - Meet the Fire Dept the Building emergency Coordinator or event designee should meet the arriving fire dept to inform them of the situation and assist them as need.
   - Account personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

2. Critiquing the fire drill (used a fire drills form):
   - Notes: the following should be considered in evaluating the drill;
   - Did staff known the layout of the building;
   - Did staff respond promptly as outlined above?
   - Were all exits used?
   - Is staff familiar with how to activate the fire alarm system?
   - Where all occupants accounted for?
   - Is staff familiar with how to notified emergency services?
   - Was a prepared evacuation statement read or available?
   - Was the alarm Audible?

2. Failure to Evacuate

It is the responsibility of each occupant to evacuate or move to an area of rescue assistance during a fire alarm, if possible. Buildings may be searched to assure all occupants have evacuated. To reach a compliance objective with the evacuation procedures, Deans and RA's need to conduct a quick room

search to ensure full participation; failure to comply will result in administrative corrective action. Failure to evacuate the building during a fire alarm may result in the justification for community service.

3. **Evacuation Routes**

Building representative should have an up-to-date Emergency Evacuation Map for each floor of every University owned building they are responsible for. These Emergency Evacuation Maps are posted in common areas throughout all Washington Adventist University owned buildings. Each Emergency Evacuation Map indicates the evacuation routes to be taken by employees, students and guests of Washington Adventist University. For additional copies of Emergency Evacuation Maps, contact DSS.

Occupancy

Occupancy limits are determined not only by useable square footage but by a number of factors. Among these are type of seating, type of activity in the room, number of exits, obstacles, room configuration and others. In order to determine room occupancy, DSS personnel must examine the area to establish the occupancy limit. DSS establishes occupancy limits according to applicable fire and life safety codes and therefore these limits may differ from numbers determined by others.

No Smoking Policy

Washington Adventist University established a "No Smoking" Policy in Campus"

Open Lights and Flames

Open flames are not allowed near spray booths or in the presence of combustible or flammable liquids, dusts or vapors, excelsior, paper, or similar materials. Any torches being used must not be left unattended while burning. Information on open flames in labs can be found in Washington Adventist University Chemical Hygiene Plan and Laboratory Guide. DSS must approve any other use of an open light or flame on campus. Open flames can include, but are not limited to, the use of candles, bon fires, incense burners and torches. The following information must be presented to DSS prior to approval of the use of an open light or flame: building name, area or room number where used, dates of use, hours of use, project or reason for request, equipment to be used, type of open flame device to be used, ignition procedure for open flame device, and location of the nearest smoke detector and type of smoke detector (smoke detector tied into the fire alarm system or stand alone smoke detector). DSS may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, DSS reserves the right to terminate or decline the approval of the open light or flame permit.

Washington Adventist University does not allow the use of candles in any buildings. When candles are used in ceremonies, caution must be taken to assure they are handled correctly. Never leave a candle or incense unattended for any reason. Care must also be taken when extinguishing candles. Several candles blown out together can create enough smoke to initiate a fire alarm. Prior to the use of candles in any building on campus, contact DSS. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause fire in any Washington Adventist University building or on the campus grounds without prior approval.

Residence halls Prohibited Items

- Candles
- Incenses
- Electrical Ovens
- Hot plates
- Wood or paper matches
- Tobacco products or paraphernalia
- Portable heaters
- Coffee makers
- Halogen floor lamps
- Lighters
- Toasters
- Extension Cords
- Other Portable Electronic Appliances (rice cooker and coffee pot are NOT allowed)

Decorations

Decorations including, but not limited to, boxes, cardboard, mazes, hay, bamboo, cotton batting, straw, vines or pallets are prohibited on campus. Structurally sound band platforms are acceptable. DSS must approve all other decorations. Submit a drawing of any planned decorations or structures, along with a list of materials, which will be used to create the decoration, to DSS for approval. Also, many structures and decorations, like those planned for social events or parties may need to be inspected by an engineer and deemed "safe" for its purpose of use before the approval is granted. Tents erected on Washington Adventist University campus must be flame retardant. Documentation of this treatment or material should be kept on hand at each tent location. At least twelve feet of non-obstructed space should be left open and free on all sides of the tent unless otherwise approved by DSS. All tents must be adequately supported, roped, anchored and braced to assure the tent will withstand the elements of the weather and not collapse. All aisles in tents and exits from the tents should be left unobstructed. Tents or tent ropes, anchors or braces must be erected approximately two feet away from sidewalks and may not extend over or block any sidewalk. Contact DSS regarding concerns over the placement of tents on Washington Adventist University campus.

The use of live Christmas trees is prohibited in Washington Adventist University buildings on campus unless approved by DSS. Any electrical decorations, which may be used on Christmas trees must be UL listed and approved. Contact DSS prior to the establishment of any seasonal decorations.

WAU Fire Drills Log:
You can visit the WAU-DSS website at http://www.wau.edu/security, the Fire Drills log is updated every 24 hours. Any person who will like to review the 2014 Fire log they can visit the Department of Safety and Security located at the General Services Office G-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

2014 WAU-Fire Drills Log

Date:	Start Time:	End Time:	Location:
1-27-14	1011 hrs	1058 hrs	Halcyon Hall
1-31-14	1536 hrs	1541 hrs	Morrison Hall
2-24-14	1720 hrs	1727 hrs	Halcyon Hall
2-24-14	1748 hrs	1754 hrs	Morrison Hall
3-24-14	1446 hrs	1457 hrs	Halcyon Hall
3-31-14	1712 hrs	1718 hrs	Morrison Hall
4-21-14	1717 hrs	1721 hrs	Halcyon Hall
4-21-14	1736 hrs	1742 hrs	Morrison Hall
7-9-14	1341 hrs	1345 hrs	Morrison Hall
7-9-14	1650 hrs	1658 hrs	Halcyon Hall
7-24-14	1654 hrs	1658 hrs	Halcyon Hall
9-17-14	1512 hrs	1520 hrs	Halcyon Hall
9-29-14	1711 hrs	1717 hrs	Morrison Hall
10-20-14	1403 hrs	1409 hrs	Halcyon Hall
10-27-14	1705 hrs	1711 hrs	Morrison Hall
11-12-14	1545 hrs	1547 hrs	Morrison Hall
11-12-14	1719 hrs	1722 hrs	Halcyon Hall
12-10-14	1344 hrs	1350 hrs	Morrison Hall
12-10-14	1413 hrs	1418 hrs	Halcyon Hall
12-17-14	1515 hrs	1520 hrs	General Services

Campus Public Fire and Life Safety Education

Each year the WAU-Department of Safety and security-fire safety division offers fire safety awareness, for all new students in every (twice) beginning of the semester. Our Certified Campus Public Fire and Life Safety Educator; provided fire and life safety awareness and portable fire extinguishers training and fire evacuation training. The university publishes these procedures on the internet at the Campus Safety web site. DSS also conducts yearly refresher training which is available to all dorms residents, staff and public in general.

Fire and Life Safety Education Programs:

Name of Program	Date	Location	Subject(s) Covered
New Student Orientation fall 2014	**August 18, 2014**	**Sligo Church Atrium**	**FLSE, FEP**
MCFRS-Fire and life Safety Education	**December 17, 2014**	**Halcyon Hall (HH)**	**FLSE**

Note: In every Residential Fire Drills DSS evaluate and provided educational information of the PFE, Life Safety Response to all student and staff participants. Information on accepted and prohibited portable electrical equipment is given during new student orientation each year. The Deans for both dorms, girls and boys, are also responsible for informing students of any prohibited electrical equipment, as well as the informing students that open flames are not prohibited at any time in the dorm.

Education Subject:	Code:
Fire and Life Safety Education	**FLSE**
Portable Fire Extinguishers Training	**PFET**
Fire Evacuation Procedures	**FEP**

Every year during the month of April, the Department of Safety and Security (DSS) visit every departments of the University and provide training on Fire and Life Safety Education, Portable Fire Extinguishers Training, Fire Evacuation Procedures ad Emergency Crisis Response.

Additional information is available on the following locations or websites:

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

During the academic year WAU-DSS distributed a variety of Campus fire safety brochures available to all persons on university campus this brochures also can be find at the WAU-Security website. Also WAU-DSS posted the WAU-DSS describes the University's Fire Safety policy. These policies are reviewed as needed and are also published on the internet at the WAU-DSS web site: https://www.wau.edu/wp-content/uploads/2012/09/WAU_Fire_Safety_Policy_3.pdf.

Reporting of Fire or other Emergency Conditions
Anyone/ occupant of a building becomes aware of heat, fire or smoke they should immediately activate the nearest fire alarm pull station and evacuate the building. They should also notify 911 or DSS 301-891-4019 and advise them of the situation and the location of the emergency.

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.

Fire Log:
You can visit the WAU-DSS website at http://www.wau.edu/security, the Fire log is updated every 24 hours. Any person who would like to review the 2012, 2013 and 2014 fire log they can visit the Department of Safety and Security at the General Services Office GS-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

Maintaining the Fire Log: WAU-DSS makes entries or additions to an entry within two business days of receiving the information. A business day is any day Monday through Friday. If we are confronting problems with our ITS (computer problems), we will use a hard copy log as a temporary replacement. This fire log will be open for public inspection upon request during business hours. Anyone interested in accessing the fire log, whether they are associated with WAU or not, including the media may have access to the fire log. To view the Fire Log for previous years, please view the Fire Statistics on page 16 of this report.

2014 Fire Log

Date Reported	Case Number	Nature/Cause of Fire	Date and Time of Fire	Location
4-14-14	**IR-14-024**	**Mulch fire; Cigarette Butt found at the scene.**	**4-14-2014 @ 1345 hrs**	**Parking Lot –A (no residential) Case closed**
4-29-14	**IR-14-030**	**Mulch fire, Cigarette butt found at the scene.**	**4-29-2014**	**Parking Lot. Health Science Building (no residential) Case closed**

6-13-14	**IR-14-037**	**Heating and Cooling Motor malfunction.**	**6-13-2014 @ 1040 hrs**	**Morrison hall –Lobby Area Case closed.**
11-18-14	**IR-14-077**	**Smoke (mechanical) at the basement, laundry.**	**11-18-14 @ 2346 hrs**	**Morrison hall-(laundry) basement. Case closed.**

Note: Cases IR#14-037 and IR#14-077 were investigated by a certified fire investigator, and no evidence of flames were found (only smoke). The cause was unintentional and was classified as mechanical failure. The damages estimated from $0-$100 for equipment parts. There were only structural damages, and there were no injuries or deaths. In both cases, building evacuation was completed. The fire department came in without intervention of an agency fire investigator.

Fire Safety Reporting Definitions and Collection of Statistics

- Fire Log: The Office of Campus Safety maintains a daily Fire Log. The Fire Log records all known fires on-campus.
- The Fire Log data consists of date/time reported, date/time of fire, nature of fire, general location, number of injuries that required treatment at a medical facility, number of deaths related to a fore, and value of property damage caused by a fire.
- Reportable Fires are: Any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner.
- This document is very similar to the crime log required for the Clery Act. Fires as well as crimes are recorded by the date they were reported.
- Fire Statistics: The following statistics are collected to be reported for each on-campus at Department of Safety and Security.

  - The number of fires.
  - The causes of each Fires (categories used):

Causes	**Examples**
• Cooking	Grease fire on stove, oven or microwave fire
• Electrical	Electrical arcing, overload electrical motor
• Heating equipment	Heating stove, space heater, fireplace, water heater.
• Hazardous products	Spontaneous combustion, chemical reaction
• Smoking materials	Discard lit cigarette butt
• Open Flames	Candles
• Machinery /Industrial	Heat from friction (e,g fan belt) cutting and welding
• Natural	Fire that results from a natural phenomenon, Such as lighting, tornado and earthquakes
• Other	Firework(including sparklers) paper caps, party Poppers and firecrackers; sunlight (usually Magnified through glass or a bottle); fires start In building that is not an on campus student housing facility and spread to an on campus facility.

  - 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**
  - The number of deaths related to the fire.

- The number of injuries related to the fire that resulted in treatment at a medical facility.
- The value of property damage related to the fire.

Fire Alarm Response

The Fire Alarm System is designed to provide an early warning to building occupants so that they can safely exit the building. Whenever a fire alarm is activated the occupants should act immediately to ensure their safety. Evacuations during an active fire alarm are mandatory. Failure to evacuate the building or re-entering the building before the all clear has been given by the fire department will result in a fine.

During an activated fire alarm the following steps should be taken:

- Occupants should never ignore or assume the alarm is false.
- All occupants must evacuate the building by the nearest safe exit.
- Elevators should never be used during an activated fire alarm.
- Once outside, the occupants should not re-enter the building until the emergency has ended.

Although Washington Adventist University (adopted the NFPA Emergency Planning Guide for People with Disabilities) requires all occupants of a building to evacuate when the fire alarm is activated, individuals with disabilities may need assistance or special procedures to evacuate effectively. For this reason, they should inform other individuals, especially housing coordinators or Residential Advisors that they may need assistance in a fire alarm during the emergency evacuation-planning phase. To view the Emergency Planning Guide for People with Disabilities, go to: https://www.wau.edu/wp-content/uploads/2012/09/evacuationguide_NFPA_ADA.pdf.

Fire Hazards

To help mitigate fire hazards, the WAU-DSS has established guidelines to identify items that are considered hazardous and shall not be allowed in any building on campus. These guidelines list specific items for example only and they should not be considered all-inclusive. Additional hazardous items are listed specifically for residential facilities, WAU buildings:

- Any item that has the ability to create an open flame, except as needed for educational activities; Candles, incense, camp stoves, cigarettes, lighters, match, etc.

- Any item that has an exposed heating element, Space heaters, etc.

- Any item that has the potential to start a fire from the amount of heat it produces; Halogen light bulbs, etc.

- Any flammable substance (solid, liquid or gas) that is not essential to the daily operation of the building. Lighter fluid, gasoline, aerosols, real Christmas trees, etc.

- Any heat based food preparation device used outside of approved kitchens/kitchenettes; Toasters, toaster ovens, hot plates, electric skillets, microwaves, etc.

- Any non-fire resistant fabric material used in decoration/furnishing of the facility; Flags, banners, draperies, curtains, other similar loose hanging furnishings and decorations etc.

- Any exposed element heat based food preparation device; Toasters, toaster ovens, hot places, electric skillets, etc

While some cooking appliances are allowed (such as microwaves, rice cookers, coffee makers, etc.), it is recommended that all food preparation be done in approved areas such as a kitchen or kitchenette. If a kitchen/kitchenette is not available, the approved cooking appliance will be used in an area that is monitored by a smoke detector. All areas used for cooking will be equipped with a portable fire extinguisher. Only UL approved appliances are authorized for these activities. Food preparation must be conducted with the full attention of the preparer. Any unattended cooking may result in a fine. All electrical distribution devices must be UL approved. Extension cords may not be longer than 6ft. and must be 16awg or heavier. All power strips must be equipped with a circuit breaker rated for a maximum of 15 amps. Extension cords and power strips should be run along walls and not placed under carpets/rugs, run over doors, or any other method that may present excessive heat buildup or fall/trip hazards. The following electrical distribution items/methods are prohibited:

- Piggy backing or daisy chaining of extension cords or power strips.
- Power strips plugged into extension cords.
- Multi plugs and/or adapters.
- Frayed and/or spliced cables.
- Altering of prongs for polarized devices.

There are some items that are essential to the daily operation of some departments. These items will be evaluated by the Department of Safety and Security and will be allowed while they are used and stored properly in compliance with all applicable statutes**.**

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. Students and employees may also call 911 in the case of a fire on campus.
These are fires for which you are unsure whether the WAU-DSS 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. 301-891-4008**
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	**Dean Adrienne Matthews**	**Tel. 301-891-4174**
Department of Student Life	**V P Adrienne Matthews**	**Tel. 301-891-4110**

Fire and Life Safety Inspections
The WAU-Department of Safety and Security-fire division is responsible for conducting self-inspections of University buildings in regular walkthrough bases. The buildings will be evaluated against fire, and life safety codes adopted by the University, county, state, or federal government. The University conducts self-inspections using National Fire Protection Association (NFPA), Fire Code, Life Safety Code and others, Occupational Safety and Health Administration (OSHA) and Maryland

Occupational Safety and Health Act (MOSHA) guidelines. Any findings are mitigated and a conduct abatement action as soon as possible

Telephone Numbers of the Government Departments in Overseen Fire Safety

Montgomery County Fire & Rescue Department
County Fire Marshal
Fire Code Compliance
100 Edison Park drive
Gaithersburg, Maryland 20874
Emergency calls # **911**
Tel. **240-777-2457**

Montgomery County Fire and Rescue Department
Takoma Park Volunteer Fire Department
7201 Carroll Ave
Takoma Park Maryland 20912
Emergency calls # **911**
Non-emergency # **240-773-4702**

Maryland State Fire Marshal
201 Reisterstown Road
Pikesville, Maryland 21208
Tel. 410-653-8980
Fax. 410-653-8988
Email: msp.osfm@maryland.gov

WAU-DSS- Fire Safety Division: Tel. 301-891-4019

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

Contractors

It is the responsibility of outside contractors working in university buildings or on the university property to provide adequate fire protection to workers on the job site. It is also the responsibility of contractors to train their employees to evacuate the building safely during a fire alarm. Contractors working on fire alarm systems connected to the Washington Adventist University fire alarm system must contact:

Department of Facility Services, Tel. **301-891-4161**
Department of Safety and Security, Tel. **301-891-4019**

Prior to performing any work on that buildings fire alarm system. It is also the responsibility of contractors working on Washington Adventist University campus to contact DSS if they will be doing

any work (such as sweeping or fire alarm maintenance) which could potentially set off the fire alarm system.

Description of on campus students housing fire safety system:

Facility	Fire Alarm Monitoring	Partial sprinkler system	Full sprinkler System	Smoke Detector	Fire Extinguishers devices	Evacuation Plan &Placards	Number of evacuation fire drills each year
STUDENTS RESIDENCES HALLS							
Halcyon Hall, 7600 Flower Ave	✓		✓	✓	✓	✓	10
Morrison Hall, 7600 lower Ave.	✓	✓		✓	✓	✓	9
UNIVERSITY BUILDINGS							
Health Sciences	✓	✓			✓		0
Transportation					✓		0
Student Activity Center	✓		✓	✓	✓		0
GYM					✓		0
Science Building	✓		✓		✓		0
General Services	✓	✓			✓		1
Library	✓				✓		0
Wilkinson Hall	✓	✓		✓	✓		0
Richard Hall	✓				✓		0
Music Building	✓		✓	✓	✓		0
Power Plant					✓		0
HOUSING (APARTMENTS) OWNED BY THE UNIVERSITY							
7715 (4 apt) Greenwood Ave		✓		✓	✓		0
7717 (6 Apt) Greenwood Ave		✓		✓	✓		0
7721 (1 Apt)		✓		✓	✓		0

Greenwood Ave							
Facility	**Fire Alarm Monitoring**	**Partial sprinkler system**	**Full sprinkler System**	**Smoke Detector**	**Fire Extinguishers devices**	**Evacuation Plan &Placards**	**Number of evacuation fire drills each year**
7723 (2 Apt) Greenwood Ave				✓	✓		0
7725 (3 Apt) Greenwood Ave		✓		✓	✓		0
7815 (5 Apt) Greenwood Ave		✓		✓	✓		0
717 (2 Apt) Maplewood Ave		✓		✓	✓		0
901 (2 Apt) Maplewood Ave		✓		✓	✓		0
7633 (house) Carroll Ave	✓			✓	✓		0
1104 (house) Kirklynn Ave				✓	✓		0
7817 (3 Apt) Flower Ave		✓		✓	✓		0
7906 (10 Apt) Flower Ave		✓		✓	✓		0
COMMERCIAL BUILDING OWNED BY THE UNIVERSITY							
8000 (empty) Flower Ave					✓		0
8002 (barber) Flower Ave					✓		0
8004 (laundry) Flower Ave					✓		0
8006 (P.Mover) Flower Ave					✓		0
8006-B (1 Apt) Flower Ave.				✓	✓		0
NON-UNIVERSITY BUILDING (SLIGO CHURCH)							
7710 (CHURCH) Carroll Ave.	✓	✓		✓	✓	✓	0

Description of campus student Residential halls 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 24/7
   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.

Residential Hall Fire Safety Awareness

Early into each semester, Resident Advisors (RA's), along with Deans of residential buildings shall conduct a safety awareness meeting with all residents to discuss the Emergency Evacuation Plan in coordination with WAU-DSS-Fire Safety Division. The RA's shall discuss proper evacuation during a fire alarm, locations of safety equipment, proper use of safety equipment and the buddy system with all residents. They shall inform all residents of the need for immediate evacuation during fire alarms or fire drills they shall also explain to residents the penalties for causing a false alarm, misusing, tampering with or damaging fire equipment or not evacuating during a fire alarm or drill.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT AND DISCLOSURE

This Annual Fire Safety Report publication is compiled annually in compliance with the Clery Act and HEOA requirements. It contains crime statistics and statements of security policy. Annually, prior to October 1st, current and prospective students and employees will be notified of the Fire Annual Safety Report and Fire Statistic availability by US Postal Service, campus mail and/or electronic mail that the current edition of the Security and Fire Safety reports has been posted on the Department Safety and Security website.

Individual printed copies may be obtained, in person or by phone, from the Washington Adventist University Department Safety and Security (DSS), General Services Building # 6 Office G-4 7600 Flower Ave Takoma Park MD 20912 with telephone number 301-891-4019. The publication and any updates will be posted online https://www.wau.edu/security.

The phrase "number of injuries required treatment medical facilities" means the number of persons who received fire-related injuries that resulted in treatment at a medical facility, including an on-campus health center. The term person includes students, employees, visitors, firefighters, and any other individuals.

2014 Statistic and Related Information Regarding Fires for on Campus Residential Facilities

Residential Facilities	Total Fire each Building	Fire number	Cause of Fire	Numbers of injuries required treatment medical facilities	Number of death related to a Fire	Date Close, Cause determination, Value of Property Damage cause by Fire
Morrison Hall; Lobby Area	1	1	Date: 6-13-2014, 1040 hrs Mechanical indoor. Heating and Cooling unit, enclosure fan coil motor malfunction, creating smoke.	0	0	Case closed Date:6-17-2014 Determination: Unintentional Value of Damage: $290.00
Morrison Hall; Laundry basement Area	1	1	Date: 11-18-2014, 2346 hrs, Smoke (mechanical) at the basement, laundry.	0	0	Case closed. Date:12-17-2014 Determination: Unintentional Value of Damage: Unknown.

Fire Statistics:

2012 , 2013 and 2014 Statistic and Related Information Regarding Fires for on Campus Residential Facilities

Facilities Names	2012			2013			2014		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Morrison Hall 7600 Flower Ave	0	0	0	1	0	0	2	0	0
Halcyon Hall 7600 Flower Ave	0	0	0	0	0	0	0	0	0
7715 Greenwood Avenue	0	0	0	0	0	0	0	0	0
7717 Greenwood Avenue	0	0	0	0	0	0	0	0	0
7721 Greenwood Avenue	0	0	0	0	0	0	0	0	0
7723 Greenwood Avenue	0	0	0	0	0	0	0	0	0
7725 Greenwood Avenue	0	0	0	0	0	0	0	0	0
7815	0	0	0	0	0	0	0	0	0

Greenwood Avenue									
717 Maplewood Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
901 Maplewood Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
7633 Carroll Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
1104 Kirklynn Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
7817 Flower Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
7906 Flower Avenue	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Fire Investigations

The DSS (under a certified Fire Investigator) and Montgomery County Fire and Rescue- Office of Fire Marshal investigate cases of fires on Washington Adventist university campus. DSS also maintains information on false fire alarms activations related to cases of fires and fire prevention system tampering or damages on campus. Contact DSS regarding any questions or concerns directly related to fire alarms attributed to cases of actual fires or false.

Fire Watch

This procedure outlines the requirements of a Fire Watch when the fire alarm system in any University building becomes out of service for any reason. This plan of action shall be implemented should the fire alarm system fail to work properly so as to not provide continuous facility-wide fire detection and alarm capabilities. A fire alarm system could include but is not limited to: fire alarm panel, smoke or heat detection system, sprinkler system, and fire department notification system. The primary goal of this procedure is fulfill the intent of NFPA-72 and to ensure the occupants are provided with early warning fire detection and alarm system during an emergency.

Fire alarm system outages can occur during construction, renovation, electrical storms or other unplanned events which eliminate part or all of the fire alarm system.

Any fire protection system (fire alarm, sprinkler, fire pump, etc) that is out of service and the building is occupied is required to establish a fire watch. The person/persons assigned to the fire watch cannot have any other responsibilities assigned to them. Fire watch must be their only job duty during that time period. The fire watch shall be provided with a least one method of contacting Campus Safety and Security at 301-891-4019 in an emergency.

Condition Number	Status of Sprinkler System in an Occupied or Unoccupied Building	Status of Fire Alarm System in an Occupied or Unoccupied Building	Initiate Fire Watch
1	System Working	System Working	No
2	System Working	System Not	Yes

		Working	
3	System Not Working	System Working	Yes
4	System Not Working	System Not Working	Yes

Fire Watch Procedure

Campus Safety will be responsible for coordinating the fire watch. The entire building will be patrolled when occupied. Responsibilities include:

- Function as the fire alarm system for reporting fires or similar emergencies to Campus Safety and Security 301-891-4019.
- Initiate the evacuation of the building, if necessary.
- Know the University's procedures for reporting fire emergencies and building evacuations procedures.
- Know the proper operation of fire extinguishers.
- Knowledge on the use of and equipped with two-way radios operating on the WAU Safety and Security Radio System.
- Monitor the building, internally and externally, once every half-hour while the building is occupied. A fire watch tour is a periodic walking tour of the entire facility by one or more assigned and trained personnel. The tour monitors the facility through direct observation of all rooms for possible signs of fire (i.e. smoke, hot door) and date, time and signature of the campus fire watch log every hour.

Fire Watch Log for Buildings form

BUILDING NAME AND NUMBER:
DATE:
START TIME:
REASON FOR FIRE WATCH:

SIGNATURE AT THE END OF EACH HOUR SIGNIFIES CONDITIONS ARE NORMAL OTHERWISE COMMENTS MUST BE ENTERED EXPLAINING ANY ABNORMAL

HOUR	SIGNATURE	COMMENTS
0000-0100		
0100-0200		
0200-0300		
0300-0400		
0400-0500		
0500-0600		
0600-0700		

0700-0800		
0800-0900		
0900-1000		
1000-1100		
1100-1200		
1200-1300		
1300-1400		
1400-1500		
1500-1600		
1600-1700		
1700-1800		
1800-1900		
1900-2000		
2000-2100		
2100-2200		
2200-2300		
2300-0000		

Welding and Cutting

Areas where welding and cutting will occur should be free of combustibles and flammables and well vented (according to NFPA 51B Standards for Fire Prevention during welding, cutting and other Hot Work and OSHA 29 CFR 1910.252). Welding should occur within the confines of an area designed for such work (fire resistant and segregated from adjacent areas and projects). Whenever the work cannot be removed from the area, the area shall be made safe by removing flammables and combustibles (the floor should be clean for at least a radius of 35 feet). Where there are cracks or holes in the walls or floor within 35 feet of the welding or cutting area, the holes or cracks should be covered to assure sparks do not pass through these areas. Where welding or cutting will occur near walls, floors or ceiling, the area shall be protected by fire-resistant guards or shields. Relocate combustibles from near metal walls, partitions or floors if welding will be done where the conduction of heat may ignite these combustibles. If combustibles cannot be removed from the area, a fire watch may be necessary. In this case, a qualified individual or individuals (depending upon the size or amount and type of combustible) would have to remain in the area near the welding/cutting site and visually observe the combustibles and other surroundings for a period of time to ensure that a fire has not been the direct result of this welding or cutting. Contact DSS regarding fire watch procedure. Do not perform cutting or welding on metal pipes that come in contact with combustibles if the work is close enough to cause a fire by conduction or in areas where there are flammable gases, vapors, dusts, liquids, or tanks containing flammable liquids. Welding or cutting on drums, barrels or tanks is not allowed unless it is known that there has not been any flammables or toxic materials contained in the drum, barrel or tank, and the drum, barrel or tank has been cleaned and approved for such welding or cutting by DSS. When welding or cutting, always have a fire extinguisher handy or know the location of the nearest fire extinguisher. When the welding or cutting operation has been suspended, the equipment must be cut off. Always schedule a checkup on the area welded or cut thirty minutes after the completion of the operation. Welding shields, goggles or helmets are needed to protect the eyes and face during welding. Contact DSS regarding further information on welding and personal protective equipment.

Forms:

WASHINGTON ADVENTIST UNIVERSITY DEPARTMENT OF SAFETY AND SECURITY UNIVERSITY FIRE PLAN	APPLICABILITY: ALL UNIVERSITY BUILDINGS		
	Issue Date:	**Permit No:**	**Work Order #:**
	TITLE: HOT WORK PERMIT		

This form is to be filled out in its entirety by the responsible person actually performing the "HOT WORK" and then brought to Washington Adventist University Department of Safety and Security, Fire Safety Division for approval prior to beginning the project.

Company:	Date:	Start:	End:
Building**:**	Responsible Person:		
Work to be performed:			
Room Number, Area or Equipment:			
Is possible to perform this work in the shop? **Yes or No**			
The following items have been completed flame or spark-producing equipment to be used has been inspected and found in good repair. **Yes or No**			
Sprinklers system, where provided, are in commission and will not be taken out of service while is being or done. **Yes or No**			
There are no combustible fibers, dust, vapor, gases or liquids in the area. Tanks and equipment previously containing such materials have been purged. The absence or vapors has been verified by a combustible gas detection instrument (applicable areas). If there is a possibility of a leak developing in nearby piping equipment or tanks, this area is to be continuously monitored. Call WAU-FS at ext**: 4019** if assistance is need to test area. **Yes or No**			
Fire alarms will not be taken out of service while is being performed. If alarm system must be inactivated during work them DFS or DSS will be contacted prior to taking alarm out of service so that a suitable "**Fire Watch**" can be coordinated with Campus Security. Under no circumstance will fire alarms be taken out of services without contacting DSS. **Yes or No**			
Fire Watch will be provided during and continuously for 30 minutes after work, including during any work breaks, it will supplied with suitable extinguisher, fire watch is trained in use of the equipment and in sounding alarm, fire watch may be required for adjoining areas, above and below , hot work area inspected 30 minutes after job completed. **Yes or No**			
Floor swept clean of combustibles. **Yes or No**			
Combustible floor wet down **Yes or No**			
All wall and floor openings covered. **Yes or No**			
Area in question was inspected by Safety Officer: **Yes or No** Who:			
DFS and DSS were informed: **Yes or No**	Who:		
Fire department was informed: **Yes**	Time:	Operator No:	
WAU-Safety Officer Approval and Signature:		Date:	Time:

2014 ANNUAL FIRE SYSTEM PREVENTION AND INSPECTIONS REPORT

Date	Location	Equipment	Type of Inspection	Invoice
01/14/2014	Halcyon Hall	Fire Alarm	Annual Inspection	No W 233022
01/14/2014	Halcyon Hall	Sprinkler System	Annual Inspection	No. W 233015
01/14/2014	Music Building	Fire Alarm	Annual Inspection	No. W 62366
01/14/2014	Wilkinson hall	Sprinkler System	Annual Inspection	No. W 233023
01/15/2014	Radio Station	Fire Alarm	Annual Inspection	No. W 233018
01/15/2014	Science Building	Sprinkler System	Annual Inspection	No. W 233024
01/15/2014	Science Building	Fire Alarm	Annual Inspection	No. W 233016
01/15/2014	Health Science	Sprinkler System	Annual Inspection	No. W 233025
01/15/2014	Richards Hall	Fire Alarm	Annual Inspection	No. W 233021
01/15/2014	Health Science	Fire Alarm	Annual Inspection	No. W 233014
01/15/2014	Wilkinson Hall	Fire Alarm	Annual Inspection	No. W 233019
10/10/2014	Health Science	Sprinkler System	Quarterly Inspection	No. W 246893
10/10/2014	Science Building	Sprinkler System	Quarterly Inspection	No. W 246892
10/10/2014	Wilkinson Hall	Sprinkler System	Quarterly Inspection	No W 246891
10/10/2014	Music Building	Sprinkler System	Quarterly Inspection	No. W 246894
10/10/2014	Halcyon Hall	Sprinkler System	Quarterly Inspection	No. W 246890
10/24/2014	Wilkinson Hall	Pre Eng. System	Repair System	No. W 243150
10/24/2014	Wilkinson Hall	Pre Eng. & Fusible	Repair System	No W 243146

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Chemical Hygiene Officer and Plan:

The Occupational Safety and Health Administration (OSHA) requires a safe work environment for all types of employment. OSHA has adopted a health standard to protect laboratory workers from chemical hazards in their workplace. 29 CFR 1910.1450, "Occupational Exposure to Hazardous Chemicals in Laboratories", mandates health and safety practices and procedures in laboratories that use hazardous chemicals. The Lab Standard became effective May 1, 1990 requiring that a Chemical Hygiene Plan (CHP) be developed for each laboratory workplace. In 1995, a Chemical Hygiene Officer (CHO) was assigned the responsibility of developing and implementing an institutional CHP by Washington Adventist University administration. Each department may adopt or modify this plan, or develop their own.

The purpose of the Laboratory Standard is to protect all employees and students from harm due to chemicals while they are working in a laboratory. Most laboratories and several other areas (darkrooms, art and set design facilities, etc.) of the university are subject to the requirements of the Lab Standard. For the purposes of the Lab Standard, "laboratory employee" may include employees such as office, custodial, maintenance and repair personnel, and others who, as a part of their duties, regularly spend a significant amount of their time within a laboratory environment. Students working as teaching assistants are also subject to the requirements of the Lab Standard.

A hazardous chemical is defined by OSHA as a substance for which there is statistically significant evidence, based on at least one scientific study, showing that acute or chronic harm may result from exposure to that chemical. This broad definition clearly applies to most of the chemicals typically used in laboratories.

The Laboratory Standard is a performance standard. Rather than requiring specific detailed actions that would result in obtaining desired results, the Lab Standard simply states the goal it wishes institutions to provide. Therefore, there is flexibility in how various institutions to obtain those results. The primary emphasis is on administrative controls necessary to protect workers from overexposure to hazardous substances in laboratories.

The Washington Adventist University's Chemical Hygiene Plan is developed and coordinated by the Chemical Hygiene Officer and approved by the Health and Safety Committee. All personnel covered by the Lab Standard share the responsible for the university's compliance.

Questions about the university's CHP should be directed to Dr. Melvin Roberts, Chemistry Department, Washington Adventist University, 7600 Flower Avenue, Takoma Park, MD 20912

The Chemical Hygiene Plan

It will be the responsibility of the supervisors of the areas covered by the Lab Standard to ensure that adequate measure are in place to prevent overexposure to hazardous chemicals. If requested, the CHO of the university will assist supervisors in developing methods specific for their area. In general, the

exposure to hazardous chemicals in the laboratory shall be controlled through the use of good laboratory practices, standard operating procedures, engineering controls, and personal protective equipment.

General Laboratory Practices: Information about good general laboratory practices and rules can be found in *Prudent Practices in the Laboratory*. These general procedures include guidelines on the use of chemicals, accidents and spills, personal protection, use of fume hoods, and other laboratory practice information.

Specific Laboratory Practices: Individual supervisors must develop additional written safety procedures whenever necessary to prevent the possibility of overexposure. Written "standard operating procedures", (SOPs), must be made when workers will be handling select carcinogens or acutely toxic chemicals. Workers should be familiar with the SOPs ***before*** handling the chemicals. The CHO of the university can assist individuals develop SOPs necessary for their work place (see section 12.0 of the CHP).

Engineering Controls: Common engineering controls at Washington Adventist University include fume hoods, HEPA hoods, and storage cabinets.

Personal Protective Equipment (PPE): Personal protective equipment will be available to laboratory workers for use to reduce exposures to hazardous chemicals in the laboratory. Common PPE such as goggles, gloves, and aprons are recommended for use with hazardous chemicals.

Other: Other control methods that will be used to reduce exposure limits are proper container selection, substitution of less toxic chemicals whenever possible, developing emergency procedures, and periodic testing of the laboratories safety equipment.

Contact Information

Concern	Contact Person
Environmental & Safety Training	Melvin Roberts 301-891-4228
Chemical Information & Material Safety Data Sheets (MSDSs)	Melvin Roberts 301-891-4228
OSHA Labortory Standard, Chemical Hygiene Plan, Lab Safety	Melvin Roberts 301-891-4228
Radiation Safety	
Occupational Health & Safety	Safety and Security 301-891-4542
Biological Safety	Glen Bennett 301-891-4465

Asbestos	Campus Services 301-891-4161
Personal Protective Equipment	Melvin Roberts 301-891-4228
Chemical Waste Disposal	Melvin Roberts 301-891-4228
Security	Safety & Security 301-891-4019
Medical Problems	
Health Education Programs	

Information and Training

Washington Adventist University will provide information and training to ensure that employees are appraised of the hazards of chemicals present in their work area. This training and information will come from a variety of sources. An annual training session conducted by the CHO of the university will inform directors whose area is covered by the Lab Standard. Ideally, the training session will be held in August prior to the Fall semester. Directors will then provide specific training to their employees in their area. Training for custodial staff, physical plant personnel, and other university employees who do not routinely work with chemicals in a laboratory will be informed of safety protocols to ensure their safety.

Notebooks of Material Safety Data Sheets (MSDS) for chemicals commonly used in laboratories are located within each necessary department. Departments who purchase new chemicals have the responsibility to keep their MSDS sheets current. On-line MSDS sheets may also be used as an information source, but paper copies must also be available for times when internet access is not possible. Employees are encouraged to consult these MSDS notebooks prior to working with chemicals. Additional information may be requested from the Chemical Hygiene Officer whenever an employee has questions.

See the completed CHO at the security website at: www.wau.edu/security.

Portable Fire Extinguishers

All portable fire extinguishers in University owned buildings on campus are visually inspected on a monthly basis. Each fire extinguisher is inspected to determine if the seal and pin are intact, the extinguisher gauge indicates the extinguisher is fully pressurized and that the extinguisher is in place and operational. Any fire extinguisher found missing a seal or pin or with a low charge indicated on the gauge will be replaced. DSS is responsible for the maintenance of all portable fire extinguishers in University owned buildings on campus. Each portable fire extinguisher is inspected and reviewed to determine if hydrostatic testing, tagging or other preventive maintenance is required. All dry powder chemical fire extinguishers must be internally inspected every six years with either maintenance or recharging or hydrostatic testing and recharging performed, while carbon dioxide fire extinguishers are inspected every five years. An outside contractor provides preventive maintenance and recharging of all carbon dioxide and halon fire extinguishers in University owned buildings on campus. All ABC and

BC type extinguishers in University owned buildings are recharged and hydrostatically tested at DSS. Documentation of annual inspections is maintained on the fire extinguisher tags, while documentation of monthly inspections is maintained at DSS.

It is the responsibility of those living on University property but outside of University housing to assure adequate portable fire extinguisher protection and that each fire extinguisher is visually inspected monthly and annually inspected for preventive maintenance. Fire extinguishers should always be conspicuously located and unobstructed. Documentation of the annual inspection must be placed on each portable fire extinguisher, along with documentation of any preventive maintenance performed.

In the event that an extinguisher is discharged in a University owned building on campus, it is the responsibility of the individual discharging the extinguisher to notify DSS immediately so that the extinguisher can be replaced while recharging and maintenance is being performed. If an extinguisher is discharged in a lab or classroom, it is the responsibility of the Lab Chemical Hygiene Officer or classroom instructor to contact DSS. Those individuals living on University property but not in a University owned building must also replace or recharge any discharged fire extinguisher in a timely manner.