Washington Adventist University

Department of Public Safety

Fire Safety Division

2023 ANNUAL FIRE SAFETY REPORT

(2022 Calendar Year)

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 www.wau.edu/security.

The University is committed to the principle that such a program will minimize 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, the Department of Public Safety (DPS), 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 Public Safety will develop and assist in implementing 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.

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.

Reviewers and interested parties 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 Public Safety 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 Public Safety at 301-891-4019 or stop by DPS located at General Services building during business hours: Monday-Thursday: 9:00am-5:30pm, Friday: 8:30am - 12:00pm.

Future Improvement of Fire Safety

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

Emergency Drills Preparedness

The DPS 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 are scheduled in advance or could be unannounced.

Fire Drills

DPS Fire Safety Division conducts mandatory fire drills in accordance with the Maryland Fire Prevention Code and Montgomery County Fire Safety Code, Chapter 22.

WAU-residence hall fire drills are 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-DPS keeps and maintains a fire drill log.

1. Frequency

DPS 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.

1. 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.

2. Notification and Technical Assistance:
    1. Call the Department of Facility Services (DFS) or DPS at **301-891-4161 or 301-891-4019** to arrange for DFS or DPS to activate the fire alarm system and reset it after the drill.
    2. For assistance in conducting and critiquing the fire drills, contact DPS or DFS.

3. Publicize drill events to building occupants (announced only):
    1. Approximately three (3) days before the drill post notices in conspicuous locations informing all occupants of the time and date. Notification also can be done via email and other means.

4. 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.

5. Confirm responsibilities roles with players:
    1. Building staff.
    2. DFS to activate the fire alarm system.
    3. DPS will monitor and control the fire drill.

6. Conducting the Fire Drill:
    1. Setup and fire alarm activation:
        1. Special props, if used, should be installed just prior to performing the fire drill.
        2. An assembly drill may be 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.
        3. Staff, ushers, stagehands and other associated 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:

    Note: the following procedures should be simulating as practical for fire drills:
        1. 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.
        2. Keep people moving calmly, yet quickly; no one should be allowed to run. Assist those individuals with special needs.
        3. Prop exterior exit doors open to help facilitate evacuation; outdoor lighting will encourage and help speed the evacuation of patrons.
        4. Have a prepared evacuation message to help convey appropriate evacuation instructions and take pressure off staff.
        5. Instruct people to move away from the building to a predetermined assembly point.
        6. Prevent people from re-entry to the building. Patrons may re-enter 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.
        7. The building emergency coordinator or event designee should meet the arriving fire department to inform them of the situation and assist them as needed.
        8. Account personnel as practical and identify a single location for patrons who have become separated from their parties to reunite.

    3. Critiquing the fire drill (use fire drill forms):

    Note: the following should be considered in evaluating the drill:
        1. Did staff know the layout of the building?
        2. Did staff respond promptly as outlined above?
        3. Were all exits used?
        4. Is staff familiar with how to activate the fire alarm system?
        5. Were all occupants accounted for?
        6. Is staff familiar with how to notify emergency services?
        7. Was a prepared evacuation statement read or available?
        8. 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 WAU owned buildings. Each Emergency Evacuation Map indicates the evacuation routes to be taken by employees, students and guests of WAU. For additional copies of Emergency Evacuation Maps, contact DPS.

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, DPS personnel must examine the area to establish the occupancy limit. DPS 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 on 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 WAU Chemical Hygiene Plan and Laboratory Guide. DPS 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 DPS 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 standalone smoke detector). DPS may outline precautions that must also be taken in order to use the open flame. If these precautions are not followed, DPS reserves the right to terminate or decline the approval of the open light or flame permit.

WAU 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. Participants may 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 DPS. It is unlawful for any person to light, build, make or deposit ashes or embers which could cause a fire in any WAU 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 (including rice cookers and coffee pots)

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. DPS 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 DPS 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 WAU 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 DPS. 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 DPS regarding concerns over the placement of tents on the WAU campus.

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

WAU Fire Drills Log:

Reviewers and interested parties can visit the DPS website at http://www.wau.edu/security. The Fire Drills log is updated every 24 hours. To review the 2019, 2020, and 2021 Fire log, visit the Department of Public Safety at the General Services Office G-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

2022 Fire Drill Log

Fire Drill No.	Date:	Start Time:	End Time:	Location:
22-001	1/19/22	1708	1714	Halcyon
22-002	1/19/22	1723	1733	Morrison
22-003	3/14/22	1720	1730	Halcyon
22-004	3/14/22	1800	1803	Morrison
22-005	5/4/22	1650	1655	Richards
22-006	5/4/22	1708	1711	Music
22-007	5/4/22	1750	1755	Science
22-008	5/4/22	1740	1744	Weiss
22-009	5/9/22	1640	1643	SAC/GYM
22-010	5/16/22	1620	1635	Wilkinson
22-011	5/16/22	1705	1707	Health
22-012	9/14/22	2316	2321	Halcyon
22-013	9/14/22	2343	2347	Morrison
22-014	11/2/22	1613	1620	Halcyon
22-015	11/2/22	1644	1650	Morrison

Campus Public Fire and Life Safety Education

Each year the WAU-DPS Fire Safety Division offers fire safety awareness for all new students during the beginning of each semester. Our certified campus public Fire and Life Safety Educator provides fire and life safety awareness as well as portable fire extinguisher training and fire evacuation training. The University publishes these procedures on the Security website (www.wau.edu/security). DPS also conducts yearly refresher training which is available to all dorm residents, staff and public in general.

Fire and Life Safety Education Programs:

Name of Program	Date	Location	Subject(s) Covered
Fire Safety	**8/26/22**	**Quad**	**FEP/FLSE**
Fire Safety	**8/27/22**	**Halcyon**	**PFET**

Note: In every Residential Building, fire drills are conducted by the DPS to evaluate and provide educational information of the proper FEP and Life Safety Response to all student and staff participants. Information on accepted and prohibited portable electrical equipment is given during new student orientations each year. The Deans for both dorms, Halcyon Hall (girls) and Morrison Hall (boys), are also responsible for informing students of any prohibited electrical equipment, as well 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 DPS is scheduled to each department on campus and provides training on Fire and Life Safety Education, Portable Fire Extinguishers Training, Fire Evacuation Procedures and 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 Department of Public Safety, Takoma Park, MD, Tel. 301-891-4019 or website: http://www.wau.edu/security.

During the academic year DPS distributed a variety of campus fire safety brochures and flyers available to all persons on campus. These brochures can also be found at the WAU-Security website. Also posted on the website is the University's Fire Safety policy. These policies are reviewed as needed and are also published at: https://www.wau.edu/wp-content/uploads/2018/04/WAU-Fire-Safety-Policy-3.pdf.

Reporting of Fire or other Emergency Conditions

If any 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 DPS 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 to publish an Annual Fire Safety Report that contains information about campus fire safety practices and standards of the institution.

Fire Log

WAU can visit the DPS website at http://www.wau.edu/security. The various fire logs are updated every 24 hours. To review past and present fire logs visit the DPS at the General Services Office GS-4 at 7600 Flower Ave, Takoma Park, Maryland 20912.

Maintaining the Fire Log:
WAU-DPS makes entries or additions to an entry within two business days of receiving the information. A business day is any day Monday through Friday. As a checkup to the computer system a hard copy log as a temporary replacement. This fire log is 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 pages 15 and 16 of this report or visit the DPS website.

2022 Fire Log

All incidents listed above were not actual fire and did not result in property damage.

Date Reported	Case Number	Nature/Cause of Fire	Date and Time of Fire	Location	Location
11/4/2022	22-017	Pull Station Pulled	11/04/2022 at 1:05PM	Music Building	No Damage
11/13/2022	22-018	Smoke Alarm	11/13/22 at 9:27 PM	Morrison Hall	No Damage

Fire Safety Reporting - Definitions and Collection of Statistics

- Fire Log: The DPS 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 fire, and value of property damage caused by a fire.

- Reportable Fires: 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 the DPS.

    - The number of fires.
    - The causes of 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	Discarded cigarette butt.
Open Flames	Matches, candles, etc.
Machinery/Industrial	Heat from friction (e.g. fan belt), cutting and welding.
Natural	Fire that results from a natural phenomenon such as lightning, tornado and earthquakes.
Other	Fireworks (including sparklers), paper caps, party poppers and firecrackers; sunlight (usually magnified through a glass or bottle); fires that start in buildings that are not on-campus housing facilities and spread to an on-campus building.

    - 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 through 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 WAU (which has 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 safely. 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: www.wau.edu/security.

Fire Hazards

To help mitigate fire hazards, the DPS 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 and other 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 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.)

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 or 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 DPS and will be allowed while they are used and stored properly in compliance with all applicable statutes**.**

Note: Per federal law, WAU 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. For all fires please call 911. If there is sufficient time, additionally notify the DPS if the fire is located in a residence hall or if the fire is located on-campus outside of a building.

If you find evidence of a fire or if you hear about a fire, please contact one of the following Staff:

Department of Public Safety	**Director John Cake**	**Tel. 301-891-4008**
Department of Facility Services	**Director Steven Lapham**	**Tel. 301-891-4161**
Morrison Hall	**Dean Timothy Nelson**	**Tel. 301-891-4044**
Halcyon Hall	**Dean Ashley Chambers**	**Tel. 301-891-4174**
Department of Student Life	**V. P. Ralph Johnson**	**Tel. 301-891-4109**

Fire and Life Safety Inspections

The DPS Fire Safety Division is responsible for conducting self-inspections of University buildings by conducting walkthroughs on a regular basis. 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 an abatement action will be conducted as soon as possible.

Telephone Numbers of the Government Departments who Oversee 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

DPS- Fire Safety Division: Tel. 301-891-4019

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

Contractors

It is the responsibility of outside contractors working in university buildings or on the WAU 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 buildings safely during a fire alarm. Contractors working on fire alarm systems connected to the WAU fire alarm system must contact the following departments prior to performing any work on the buildings fire alarm system:

Department of Facility Services Tel. **301-891-4161**
Department of Public Safety Tel. **301-891-4019**

It is also the responsibility of contractors working on the WAU campus to contact DPS 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 systems:

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	✓		✓	✓	✓	✓	**11**
Morrison Hall, 7600 lower Ave.	✓	✓		✓	✓	✓	**11**
UNIVERSITY BUILDINGS							
Health Sciences	✓	✓		✓	✓		**0**
Transportation					✓		**0**
Student Activity Center	✓		✓	✓	✓		**1**
GYM					✓		**0**
Science Building	✓		✓		✓		**0**

General Services	✓	✓			✓		**0**
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) Greenwood Ave		✓		✓	✓		**0**
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**
NON-UNIVERSITY BUILDING (SLIGO CHURCH)							
7710 (CHURCH) Carroll Ave.	✓	✓		✓	✓	✓	**0**

Description of campus student residential hall fire safety systems:

1. **Halcyon Hall (HH)**
   a. Completed automatic sprinklers systems.
   b. Fire alarm system: self-monitored.
   c. Smoke alarms (detectors) in each sleeping room, interconnected and in common areas as well as in suites and apartments.
   d. Evacuation maps and placards are posted in common areas.
   e. Egress corridors and stairwells are fire retardant.
   f. Residents with disabilities are accommodated according to their needs.
   g. Portable fire extinguishers are located in common areas.

2. **Morrison Hall (MH)**
   a. Fire alarm system, monitored by: BFPE (24/7)
   b. Smoke alarms (detectors) in each sleeping room, interconnected and in common areas as well as in suites and apartments.
   c. Egress corridors and stairwells are fire retardant.
   d. Evacuation maps and placards are posted in common areas.
   e. Residents with disabilities are accommodated according to their needs.
   f. Portable fire extinguishers are located in common areas.

Residential Hall Fire Safety Awareness

Early into each semester, Resident Advisors (RA's), along with the Deans of residential buildings shall conduct a safety awareness meeting with all residents to discuss the Emergency Evacuation Plan in coordination with WAU-DPS 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 or tampering with or damaging fire equipment and not evacuating during a fire alarm or drill.

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

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 via US Postal Service, campus mail and/or electronic mail that the current Annual Fire Safety Report and Fire Statistics are available and have been posted on the Security website.

Individually printed copies may be obtained in person or by phone from the DPS, General Services Building (building #6), Office G-4, 7600 Flower Avenue, Takoma Park, MD 20912, telephone number **301-891-4019**. The publication and any updates will be posted online https://www.wau.edu/security
The phrase "number of injuries that required treatment at 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 with fire-related injuries while on campus.

Collection Data

Fire statistics are compiled by the DPS. When a student, employee and/or visitor reports a fire, the Director of Public Safety is informed of the report and an incident report is written. The Fire Investigator conducts an investigation and their report is included with the incident report. The incident is recorded in the Crime Log kept by DPS and is included in the fire statistics that are included in this report, only if it meets the classifications defined and required by Clery.

Fire Statistics:

2020, 2021 and 2022 Statistic and Related Information Regarding Fires for On-Campus Residential Facilities

Facility Names	2020			2021			2022		
	Fire	Injury	Death	Fire	Injury	Death	Fire	Injury	Death
Morrison Hall 7600 Flower Avenue	0	0	0	0	0	0	0	0	0
Halcyon Hal 7600 Flower Avenue	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 Greenwood Avenue	0	0	0	0	0	0	0	0	0
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 DPS (under a certified Fire Investigator) and Montgomery County Fire and Rescue- Office of Fire Marshal investigate cases of fires on the WAU campus. DPS also maintains information on false fire alarm activations related to cases of fires and fire prevention system tampering or damages on campus. Contact DPS regarding any questions or concerns directly related to fire alarms attributed to cases of actual fires or false fire alarm activations.

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 to fulfill the intent of the 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 Public Safety at 301-891-4019 in the case of 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 Working	Yes
3	System Not Working	System Working	Yes
4	System Not Working	System Not Working	Yes

Fire Watch Procedure

DPS 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 the DPS at 301-891-4019.
- Initiate the evacuation of the building, if necessary.
- Know the University's procedures for reporting fire emergencies and building evacuation procedures.
- Know the proper operation of fire extinguishers.
- Knowledge on the use of and equipped with two-way radios operating on the WAU Public Safety 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

Fire Watch Log for Buildings form

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

A signature at the end of each hour signifies conditions are normal, otherwise comments must be entered explaining any abnormal conditions.

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, Brazing, Arc cutting, Grinding, Soldering, Oxygen cutting, Hot riveting, Heat treating, Powder-actuated tool, Sandblasting, Thermal spraying, Torch down roofing

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 DPS 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 DPS. 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 DPS regarding further information on welding and personal protective equipment.

The University is dedicated to providing safe and healthy facilities for all employees and students, in compliance with federal and state occupational health and safety standards. Administrators, faculty, staff and students all share the responsibility to reduce potential exposures to physical and health risks encountered in the performance of duties requiring Hot Work Operations. For more information on Hot Work, please view the University's Fire Plan: www.wau.edu/security.

A Hot Work Permit is issued whenever welding, brazing, arc cutting, grinding, soldering, oxygen cutting, hot riveting, heat treating, powder-actuated tool, sandblasting, thermal spraying, and/or torch down roofing will be conducted. The duration of the permit is dependent upon how long the work will take. The permit will be cancelled by the Director of Security if necessary. A Hot Work Permit can be obtained at the DPS or online through the website: www.wau.edu/security.

In the event of a confined space hot work, an additional permit will need to be obtained. This permit can be obtained at the DPS or online through the website: www.wau.edu/security.

Hot Work Permit (Issued) Log 2022

DATE	HWP#	TIME	LOCATION	OFFICER ID#
11/11/22	22-001	1100	Morrison	Thornwell
11/12/22	22-002	0900	Morrison	Thornwell
1/13/22	22-003	0900	Morrison	Meier
1/20/2022	22-004	0730	Morrison	Thornwell
1/24/2022	22-005	0741	Halcyon	Meier
1/25/2022	22-006	1030	Morrison	Meier
1/26/22	22-007	0900	Wilkinson Hall	Thornwell
1/27/22	22-008	1230	Wilkinson Hall	Thornwell
2/3/2022	22-009	0830	Wilkinson Hall	Meier
2/4/22	22-010	0800	Morrison	Meier
2/8/22	22-011	1000	Wilkinson	Thornwell
2/10/22	22-012	0830	Morrison	Baker
2/17/22	22-013	0800	Wilkinson Hall	Baker
2/22/22	22-014	0700	Wilkinson Hall	Meier
4/18/22	22-015	1750	Halcyon	Prue
5/20/22	22-016	1000	Wilkinson Hall	Meier

5/25/22	22-017	1000	Morrison	Thornwell
5/26/22	22-018	1000	Chapel	Thornwell
5/27/22	22-019	0830	Morrison	Thornwell
7/12/2022	22-020	0600	Wilkinson Hall	Thronwell
7/13/2022	22-021	1400	Wilkinson Hall	Thornwell
7/14/22	22-022	1100	Morrison Hall Chapel	14
8/9/22	22-023	1115	Wilkinson Hall	Thornwell
9/8/22	22-024	0830	Power Plant	Andrews
9/9/22	22-025	0800	Boiler Room	Baker
10/4/22	22-026	1030	Wilkinson Kitchen	Thornwell
10/6/22	22-027	1430	Wilkinson Kitchen	Andrews
10/12/22	22-028	1500	Morrison Hall	Andrews
12/1/22	22-029	1200	Wilkinson	Andrews
12/20/22	22-030	1000	Richards	Meier
12/21/22	22-031	0920	Richards	Meier
12/22/22	22-032	0800	Richards	Baker
12/24/22	22-033	0930	Wilkinson Hall	Childs
12/28/22	22-034	0830	Richards	Thornwell
12/29/22	22-035	0800	Richards	Baker
12/30/22	22-036	0700	Richards	Tyson

Forms:

WASHINGTON ADVENTIST UNIVERSITY **DEPARTMENT OF PUBLIC SAFETY** **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 Public Safety, 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-DFS 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 DPS 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 DPS. **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 DPS were informed: **Yes or No**	Who:		
Fire department was informed: **Yes**	Time:	Operator No:	
WAU-Safety Officer Approval and Signature:		Date:	Time:

Chemical Hygiene Officer and Plan

The Occupational Safety and Health Administration (OSHA) require 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 WAU 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.

WAU's Chemical Hygiene Plan is developed and coordinated by the Chemical Hygiene Officer and is 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, WAU, 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 Phone Number
Environmental & Safety Training	**Olivier Nsengiyumva 301-891-4461**
Chemical Information & Safety Data Sheets (SDSs)	**Olivier Nsengiyumva 301-891-4461**
OSHA Laboratory Standard, Chemical Hygiene Plan, Lab Safety	**Olivier Nsengiyumva 301-891-4461**
Occupational Health & Safety	**John Cake/Steve Lapham 301-891-4019**
Program/ Laboratory Coordinator	**Olivier Nsengiyumva 301-891-4461**
Asbestos	**Olivier Nsengiyumva 301-891-4461**
Personal Protective Equipment	**Olivier Nsengiyumva 301-891-4461**
Chemical Waste Disposal	**Olivier Nsengiyumva 301-891-4461**
Fire Safety Programs	**John Cake 301-891-4019**

Information and Training

WAU will provide information and training to ensure that employees are apprised 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 are then to 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 are informed of safety protocols to ensure their safety.

Notebooks of Safety Data Sheets (SDS) for chemicals commonly used in laboratories are located within each necessary department. Departments who purchase new chemicals have the responsibility to keep their SDS sheets current. On-line SDS 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 SDS 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 DPS 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. DPS 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 DPS. Documentation of annual inspections is maintained on the fire extinguisher tags, while documentation of monthly inspections is maintained at DPS.

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 DPS immediately so that the extinguisher can be replaced while recharging and maintenance is being performed. If an extinguisher is discharge in a lab or classroom, it is the responsibility of the Lab Chemical Hygiene Officer or classroom instructor to contact DPS. 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.