

# Sam Houston State University

## FIRE SAFETY ANNEX



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## I. SITUATION

- A. The campus may experience a fire on campus.
- B. All should review instructions and videos posted to the KatSafe website for additional information: <http://www.shsu.edu/katsafe/>
- C. Trends affecting campus will also be posted to KatSafe information along with specific threat information via KatSafe notification.

## II. CONCEPT OF OPERATIONS

- A. Campus Safety Procedures posted online. <http://www.shsu.edu/dept/human-resources/risk-management/safety.html>



- B. Fire and Life Safety
  - 1. [Fire Extinguisher Maintenance](#)
  - 2. [Fire Protection Procedure](#)
- C. Fire Reporting Requirements
  - 1. Any fire occurring in on-campus student-housing facilities are to be reported immediately to:
    - a) University Police Department (UPD) (24-hours)
    - b) Residence Life Work Control (during working hours)
    - c) Physical Plant Work Control (during working hours)
    - d) SHSU Environmental Health, Safety & Risk Management (during working hours)
- D. On-Campus Student Housing Fire Safety Systems
  - 1. Fire alarm systems compliant with National Fire Protection Association codes are installed in all on-campus student-housing buildings and smoke alarms are installed in each student sleeping area. Handicapped accessible rooms are equipped with low-frequency smoke alarms. These systems are continuously monitored, 24-hours a day, by the University Police Department via a dedicated data link and monitoring station. Fire sprinkler systems are installed in all on-

campus student housing, sleeping, common, and storage areas constructed after January 2000.

## 2. Portable Electrical Equipment and Open Flames

- a) Portable Electrical Appliances, Portable cooking appliances are not allowed in on campus housing student rooms.
- b) Open-coil heating devices are not allowed in on campus student residence halls.
- c) Hot-air popcorn appliances, drip coffee and tea brewers and blenders are allowed when used for their intended purpose only.
- d) The use of microwave ovens is prohibited in residence halls, unless they are provided by the University.
- e) Electric potpourri simmering devices are not allowed.
- f) When unauthorized cooking appliances are discovered, the student is charged \$25.00 for each appliance and the student must remove the appliance(s) from campus immediately.

E. Smoking. The University is a tobacco free campus.

## F. Open Flames

1. Candle/oil warmers, oil lamps, wax sculptures, potpourri pots/scent devices, paraffin baths, incense, and any device producing an open flame are prohibited in all on-campus residence halls, apartment buildings and PanHellenic houses.
2. Candles are not to be used during power outages or in holiday season decorations.
3. Possession of candles, incense, or any item producing an open flame, may result in a fine.

## G. Evacuation Procedures for On-Campus Student Housing

1. Emergency evacuation procedures and exit diagrams/pathways are posted in all on-campus student housing buildings to include individual student sleeping quarters/apartments and all building common areas and hallways. The emergency exit diagrams identify the location of the nearest exit, identify a secondary exit pathway and the location of fire extinguishers.
2. University fire and safety policies and procedures are located on the Environmental Health, Safety and Risk Management website:

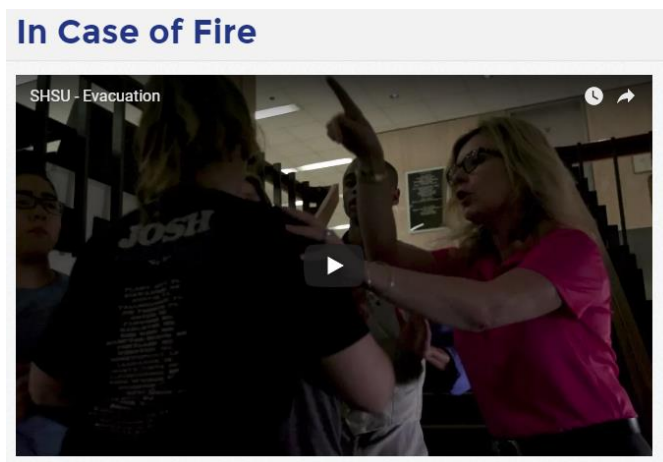
<http://www.shsu.edu/dept/human-resources/risk-management/> and on the Residence Life website: <http://www.shsu.edu/dept/residence-life/>

#### H. Requirements for Evacuations

1. All residents of on-campus student housing are required to evacuate their respective housing unit and building anytime the building fire alarm system activates.
2. Residents are required to use the nearest and safest designated emergency exit and move to an area a safe distance from the building.
3. Failure to evacuate a building during an alarm may result in a monetary fine and disciplinary action.
4. Residents are not allowed to return to their respective university housing until the alarm situation is investigated and the building cleared for re-entry by university officials.

I. Fire Drills. Fire drills are conducted at the beginning of each semester and are used to familiarize all residents with the function of the fire alarm systems, the availability of exit pathways and exits, and the procedures for evacuating the building.

J. Fire information on KatSafe. <http://www.shsu.edu/katsafe/in-case-of-fire.html>



1. In case of fire or when the fire alarm sounds:
  - a) Evacuate the building immediately using building emergency plan procedures

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- b) Do not use the elevators
- c) Assist those with mobility problems to a safe location
- d) Contact University Police at 936-294-1000 (4-1000 on campus)
- e) Report to supervisor of your status
- f) Do not re-enter the building until instructed by authorized personnel

2. Watch fire safety video and evacuation instructions on KatSafe Fire site.