

2010 Annual Fire Safety Report

Introduction

The following information is the 2010 Annual Fire Safety Report for student housing facilities at Kansas State University Salina. The student housing facilities at Kansas State University Salina include Residence Hall and Harbin Hall. This fire safety report has been divided into nine sections: Fire Statistics, Fire Safety Systems, Fire Drills, Policies on Portable Electrical Appliances, Smoking, and Open Flames, Emergency Notification Procedures, Emergency Evacuation Procedures, Fire Safety Education and Training Policies, Reporting Fires, and Future Improvement Plans.

Fire Statistics

The following table contains the fire statistics for all on-campus student housing facilities at Kansas State University Salina. The information contains the date, time, location, description, and estimated cost of damage for each fire incident in 2010.

2010 Fire Statistics

Date	Time	Location	Description	Estimated Cost of Damage
		Harbin Hall	NONE TO REPORT	
		Residence Hall	NONE TO REPORT	

Fire Safety Systems

The following tables offer a description of the fire safety systems in each on-campus student housing facility. The tables illustrate if each building has emergency lights, exit signs, fire alarm systems, fire extinguishers, fire-rated corridors and fire doors, fire-rated exit stairs, smoke detection systems, sprinkler systems, and standpipe systems. The ratings are *Yes* (the entire building has the feature), *No* (the entire building does not have the feature), *Partial* (some parts of the building have the feature), or *N/A* (the feature is not applicable for this building).

Residence Halls

Building	Residence Hall	Harbin Hall
Emergency Lights	Yes	Yes
Exit Signs	Yes	Yes
Fire Alarm Systems	Yes	Yes

Fire Extinguishers	Yes	Yes
Fire-rated Corridors / Fire Doors	Yes	Yes
Fire-rated Exit Stairs	No	No
Smoke Detection	Yes	Yes
Sprinkler System	Yes	Yes
Standpipe System	No	No

Fire Drills

Fire drills in the student housing facilities are performed once per semester, or twice per calendar year. The drill is conducted within the first two weeks of each semester. This is in compliance with the Kansas State Fire Marshal and records of the drills are kept in the Fire Marshal's office. For more information concerning fire drills, refer to the handbook for the residence halls at

<http://www.salina.k-state.edu/residencelife/res%20hall%20hand%20book%202011-2012.pdf>

Policies on Portable Electrical Appliances, Smoking, and Open Flames

Air conditioners, space heaters, halogen lamps with an exposed bulb, or any appliance with an open heating element (including toasters, toaster ovens, hot plates, grilling appliances, sandwich makers, etc.) are not permitted in the residence halls. However, slow cookers that are 3 ½ quarts or less are allowed. Smoking is not permitted in any university building and within 30 feet of a marked entrance, including residence halls. Open flames or any devices that produce an open flame are not allowed in the residence halls, regardless of whether they are lit or not. This includes candles, incense, and incense burners.

Emergency Notification Procedures

In the event of an activity that may endanger life or adversely affect the university in any campus location (internal or external), the situation should be reported immediately by calling the Kansas State University-Salina Security at 785-826-2909 or by calling 911. Once an officer confirms a significant emergency or dangerous situation involving an immediate threat to the health or safety of faculty, staff, and students is occurring, an emergency notification will be

sent. K-State Alerts emergency notification system will be used to notify faculty, staff, and students of an existing “threat” to K-State. K-State Alerts will use text messaging, voice messaging, automated telephone calls, e-mails to all accounts, alert beacons, KSU-S security staff carrying radios, and postings to the KSU-S website to notify faculty, staff, and students of an emergency.

In addition to the above mentioned means of communication, the University will also seek to use public mass media (radio and television) for appropriate announcements to keep the KSU-S campus informed. Individuals are encouraged to minimize the use of personal cell phones unless it is to report on the status of the incident to assure their personal safety or the safety of others. Mass use of cell phone systems typically results in system overloads and the general failure of the system until traffic diminishes.

The K-State Alerts system is tested twice per year on specified days. Tests ensure that the K-State Alerts and Rave Mobile Safety service are functioning properly. Notifications in advance of the test will be published.

For more information concerning emergency notification and management, go to <http://www.k-state.edu/safety/>

Emergency Evacuation Procedures

In the event of an emergency in a student housing facility, first contact the Kansas State University Salina Security Office at (785) 826-2909 or 911 and describe the emergency. For information on the emergency evacuation procedures for each individual building, refer to <http://www.salina.k-state.edu/emergencyguide/>.

Fire Safety Education and Training Policies

Fire safety in student housing facilities is a very serious matter. Students, faculty, and staff are expected to learn the fire safety policies and guidelines. To assist in this learning process, Kansas State University-Salina has several training programs and policies for fire safety education:

1. Instruction to each student during the first floor meeting
2. Educational bulletin boards
3. Train professional staff on building fire safety systems
4. Train para-professional staff on fire safety at the beginning of each semester
5. Conduct Fire Prevention Week activities for the residence halls, including fire extinguisher training and educational material distribution

Reporting Fires

In the occurrence of a fire in a student housing facility, the Kansas State University Salina Security Office should be contacted immediately by telephone. Security can be reached at either (785) 826-2909 or 911.

Future Improvement Plans

There are several future plans and goals for improvement in fire safety in residence life at Kansas State University Salina. First, Kansas State University-Salina intends to continue to train professionals and student staff on fire safety systems and procedures during RA Training and Inservice Training. This includes incorporating more time for the professional staff with building-specific systems. Second, Kansas State University Salina wants to expand active and passive educational programs to include more information about fire safety in the residence halls. Third, Kansas State University-Salina will continue to educate students on proper evacuation processes during the first floor meetings in the fall semester and will seek to provide more education to our expanding international student population, including some in languages other than English for those who are not fluent. Fourth, we plan to continue to conduct the required fire drills (2 per semester), and additional drills if needed. Fifth, Kansas State University Salina will continue to work with the Manhattan Fire Safety Director/Chief to provide quality programs for our students.