

University of Tennessee at Chattanooga's
ANNUAL FIRE SAFETY REPORT

Published September 2010

The following report outlines the University of Tennessee at Chattanooga's fire safety systems, policies and fire statistics as required under the Higher Education Opportunity Act of 2008

UNIVERSITY HOUSING COMPLEXES AND SYSTEMS

All UTC housing complexes have fire alarm systems that report to the Campus Police Department where they are monitored 24 hours a day, 7 days a week, year round.

Johnson Obear Apartments – 501 Oak Street – Masonry construction, fire wall separation between apartments, exterior entrance to all apartments, smoke detectors, pull stations and horn strobes.

Boling Apartments – 541 Vine Street - Masonry construction, fire wall separation between apartments, exterior entrance to all apartments, smoke detectors, sprinkler systems.

Lockmiller Apartments – 742 Oak Street - Masonry construction, fire wall separation between apartments, exterior entrance to all apartments, smoke detectors and horn strobes.

Guerry Apartments – 805 Douglas Street - interior entrance to all apartments, smoke detectors, duct detectors, sprinkler system, pull stations and horn strobes.

Decosimo Apartments - 815 University Street - interior entrance to all apartments, smoke detectors, duct detectors, sprinkler system, pull stations and horn strobes.

Stophel Apartments – 818 University Street - interior entrance to all apartments, smoke detectors, duct detectors, sprinkler system, pull stations and horn strobes.

Walker Apartments – 801 E. 8th Street - interior entrance to all apartments, smoke detectors, duct detectors, sprinkler system, pull stations and horn strobes.

UC Foundation Apartments – 718 McCallie Ave - interior entrance to all apartments, smoke detectors, duct detectors, sprinkler system, pull stations and horn strobes.

FIRE LOG

A fire log is maintained by the UTC Office of Safety and Risk Management and is updated daily. It is available for review in the Office of Safety and Risk Management during normal business hours. The **2009** fire statistics are as follows:

Building	# of Fires	Cause	Injuries	Deaths	\$ Damage
Lockmiller Apartments	0				
Boling Apartments	0				
Johnson Obear Apts	1	grease / cooking	0	0	\$0-\$99
Guerry Apartments	0				
Decosimo Apartments	0				
Stophel Apartments	1	Outside/patio mulch	0	0	\$0-\$99
Walker Apartments	0				
UC Foundation Apts	0				

FIRE DRILLS – All UTC Housing units are apartment complexes. The authority having jurisdiction in Chattanooga has determined that no drills are required for apartment style housing.

FIRE TRAINING

Fire training is provided to all UTC Housing staff once a year by the UTC Office of Safety and the Chattanooga Fire Department. This is a four hour training block that includes lecture and hands-on fire extinguisher training on live fires. This training is also open to other university employees.

Fire education and evacuation training is made available to all UTC students, faculty and staff at various times during the year.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Procedures: UTC maintains and is currently strengthening its emergency response and evacuations procedures. A key component of that is the ability to provide warning and notification in the event of an emergency. In addition to the fire alarms discussed elsewhere in this report, UTC also maintains the ability to provide information on other types of emergencies.

The following procedures are distributed campus wide to all faculty and staff by way of an ‘Abnormal Conditions Guide’ booklet. The guide can also be found at the UTC web page:

FIRE

If you smell smoke or other unusual odors suggesting a possible fire, immediately call the Campus Police at 911.

If you discover an actual fire situation, you should:

1. Alert other building occupants by immediately sounding the building fire alarm. To do this pull a wall-mounted fire alarm pull station, located near all exit ways.
2. Contact Campus Police by dialing 911 and give them the location of the fire.
3. Evacuate the building. Do not use the elevators. Most stairways are protected from smoke and are the safest way out of the building.

If needed, fire extinguishers are located in all public corridors approximately every 75 feet.

Never assume a fire alarm is false. If you hear a fire alarm sounding, exit the building immediately.

Do not re-enter the building until told it is safe to do so by either the police or the fire department.

EMERGENCY EVACUATION

In the event of an emergency situation it may be necessary to evacuate the building. Causes for evacuation may be fire, hazardous chemical incidents, explosion, severe weather or other conditions.

UTC campus buildings are equipped with fire evacuation alarm systems that include smoke and heat alarms, sprinkler water-flow alarms and wall-mounted pull stations. If you hear a fire / evacuation alarm, you should evacuate the building immediately.

Physically impaired individuals should be identified for assistance by fellow building occupants. Mobility impaired individuals on upper floors should proceed to the nearest exit stairwell or designated area of refuge for assistance by emergency response personnel. Once outside the building, co-workers should immediately notify emergency response personnel of the location of mobility impaired individuals.

Anyone discovering a fire, witnessing an explosion or being made aware of a hazardous chemical incident should immediately activate the building evacuation alarm by pulling a

pull station located at the exit ways and then notifying the Campus Police by dialing 911.

Any questions concerning this evacuation procedure should be referred to the UTC Office of Safety & Risk Management at extension 5209 or 2145.

Communication / Notification: The University currently uses an emergency text messaging system known as RAVE Alert. This system allows campus officials to send messages to cell phones and other portable communications devices using push technology. This system is provided free to all students, faculty, and staff who wish to receive the messages although charges may be imposed by the receiving carrier. Participation in this system is accomplished by going to the registration portal found on the UTC website at MyMocsNet.

All campus housing units currently have cable television capability and the University operates cable channel 98. This public information channel provides another method for distribution of information during an emergency.

A third pathway is 'email blast', a system that can be used for posting message including public safety announcements and instructions.

Finally, the University is currently moving forward with an RDS Radio system which will allow public safety officials to transmit messages into all classroom and lab spaces on campus as well as to other properly equipped locations. Installation of this system should be completed by the start of the fall 2011 semester.

Policy Statement: The University maintains a policy of proactively identifying and responding to potential emergencies.

Process: The University recognizes a spectrum of potential threat which face the campus. These range in significance from issues which will affect the campus only after a protracted lead time, if at all, to acute emergencies requiring the immediate deployment of significant emergency response forces. To manage this diverse spectrum of information a system has been put in place which allows for immediate assignment of emergency response forces to those situations which require them and for further evaluation of those situations which do not. The evaluation element of this process consists of an Emergency Assessment Team charged with collecting information and reaching a decision on the correct course of action.

Responsible Persons: The following persons are part of the process for ensuring appropriate actions are taken in the event of an emergency:

Campus Police Dispatch Personnel – Immediately assign emergency response forces to all incidents requiring their presence. Alert Emergency Assessment Team members to any situation requiring further evaluation

The Vice Chancellor for Finance and Administration – the Senior member of the Emergency Assessment team and final arbiter of all issues not clearly designated as an acute emergency.

The Director of Safety and Risk Management (or designee) – Subject matter expert on all issues involving personal safety, hazardous materials, fire protection and life safety system (including alarms) regulatory compliance (TOSHA and TDEC etc).

The Assistant Vice Chancellor for Operations – Subject matter expert on all issues involving facilities, structural integrity, utilities and utilities safety, and campus operations

The Chief of Campus Police – Subject matter expert on all issues involving law enforcement, crimes and crimes in progress, violent situations, terrorist threats against the campus, and intelligence of issues which may affect the campus.

The Associate Vice Chancellor for University Relations – Subject matter expert on all issues involving public alert and warning message content, dissemination of information, and operation of public warning systems. This office also serves as the primary focal point for originating all alert and warning messages.

Each of these individuals appoints one or more alternates in the event that they are unavailable or incapacitated.

Community Notification: In the event of an emergency requiring notification of the larger community the Incident Commander for the campus will notify the City of Chattanooga and Hamilton County emergency response forces. A Unified Command will be established consistent with the principles of the National Incident Management System. The Public Information Officer of the Unified Command will then take responsibility for notifications of off campus populations.

Tests of Alerting Systems: All housing unit fire alarm systems are tested on an annual basis in accordance with NFPA Standards. The RAVE ALERT text messaging system is tested on a semi-annual basis and the current campus emergency plan calls for a campus wide table top exercise to be conducted at least annually. The exercise is conducted and documented using the protocols of the Homeland Security Exercise Evaluation Program (HSEEP)

HOUSING POLICIES

The following are excerpts of housing policies. All housing policies can be found in the student handbook at :

http://www.utc.edu/Administration/StudentHousing/index.php?option=com_content&view=article&id=99&Itemid=62

FIRE ALARMS

Any time a fire alarm is sounded in a University building, every occupant must evacuate immediately. No one will be allowed to reenter the building until a campus police officer evaluates the situation. Anyone who is responsible for a false alarm may be subject to disciplinary action as well as arrest and other fines and penalties. Tampering with fire safety equipment is a violation of the state and local fire safety code and subjects violators to all penalties under the code.

Housing & Residence Life Evacuation Procedures

Ø When an alarm sounds, immediately evacuate your residents (whether on duty or not). Knock on each door as you pass by, moving quickly. Assist any disabled persons in evacuating by informing campus police where they are located. Do not stay in the building if there is an actual fire or heavy smoke; *it is the responsibility of each resident to evacuate the building when the alarm sounds.*

Ø Once evacuated, residents should move 500 feet from the building and should keep streets and entrances clear. In case of inclement weather, evacuate to the nearest building lobbies.

Ø RD's will strategically place RA's to watch for students re-entering the building before instructed to do so by Campus Police or the Fire Department.

Ø In going through the building, do not open doors that feel warm or have smoke coming from under them. Use the back of your hand to feel the temperature of doors. If you do open any doors, do so slowly, staying behind the door.

Ø After the section is evacuated, RDs will meet RAs at a designated location to give you further instructions.

Ø Call the Assistant Director of Housing if alarm proves to be the result of an actual fire.

Ø Do not reenter the building until you are instructed to do so by a Campus Police Officer.

RDs will assign each RA to an area of responsibility during evacuation. The RA should advise the residents that they will not be able to re-enter the building until instructed by Campus Police.

Evacuation Locations – evacuation locations have been established for each housing complex. These locations are described in the housing evacuation procedure maintained by the University Housing office.

PROCEDURE FOR EVACUATION OF STUDENTS WITH DISABILITIES:

All Resident Assistants should lend whatever assistance is needed to ensure the safe evacuation of all residents. The Resident Assistants who have residents with physical disabilities residing in their sections or floor, should notify the Campus Police and/or Fire Department as to the apartment number of these residents so that proper assistance can be provided for them

FIRE HAZARDS

Candles, incense, halogen lamps, and potpourri are a fire hazard and are not allowed in residence halls or apartments. Violators will be subject to disciplinary action. Due to fire regulations, hot plates, microwaves, and other cooking appliances may not be used in bedrooms. Students should instead use the kitchen area provided

HOUSING HEALTH & SAFETY REGULATIONS

The following steps must be taken to ensure the health and well being of the on-campus community.

1. Fire extinguishers should be in proper working order and should not be blocked by any items. Exits and hallways should be unobstructed.
2. All trash must be properly disposed of in a timely manner.
3. **Percolators, hotplates, immersion heaters, grills, popcorn poppers, and halogen lamps should not be used in the student's room or apartment.**
4. Small amounts of supplies such as paint thinner and rubber cement may be kept in rooms, but only in metal containers and away from heat sources.
5. Extension cords must be Underwriter Laboratory approved. Do not put cords under rugs, clothing, trash, books, or near heat sources.
6. **Storage of gasoline, fuels, or vehicles containing them is prohibited.**
7. Students should take extra care to insure that their entrance doors are secured/locked at all times and that common doors are not propped.
8. Residents are responsible for following all safety rules promulgated by the Department of Public Safety and Housing Department. Damaging or interfering with smoke and fire detection equipment and failure to follow fire evacuation procedures and directives from safety officers or residence life staff are also violations of safety rules.

HOUSING INCIDENT REPORTS

Incident reports are used by an RA to communicate the facts of an incident to the Resident Director and the Housing Office. Incident reports are used to document rule violations, theft, damage, or other emergencies. If you are named in an incident report, you may be asked to speak with your Resident Director or someone from Student Development. Students found to be responsible for the behavior described in a report will be assigned sanctions.

SMOKING POLICY

Smoking is prohibited inside all residence halls including bedroom, common area, and kitchen. Smoking is permitted outside 25 feet away from entrances.

ALCOHOL AND DRUG POLICY

UTC is a DRY campus. The official alcohol and drug policy of the university is as follows: "The possession or use of alcoholic beverages or other illegal drugs or intoxicants of any kind are strictly prohibited on campus." This includes alcohol containers whether empty or decorative.

OFFICE OF STUDENTS WITH DISABILITY (OSD) - 110 FRIST HALL - 425-4006

The OSD is committed to providing equal access to all facilities, programs and services of UTC. OSD reviews each student's documentation under the guidelines of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. ADA mandates that accommodations and adjustments be made in programs and activities in order to provide equal access to qualified persons with disabilities. OSD examines the documentation of each student's disability claim to avoid discriminations and to protect the civil rights of the

student. Individual determination of appropriate and reasonable accommodations is made specific to the functional limitation of the disability. The Director of Affirmative Action holds the responsibility of ensuring University compliance with ADA.

MISSING STUDENT PROTOCOL

Purpose:

The purpose of this document is to set forth university policy with regard to responding to reports of missing students, as required under the Higher Education Opportunity Act of 2008 (20 U.S.C.S. §1092; 42 U.S.C.S. §5579).

Policy Statement:

1. This policy only applies to students who reside in on-campus residential facilities operated by University Housing or in housing facilities contracted by the University of Tennessee at Chattanooga.
2. Upon checking in, all students will have the opportunity to identify and provide confidential emergency contact information for the University's use when the University has officially determined that a student is missing.
3. Unless there is evidence to the contrary, a student living on-campus will not necessarily be considered missing if the student made his/her intended whereabouts known to others or if the student is absent during recognized University holidays or breaks.
4. If a University official reasonably believes a student has been missing for more than twenty-four (24) hours, the official will immediately report his/her belief to the UTC Police Department ("UTC PD"), the Director of Housing (or his/her designee), and the Dean of Students (or his/her designee). Those individuals will contact other University officials who have a need to know about the missing student report. (Please note that University officials may report a student missing at any time, there is no requirement for the official to wait until they believe the student has been missing for more than twenty-four (24) hours.)

Procedures:

Once a student has been reported as being missing then UTC Housing and Residence Life staff will conduct a preliminary investigation in order to verify the situation and to determine the circumstances which exist relating to the reported missing student.

1. A staff member will attempt to contact the student via his or her telephone by using the number(s) provided.

- 2.If the student cannot be reached by telephone, two staff members will visit the room of the student in question to verify the student's whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for the student.
- 3.If there is no response when the staff members knock on the door of the room or there are occupants who do not know of the student's whereabouts, the Residence Life staff will enter into the room in question, by key if necessary, to perform a health and safety inspection. The staff members will take note of the condition of the room and look for visible personal property (wallet, keys, cell phone, clothing, etc.) which might provide clues as to whether the student has taken an extended trip or leave from the residence hall.
- 4.If the student is not found in the room, the Residence Life staff will attempt to gain information on the student's whereabouts from roommates, other members of the residential community, or other friends. The Residence Life staff also will attempt to acquire additional contact information for the student (if not already on file) and use it to initiate contact.
- 5.Staff members, at any step in the process, immediately will report any suspicious findings to the UTC Police Department.
- 6.If these steps provide Residence Life staff with an opportunity to speak with the missing Residential Student, verification of the student's state of health and intention of returning to campus should be made. A referral, if needed, will be made to the Counseling Center. In addition, Residence Life will update those offices that need to know as well as the university official who made the initial report.
- 7.If all of these steps do not provide residential staff with an opportunity to speak with the missing student or to learn his or her whereabouts, UTC Police will be contacted to investigate further.
8. If the missing student is determined to be under the age of eighteen, Residence Life and/or UTC PD will report the student to the Dean of Students office. The Dean of Student (or his/her designee) will contact the parents or guardians within 24 hours. If the missing student is determined to be over the age of eighteen, the Office of the Dean of Students will contact the student's confidential contact within 24 hours.