

# **Texas A&M University at Galveston Annual Fire Safety Report on Student Housing**

Higher Education Campus Fire Safety Standards and Measures



## **2011 Annual Fire Safety Report**

Compiled by David K. Watson, Safety Coordinator

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This report is prepared separately from the Texas A&M University at Galveston Campus Security Report. That report can be found here:

<http://www.tamug.edu/police/AnnualCleryReport.pdf>

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## **MISSION STATEMENT**

Texas A&M University at Galveston residence hall communities incorporate the following:

- **EDUCATION:** to ensure that teaching and learning take place beyond the classroom.
- **OPENNESS:** so that ideas and thoughts can be discussed freely.
- **RESPECT:** to ensure that individuality is honored so diversity can be pursued.
- **RESPONSIBILITY:** so that the individual accepts obligations to the community and is held accountable for individual actions.
- **CARING:** to ensure that the individual's well-being is supported and that community service is encouraged.
- **INVOLVEMENT:** so that all individuals have a voice in decisions concerning their community.
- **OWNERSHIP:** to ensure that all individuals care for their building facilities and adjacent property.
- **CELEBRATION:** so that Texas A&M at Galveston's history and culture are promoted and that residence hall and university traditions are shared.

## **EMERGENCY AND OTHER IMPORTANT INFORMATION**

### **REPORTING AN EMERGENCY:**

On campus phones - Police/Fire/Medical 9-911

Off campus or cellular phones – 911

Non-Emergencies/General

University Police Department – (409) 740-4545

Safety Office – (409) 741-4055

Web Site: [Http://www.tamug.edu/safety](http://www.tamug.edu/safety)

### **OTHER IMPORTANT TELEPHONE NUMBERS:**

Residence Life – (409) 740-4455

Physical Plant – (409) 740-4404

Fire Department – 911

### **REPORT**

This report is developed as a requirement of the Higher Education Opportunity Act (Public Law 110-315).

## **FIRE LOG INFORMATION/LOCATION**

Texas A&M University at Galveston maintains a fire log that is available to the public. It is kept at the Safety Office, Building 3006, Room 100B.

How to access:

Request by phone: Safety Office, (409) 741-4055

Request in writing: TAMUG Safety Office  
Building 3006, Rm. 100B  
PO Box 1675  
Galveston, TX 77553

## DEFINITIONS

(Source: Department of Education)

**Campus Housing:** Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility

**Cause of fire:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill:** A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury:** Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

**Fire-related death:** Any instance in which a person—

- (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
- (2) Dies within one year of injuries sustained as a result of the fire.

**Fire safety system:** Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

## **ON-CAMPUS STUDENT HOUSING INFORMATION**

Texas A&M University at Galveston operates five residence hall facilities. Three (Oceans, Hullabaloo and Mariner Halls) are traditional dorm-style facilities and two (Albatross and Polaris Halls) are apartment-style facilities. Polaris and Albatross Halls are privately owned, but operated and maintained by Texas A&M University at Galveston.

Below is a summary of fire protection features provided in each of our on campus residential facilities.

### **On-Campus Student Housing Facilities - Fire Safety Systems**

#### **Oceans, Hullabaloo and Mariner Halls**

Each facility is protected by an automatic fire detection system that reports directly to the Galveston Fire Department as well as the Safety Coordinator and Campus Police via the main fire panel. The fire protection system is comprised of smoke and heat detectors, audible and visual alarm devices and hallway manual pull stations, all of which report to the main fire panel. Fire extinguishers are also mounted throughout the building. Emergency lighting is installed in each facility. .

#### **Polaris and Albatross halls**

Both facilities are protected by an automatic fire detection system that reports directly to the Galveston Fire Department. The fire protection system is comprised of smoke detectors, audible and visual alarm devices, hallway manual pull stations and sprinklers in each room and hallway. Fire extinguishers are also mounted throughout the buildings. Emergency lighting is installed in both facilities.



## 2011 FIRE LOG (CALENDAR YEAR 2010)

<u>Building</u>	<u>Fires Reported</u>	<u>Date and Time of Incident</u>	<u>Location</u>	<u>Nature of Fire</u>
Ocean's Hall	0	N/A	N/A	N/A
Hullabaloo Hall	0	N/A	N/A	N/A
Mariner Hall	0	N/A	N/A	N/A
Polaris Hall*	0	N/A	N/A	N/A
Albatross Hall*	0	N/A	N/A	N/A

\* Indicates a privately owned facility operated by Texas A&M University at Galveston

## 2010 FIRE LOG (CALENDAR YEAR 2009)

<u>Building</u>	<u>Fires Reported</u>	<u>Date and Time of Incident</u>	<u>Location</u>	<u>Nature of Fire</u>
Ocean's Hall	0	N/A	N/A	N/A
Hullabaloo Hall	0	N/A	N/A	N/A
Mariner Hall	0	N/A	N/A	N/A
Polaris Hall*	0	N/A	N/A	N/A
Albatross Hall*	0	N/A	N/A	N/A

\* Indicates a privately owned facility operated by Texas A&M University at Galveston

## **STATISTICS AND RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES FOR CALENDAR YEARS 2009-2010**

HULLABALLOO HALL  
(200 SEAWOLF PARKWAY, BLD. 3005A)  
OCEANS HALL  
(200 SEAWOLF PARKWAY, BLD. 3005B)  
MARINER HALL  
(200 SEAWOLF PARKWAY, BLD 3009C)  
POLARIS HALL  
(1014D, TEXAS CLIPPER RD.)  
ALBATROSS HALL  
(1014E, TEXAS CLIPPER RD.)

**There were no reported fires in the facilities listed above for calendar year 2009 and calendar year 2010.**

### **FIRE SAFETY POLICIES**

This is an excerpt from the University Rules (Revised: 1994)

#### **Residence Halls**

**33.14** Cooking in the residence facilities is prohibited.\* All kitchen appliances with the exception of coffee pots, hot pots, popcorn poppers, microwaves, and blenders are prohibited in the residence halls.

**33.15** Refrigerators are permitted in designated rooms only when such refrigerators meet the following university specifications:

33.15.1 The refrigerator is “Underwriters Laboratory” approved and has a running current requirement not to exceed 1.6 amps.

33.15.2 The electrical cord plugs directly into the power receptacle.

33.15.3 During extended holidays, between semesters, and in the case of a campus evacuation, the refrigerator is emptied, cleaned and unplugged.

33.15.4 The refrigerator is removed from the room prior to applying for room clearance. \*\*

33.16 No student is permitted on the roofs of the residence halls.

33.17 Cadet Officers or resident advisors in each residence facility are responsible for the maintenance of order, the preservation of property and the cleanliness of the hall and/or area assigned to their organization.

33.18 A student’s room may be entered by a staff member to provide cleaning and/or maintenance, to conduct an inventory of university property, to conduct a health and safety check, to assure compliance with applicable housing codes, when an emergency exists or is believed to exist, or when the staff member has reasonable cause to believe that a violation of civil or criminal laws, *University Student Rules*, or housing rules has occurred or is occurring. Additional inspection of cadet corps rooms may be made by authorized cadets and cadre in accordance with Corps of Cadet Rules. In the event of sudden illness, death, or some other reason for which a student might be absent for a prolonged or indefinite period, university officials are authorized to collect and store for safekeeping and proper disposal the affected student’s personal belongings and property which are on university premises.

33.19 Open flames inside residence hall rooms, on balconies, or on passageways outside of residence halls are prohibited. This includes but is not limited to burning candles, incense, hibachis, and barbecue grills.

33.20 Combustible materials in corridors must be limited to student message boards and university installed community bulletin boards.

33.21 Balconies and hallways are to remain clear of furnishings and other material to maintain clear exit paths in case of fire. Prohibited items include, but are not limited to, hammocks, barbecue grills, hibachis, furniture, bicycles

and plants.

33.22 Charcoal and charcoal lighter fluid may not be stored in residence hall rooms or on balconies.

33.23 Fire exit doors and doors separating exit stairways from corridors may not be propped open at any time.

\*Albatross and Polaris Halls have built-in kitchenettes with a two-burner range and microwave oven. Cooking is permitted.

\*\* Albatross and Polaris Halls have a university-supplied refrigerator that should not be removed.

SMOKING IS NOT PERMITTED IN ANY CAMPUS BUILDING

## **FIRE DRILL AND EVACUATION PROCEDURES FOR STUDENTS**

### **Fire Drills**

Emergency evacuation drills are conducted twice during each semester a residence hall is occupied. The initial drill is conducted within the first two weeks of the semester and a second approximately the middle of the semester. Residence life staff use the drills to both educate and remind the residents of the proper evacuation procedure and to survey the facility for any non-functional devices.

During calendar year 2009 two drills were conducted for each residence life facility. The Safety Coordinator prepares a report and copies are sent to the Vice President of Administration and the Assistant Director of Residence Life.

## **TAMUG EMERGENCY EVACUATION PROCEDURES FOR STUDENTS**

### **If You Hear a Fire Alarm**

1. Immediately evacuate the building via the shortest and safest route. Do not use elevators.
2. If you notice smoke, use an alternative escape route.
3. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternate escape route. Check paths for safety before proceeding and close doors behind you.
4. Crawl low (the bottom 2 or 3 inches of the area) if you have to go through smoke.
5. Go to the emergency assembly area outside of the building.
6. If you suspect that someone is missing or trapped, alert the Group Leader / Resident Advisor at the emergency assembly area outside of the building.
7. If you are trapped during a fire emergency, close all doors between you and the fire. Stuff cracks around the doors with wet towels / cloth to keep out smoke. Wait at a safe window and signal for help. If there is a phone in the room, call **9-1-1** and tell them exactly where you are.
8. Stop, Drop and Roll if your clothing catches fire.
9. Stay at the emergency assembly area until you are released by the Group Leader / Resident Advisor.

### **If You Discover A Fire**

1. Leave the fire area and close the door to the area.
2. Sound the fire alarm.
3. Immediately evacuate the building via the shortest and safest route.
4. Do not use elevators. A fire can disrupt the operation of elevators and trap occupants inside.
5. If you notice smoke, use an alternate escape route.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low (the bottom 2 or 3 inches of the area) if you have to go through smoke.
8. Go to the emergency assembly area outside of the building.
9. From the nearest phone in the emergency assembly area outside of the building, call 911.
10. Await emergency response personnel at the emergency assembly area outside of the building.
11. If you suspect that someone is missing or trapped, alert the Group Leader / Resident Advisor at the emergency assembly area outside of the building.
12. If you are trapped during a fire emergency, close all doors between you and the fire and stuff cracks around the doors with wet towels / cloth to keep out smoke. Wait at a safe window and signal / call for help. If there is a phone in the room, call **9-1-1** and tell them exactly

where you are.

13. Stop, Drop and Roll if your clothing catches fire.
14. Stay at the emergency assembly area outside of the building until you are released by the Group Leader / Resident Advisor.

### **Once You Have Evacuated**

1. From the nearest phone in the emergency assembly area outside the building, call 9-1-1.
2. Report the fire to the Group Leader / Resident Advisor at the emergency assembly area.
3. If you suspect that someone is missing or trapped, alert the Group Leader / Resident Advisor at the emergency assembly area outside of the building.
4. Await emergency response personnel at the emergency assembly area outside of the building.
5. Never re-enter the building to save your personal belongings.
6. Stay at the emergency assembly area outside of the building until you are released by the Group Leader / Resident Advisor.
7. Do not re-enter the building until instructed to do so by the Group Leader / Resident Advisor at the emergency assembly area outside of the building.
8. Follow directions of fire and police personnel and the housing staff.
9. Stay calm.

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS**

Basic fire safety instruction is provided to all students by multiple means. Each dorm room is provided with an instructional sign located on the back side of the door containing instructions on what to do in an emergency. Students also participate in two fire drills each semester to help ensure they understand the evacuation procedures during an emergency. Additionally, Community Leaders receive specific training during orientation outlining their responsibilities during various emergencies. Hands-on fire extinguisher training is also available on request.

## **FIRE SAFETY INSPECTION PROGRAM**

Texas A&M University at Galveston conducts several levels of fire and life safety inspections in all of our residence hall and apartment facilities.

In addition, the University Physical Plant conducts inspections, testing, and maintenance of fire safety equipment in compliance with the requirements of the National Fire Protection Association. This includes emergency lighting and regular fire extinguisher inspections.

### ***Residence Halls***

**Pre-Occupancy Inspections** – Prior to occupancy of residence halls each fall, spring and summer semester, a more in-depth inspection is conducted. These inspections include all common areas, mechanical, electrical, and custodial areas within each building as well as exit paths outside of the facilities.

**Annual Inspections** – Once each calendar year, a complete fire and life safety inspection is conducted

**Bi-Annual Fire Safety System Inspections**-Twice per year, inspections are conducted by our fire safety systems contractor, Simplex-Grinnell, to assure all systems and system devices are working as designed.

**Fall Room Inspections** – The Safety Department, along with the Department of Residence Life, conducts fire and life safety inspections of all campus residence halls during the Fall Semester. The intent of these inspections is to increase the level of safety and safety awareness for all occupants of the residence halls. These inspections include residence hall rooms and staff offices as well as mechanical and common areas. Inspections begin around the third week of the semester and will continue until all residence halls have been inspected. Inspections will be conducted in the presence of a residence hall staff member. Advance notification of all inspections will be provided to hall staff. Safety practices in general and the Fire Life safety rules found in the rules section will be the primary focus of the inspection. These inspections will look for such items as:

- Electrical: Use of extension cords, cover plate missing/damaged, electrical wiring frayed/damaged/crimped, multi adapter without breaker in use, prohibited/ unapproved appliances
- Fire Alarm Equipment: smoke detector obstructed (min. 24" clearance), smoke detector damaged
- Lofts: being less than 30" from the ceiling, being of poor construction and/or being placed in an unsafe/unapproved location
- Ignition Sources/Combustible Products: candles/incense being present in the room, flammable liquids in the room, combustible materials near electrical source, and excessive fire load in the room
- Emergency Planning: absence of the evacuation plan on the back of the room door, window/door obstructed
- Miscellaneous: poor housekeeping, floor/wall/ceiling penetrations, and the door closure missing/damaged

Additional information can be found at <http://www.tamug.edu/reslife/safety.htm>

## **PLANS FOR FUTURE IMPROVMENTS IN FIRE SAFETY**

Set to open in the Fall of 2012, Texas A&M at Galveston is currently constructing two new residence halls. Once completed, these facilities will add a total of 588 beds for campus residents. Unlike some older residence halls on campus, these will feature fire suppression via a sprinkler system. A Sprinkler system is also being added to the Mary Moody Northern Student Center which is currently being renovated. This renovation is scheduled for completion by January 2012.

## **REPORT CONTACT INFORMATION**

For purposes of including fire statistics in the annual fire safety report, employees and students should report all instances that a fire occurred in on-campus student housing to the individuals listed below

David K. Watson  
Safety Coordinator  
watsond@tamug.edu  
(409) 741-4055

Sam Martinez  
Chief, University Police  
martinez@tamug.edu  
(409) 740-4548

Neil Golemo  
Assistant Director-Residence Life  
golemon@tamug.edu  
(409) 740-4469

Matthew Graham  
Student Development Specialist II  
grahamm@tamug.edu  
(409) 740-4439



