



2017 Annual Fire Safety Report

**King University Security Department
Parks Hall
1350 King College Road
Bristol, Tennessee 37620
Telephone 423-652-4333
Fax 423-652-6338**

Fire Safety

The King University Security Department work closely with all departments within the University, as well as with the Bristol Tennessee Fire Department and the Bristol Tennessee Codes Enforcement Division to educate the campus community about fire, life safety, to prevent fire emergencies, and to reduce false alarms.

Fire Statistics

In accordance with the Higher Education Opportunities Act of 2008, King University is providing mandatory fire safety information as part of this Annual Report. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and dollar values for property damaged by the fire (as assessed by the Director of Business Operations). See annual the “Annual Fire Statistics” document located at <http://security.king.edu>.

Description of Student Housing Fire Systems

Every University student residence has:

- Smoke detectors are in every sleeping room
- An interior fire alarm system with detection throughout the building,
- An interior fire alarm panel which triggers audible alarms, flashing lights, and telephone notification of the security department and at least three members of live-in residence life staff.
- Regular testing of fire detection, suppression, and notification equipment is conducted by the security, residence life, and facility service departments.

Policies or rules on portable electrical appliances, smoking, and open flames in a student housing facility

Electrical Appliance and Extension Cords

Small appliances with completely enclosed coils (e.g. corn popper, small coffee pots, and hot pots) are permitted in the residence halls. Small microwaves are also allowed (1100 watts maximum). Refrigerators less than 5 cubic feet are allowed in rooms. Only one microwave and one refrigerator are allowed per residence hall room. Space heaters, toaster ovens, toasters, frying/boiling units or any appliance with an open heating coil (i.e.: George Foreman type grills) are prohibited.

Only UL approved 3 prong grounded extension cords that are 14 gauge or heavier are permitted. The cord cannot exceed 10 ft. in length. Only one appliance/item may be plugged into an extension cord; only one extension cord may be used per double outlet. Only UL approved multi-plug strips with circuit breakers are permitted. Up to three appliances/items may be plugged into any one multi-plug strip per double outlet. Extension cord and multi-plug strips may not be connected in any combination. Over Christmas Break, Thanksgiving Break and Spring Break, all appliances must be unplugged prior to departure. Air conditioners and space heaters (anything with a compressor) are prohibited.

Heaters

Each residence hall room has a heating unit. There should be a twelve inch clearance surrounding the heater. Nothing should be sitting on top of or under the heater. Violations are subject to fines through Health and Safety checks. Nothing can be underneath the heater, including cords/wires.

Fines-

- Using an open flame\$10.00
- Tampering with fire equipment.....\$500.00
- Staying inside during a fire drill or building evacuation.....\$100.00
- Propping open locked doors.....\$250.00
- Health and Safety Items.....\$Various

Fines may be doubled for subsequent violations such as:

- Candles
- Prohibited appliances
- Halogen lamps
- Overloaded outlets
- Unsanitary living conditions

All violations are subject to the Student Conduct process in addition to the fines listed.

Fireworks and Explosives

It is prohibited to possess, sell, offer for sale, store, and transport or use any fireworks or explosive on King University property. Fireworks are defined as including but not limited to any incendiary or explosive device that is sold or manufactured for use as a firework. Explosives are defined as, but not limited to, any incendiary or poisonous gas or any container which contains a flammable liquid and/or has a wick or similar device capable of being ignited, other than a device which is commercially manufactured primarily for purposes of illumination; or any sealed device containing chemically reactive substances for the purposes of causing an explosion by a chemical reaction. This includes any “hoax device” that reasonably appears to be or is purported to be an explosive or incendiary device and may cause alarm or reaction of any type by a university official or a public safety agency or a volunteer agency organized to deal with emergencies. Possession of fireworks and explosives will be dealt with through disciplinary action and may be a violation of local, state and federal law.

Flammable Materials/Open Flames

Open flames are prohibited in the residence halls. Anything that requires an open flame for operation is prohibited. Therefore, such items as candles with wicks, incense, Christmas ornaments, fireworks, and smoke bombs are prohibited. Lighted candles on birthday cakes are allowed in designated areas if prior permission is granted by the Area Coordinator. Flammable materials, such as gasoline, kerosene, Coleman fuel products, and halogen lamps may not be kept in residence halls.

Decorative Materials

In compliance with local and state Life Safety Codes, curtains or draperies, valances or other fabric decorations covering or draping the windows are not allowed in residence hall rooms unless they are made with documented fire retardant material. Students must provide documentation of this fire retardant material before items may be hung. Life Safety Code 29.3.3.4.2 (2006 Edition) states, “New draperies, curtains, and other similar loosely hanging furnishings and decorations shall be flame resistant

as demonstrated by testing in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.” Furthermore, no decorations may be placed or hung from the ceiling regardless of material.

All decorative materials including holiday decorations must be flameproof, fireproof, or flame retardant. Live trees are not permitted in residence hall rooms or hallways. Any candles, gas/oil-fired lanterns, or other items with an open flame are not allowed. Decorations must be removed before the Christmas break.

Grills

Students may use grills outside the residence hall, 20 feet from any portion of the building. The sidewalks are not appropriate places for grilling. Grills, lighter fluid, gas, etc. are not permitted to be stored anywhere within the residence halls.

Tampering with Fire Equipment

Tampering with or removing emergency instruction sheets, fire alarms, fire extinguishers, exit signs or other safety equipment puts others at risk of injury and is a violation of local, state, and federal law. Tampering with such equipment will be dealt with through university disciplinary action and will face a \$500.00 fine and replacement cost of life safety equipment.

King University will report the tampering with such equipment to the appropriate law enforcement authority.

Fire Safety Policies and Procedures

In accordance with the Tennessee Code Annotated #####, three “fire drills:” are conducted per semester in each residence hall. University policy and state law requires building evacuation by occupants during fire alarms. To help reinforce this requirement, the security department has partnered with Residential Life to ensure that all building residents are properly trained in building evacuation procedures during scheduled fire drills.

All members of the residence life staff are required annually to attend a fire safety class presented by the Bristol Tennessee Fire Department, which includes general fire safety training, roles and responsibilities of Residence Life Staff members, evacuation procedures, and hands on fire extinguisher training.

Fire Safety Precautions

Keep doorways, corridors, and stairwells clear and unobstructed. Keep fire doors closed.

Make sure that all electrical appliances and cords are in good condition, UL approved, and comply with university policy. Do not overload electrical outlets. Use fuse-protected multi-outlet power strips and extension cords when necessary.

Extinguish all smoking materials properly and thoroughly before entering any building.

Be aware that transmitting a false alarm is a criminal offense that endangers the lives of both building occupants and emergency personnel. It is also an offense to prop open fire doors or to tamper in any way with alarm equipment, electromagnetic locks, or other life safety devices or to block or obstruct paths of egress.

Fire Safety Report Log

The Security Department maintains a daily fire log consisting of documenting any fire that occurs in an on-campus student housing facility. The log consists of, the nature, date, time and general location of each fire.

What to Do in Case of Fire

- If you discover a fire in a campus building:
- Immediately pull the nearest fire alarm as you exit the building.
- When evacuating the building, remember to feel doors before opening them to be sure that there is no fire danger on the other side. If you must enter a smoke-filled room or hallway, stay low, keeping one hand on the wall to avoid disorientation and crawl to the nearest exit, keeping your head near the floor.
- Once you are safely away from danger dial 911 and call the campus security emergency number for your campus to report the fire.
- Leave the building at once but stand by to direct emergency teams to the location of the fire.

Note: If a member of the campus community finds evidence of a fire that has been extinguished and the person is not sure whether the security department has already responded, that person should notify security personnel, who will investigate and document the incident.

Fire Response Dos and Don'ts

- DO treat every alarm as an emergency. If an alarm sounds, exit the building immediately.
- DON'T assume that a fire alarm is a drill or test. All building alarm systems are tested as required by law.
- DO remain in your room if you cannot get out of the building because of heat or smoke. Call 911 right away. Keep the door closed and await assistance from the Fire Department. If smoke is entering around the door, stuff the crack under the door with sheets, clothes, or blankets. If possible, open the window and wave a brightly colored garment or towel from your window—the Fire Department will be looking for this sign.
- DO close the door behind you if it is safe to leave your room.
- DON'T waste time collecting personal valuables. Take your keys so that you can reenter your room if exit from the building is not possible.
- DON'T use an elevator during a fire emergency: always use the stairs.
- DO make your presence known to other occupants, residence life staff, and to security personnel by telephone if you are injured or disabled. Emergency staff members will assist you in leaving the building.

Plans for Future Improvements

As the University renovates buildings, fire suppression and detection devices will be included based on current requirements.