



Trinity University  
Higher Education Opportunity Act  
2009-2010 Campus Fire Safety Annual Compliance Report

## **Overview**

The Higher Education Opportunity Act (Public law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus housing statistics. The following public disclosure report details all information required by this law as it relates to Trinity University.

## **General Statement of University Owned/Controlled Student Housing**

At Trinity University all 16 Residence Halls are completely covered by a fire alarm system which is monitored 24 hours/day, seven days/week. 4 Residence Halls are also covered with an integrated automatic sprinkler system. The remaining 12 Residence Halls are programmed to have integrated automatic sprinklers installed during future renovations.

All Department of Campus Security officers, Physical Plant employees, and residence hall staff receive intensive and comprehensive fire safety training at the beginning of each academic year. In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall. Every student room has an emergency evacuation map installed on the inside of the front door as well, to direct occupants to primary and secondary exits. Fire drills are conducted twice per year in accordance with the National Fire Protection Association Life Safety Code.

Basic fire safety instruction is offered to all new and existing employees. Additional training is provided periodically, coordinated by the Environmental Safety Office, and by request from individual departments.

## **Specific Fire Prevention Related Policies**

It is the policy of Trinity University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all University buildings, (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits via our insurance consortia.

Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local Authority Having Jurisdiction (AHJ). The Environmental Safety Office conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary.

Basic fire safety instruction will be provided during New Employee Orientation. Additional training is available by request from a department or group of employees. Basic fire safety instruction is provided to all Student Residence Life Staff living in Residence Halls who attend the orientation program at the beginning of each academic year. Fire exit drills will be conducted as follows: (1) Administrative Buildings one/year, (2) Academic Buildings one/year, (3) Residence Halls twice/year.

The Environmental Safety Office will coordinate with the Trinity University Department of Campus Security, and the City of San Antonio Police and Fire Departments in the investigation of each fire incident.

To minimize the potential for fires at Trinity University, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies and procedures, and or authorized by the Authority Having Jurisdiction). Open burning as defined by the University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills (except for those permanently installed and portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. All decorations and ornaments must be of fire-resistant or no-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative lights including Holiday lights, as well as floodlights, extension cords or electrically operated ornaments must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock. Only heavy-duty extension cords and decorative lights in good condition (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, etc.), on or near exits, on or near exit or emergency lights, on or near any other protective or operating feature provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Extension cords or decorative lights may not be routed under rugs or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial Holiday trees will be used and shall be of fire-retardant or non-combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.), or placed in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or Holiday season. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, fire alarm pull boxes, smoke detectors, etc.).

To minimize the potential for fires at Trinity University, it is the policy of the University to prohibit the use of the following items in any University owned or operated facility indoors (unless in accordance with other University policies and procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbecue grills, hibachis, smokers (gas, electric, charcoal) and related accessories including lighter fluids and lighters, and other similar type products (for cooking/warming purposes), any open flame device or object including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillet, electric woks, griddles, sandwich makers/grills and other similar type products (for cooking/warming purposes), toaster ovens (for cooking/warming purposes), flammable/combustible liquids (for recreational/personal use), fireworks, firecrackers, rockets, flares, sparklers and other devices, halogen

lamps, ceiling/wall tapestries, live Holiday trees or non fire retardant artificial Holiday trees. The “cooking” and “warming” options exclude cooking and warming done in areas designated and built for such purposes and only while the use of these devices are under the direct supervision of a competent individual.

### Statistical Report

2006-2008 statistics as reported to the Trinity University Environmental Safety Office. The statistics were valid at publication, but may not reflect current trends.

Building		Student Residences		
Year		2006	2007	2008
Total Fires/Year		6	1	2
<b>FIRES</b>	Damages (\$)	\$500	\$500	\$500
	Injuries (#)	0	0	0
	Fatalities (#)	0	0	0
<b>Total Fires</b>		6	1	2