



Trinity University  
Higher Education Opportunity Act  
2010-2011 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, and is found at <http://www.trinity.edu/departments/uso>.

The University will provide a paper copy upon request.

## 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. 7 Residence Halls are also covered with an integrated automatic sprinkler system. The remaining 9 Residence Halls are programmed to have integrated automatic sprinklers installed during future renovations (See Table 3)

All Trinity University Police Department Officers, Facility Services employees, University Emergency Building Coordinators and Residence Life staff receive intensive and comprehensive fire safety training at the beginning of each academic year.

Content of Training Provided:

- University Fire Prevention Policy and Rules
- What action to take if a fire is discovered
- Building Evacuation Assembly Areas and Personnel Accounting Procedures
- Fire Extinguisher Operation and Hands-On Demonstration

In addition, a program that covers emergency and evacuation procedures is reviewed regularly with the occupants and staff of each respective residence hall by the Residence Life staff. Every Residence Hall 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 (See Table 3).

Evacuation (Fire) drills for Residence Halls are conducted twice per year in accordance with the National Fire Protection Association Life Safety Code and the City of San Antonio code (See Table 3).

Basic fire safety instructions are offered to all new and existing employees. Additional training is provided periodically, coordinated by the Environmental Health & Safety Department, and by request from individual departments.

**If a fire is discovered it should immediately be reported to TUPD at ext. 7000 (210-999-7000).**

## **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 monthly 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 Health & Safety Department conducts fire safety inspections of all University buildings at least once a month. Some buildings may be inspected more frequently, as may be deemed necessary by the Director, Environmental Health & Safety.

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 Building one/year, (2) Academic Building one/year, (3) Residence Halls twice/year.

The Environmental Health & Safety Department will coordinate with the Trinity University Police Department, and the City of San Antonio Fire Department 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, barbecue 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 non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (i.e. 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 any 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 (i.e. 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 tress 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 (i.e. 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 (i.e. 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 facilities indoors (unless in accordance with other University policies or procedures, and or by the Authority Having Jurisdiction): Portable space heaters, barbeque 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 objects including candles, incense sticks and related accessories, hot plates, slow cookers, deep fryers, electric skillets, 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

2007-2010 statistics as reported to the Trinity University Environmental Health & Safety Department. The statistics were valid at the time of publication, but may not reflect current trends.

Fiscal Year (1 Oct – 30 Sept)		2007	2008	2009	2010
Total Fire/Year		1	2	0	0
Fires	Damages (\$)	<\$500	<\$500	\$0	\$0
	Injuries (#)	0	0	0	0
	Fatalities (#)	0	0	0	0
Total Fires		1	2	0	0

LOCATION	DATE	TIME	NATURE OF FIRE
<b>2007</b>			
Witt Hall, Westside Stairwell	5/1/07	1:00 AM	Fireworks under stairwell
<b>2008</b>			
Thomas Hall, Rm 768	7/31/08	5:29 PM	Unattended Candle
Thomas Hall, Rm 880	9/29/08	0:55 AM	Unauthorized Fire on Balcony
<b>2009</b>			
None			
<b>2010</b>			
None			

Trinity University Security Report (including Emergency Response and Evacuation Procedures, Timely Warnings, and Crime Log), Missing Student Notification Policy, and Information for Crime Victims is provided by the Trinity University Police Department and can be found at:

<http://web.trinity.edu/Documents/Security/SecurityReport9-2010.pdf>

The University will provide a paper copy upon request.

**Table 3: Fire Safety Systems in Trinity University Residential Facilities**

Facility	24 hour Fire Alarm Monitoring	No** Sprinkler Systems	Full*** Sprinkler Systems	Smoke Detection	Fire Extinguisher Devices	Evacuation Plan and Placards	Number of evaluation (fire) drills each calendar year
Beze Hall	X		X	X	X	X	2
Calvert Hall	X*		X	X	X	X	2
Herdon Hall	X		X	X	X	X	2
Isabel Hall	X	X		X	X	X	2
Lightner Hall	X		X	X	X	X	2
McLean Hall	X	X		X	X	X	2
Miller Hall	X*		X	X	X	X	2
Murchison Hall	X	X		X	X	X	2
Myrtle Hall	X	X		X	X	X	2
North Hall	X	X		X	X	X	2
Prassel Hall	X		X	X	X	X	2
South Hall	X	X		X	X	X	2
Susana Hall	X	X		X	X	X	2
Thomas Hall	X		X	X	X	X	2
Winn Hall	X	X		X	X	X	2
Witt Hall	X	X		X	X	X	2

\* Fire Alarm System monitored by 3<sup>rd</sup> Party Vendor. All others monitored by University Police Department.

\*\* As Residence Halls are renovated, sprinkler systems are being installed.

\*\*\* Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.