

CAMPUS SECURITY AND FIRE SAFETY

Required by Higher Education Opportunity Act

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics which occur in residence halls. The follow public disclosure report details all information by this law as it relates to the Muskingum University.

Fire Safety Improvement and Upgrades

The Muskingum University Physical Plant Contacts a private fire safety inspector to evaluate the fire alarm systems each year. Any upgrades, repairs, or revisions are made after evaluating the contractor's recommendations. Independent smoke detectors found in university housing will be checked routinely during Health and Safety evaluations.

Student Housing Fire Drills

Fire drills are conducted at least twice a semester for all student housing facilities. Fire drills consist of mandatory supervised evacuations of a building for a potential fire. The fire drill is conducted with the Muskingum University Police Department, the Student Life Office, the Physical Plant, and the local fire department. This includes activating the fire alarm in each residential complex. The first supervised fire drill is conducted within the first ten days of the beginning of the semester as mandated by the Ohio State Fire Marshal's Office.

Evacuation route maps are posted in each residence hall hallway displaying the closest exit. Fire drills are discussed with students at first year seminar classes and during student orientation.

Students who fail to leave the building within the designated time frame during a fire drill are documented and referred to the Associate Director of Community Standards.

Students with Disabilities

Students with disabilities are assigned dormitory rooms according to their specific needs as determined by Student Accessibility Services.

Reporting a Fire

To ensure the safety of all residents, students reporting a fire should contact the

Muskingum University Police Department or 911. If the fire is no longer a potential danger they should contact the Area Coordinator for the building or a Student Life Professional which will report the incident to the officer on-duty.

Fire Safety Education

The University policy on fire safety as found on the Emergency Response website, references that any fire, of whatever origin or size, must be reported by calling the Muskingum University Police Department or 911 in order to ensure the safety of all residents.

The University policy on evacuation is provided on the Muskingum University [Emergency Response](#) website and is discussed with the students when they move into the facility. This is also discussed and emphasized in fire safety training in residence halls and during first year seminar classes.

A health and safety inspection, which includes a fire safety inspection, is conducted by the Student Life Office once a month to ensure all students are abiding by all fire and safety regulations.

In case of a fire alarm sounding, the evacuation procedures are as follows:

- Secure your room (window and door).
- Immediately leave the area.
- Leave everything behind
- Exit the building in an orderly fashion.
- Do not use the elevators
- Walk and do not run.
- Keep calm
- Move away from the entrance and building outside to allow emergency personnel unimpeded access to the building.
- Do not re-enter the building until advised to do so by university staff.

Precautions to take in case of fire:

- Become familiar with the nearest exits and emergency routes from your room and hall.
- Have a backup route in mind in case your direct route is blocked.
- Practice your escape route.
- Check to see if your door is hot or has smoke around it before exiting your room. If so, go to the window and tell for help so firefighters can evacuate you.
- Shut your door tightly when you leave.

- Exit the building and follow the directions of emergency personnel or university staff.
- If you are the first to discover the fire, pull the nearest alarm as you exit the building and yell “fire” as you leave.
- Thick smoke may make it difficult to see so stay low to the floor.
- If you are aware of a student with a disability in the building, alert the emergency personnel as soon as they arrive.
- Do not remain in close proximity to the building. Remain in the designated locations until the building is cleared for re-entry by emergency personnel or university staff.
- If you are able to use a fire extinguisher in your hall without endangering yourself, please do so. However, your safety is out first concern. Do not attempt to extinguish a fire if your personal safety becomes threatened.

Fire Safety Regulations for Residential Facilities

The University’s fire safety regulations as listed in the student handbook :

- Smoking, vaping, chewing tobacco products or products containing nicotine are not allowed to be consumed in any building owned or controlled by the University. This includes the Chess Center Bridge. Smoking is also prohibited within twenty-five (25) feet of all building entrances, the air takes, and operable windows.
- Possession of any open heating element, open flames, or ignition points (heaters, burners, hot plates, sandwich presses, air fryers, toaster ovens, halogen lamps, candles, incense potpourri pots, etc.) or any unapproved appliances (no air conditioners, microwaves [other than micro-fridge units], televisions, or reception systems requiring wiring outside the room, etc.) is prohibited. However, university residents can use the following small food appliances: small coffee pot, popcorn air popper, and under counter refrigerator up to 33 inches tall or 3.2 cubic feet in size.
- Cooking outside of a designated area is prohibited.
- Possession of extension cords or multi-outlet adapters is prohibited (surge protector strip plugs are permitted to help protect equipment and reduce malfunctions).
- Possession of any propane grill or tank inside or outside of any residence hall, fraternity, sorority, townhouse or university apartment is prohibited.

- **Obstruction of access-** Students must not arrange furniture in ways that block reasonable access to doors, windows, or heating and ventilation equipment. For fire safety and emergency access reasons, rugs, mats, or other floor coverings larger than the door frame are not permitted outside of doorways, including in hallways, corridors, or common areas. These items may create tripping hazards and can obstruct safe and efficient evacuation during an emergency. To maintain a safe environment for all occupants and ensure compliance with fire safety regulations, any unauthorized items placed outside of doors are subject to removal.

Smoking Policy

Smoking any product, vaping any product, chewing tobacco products or products containing nicotine are not allowed to be consumed in any building owned or controlled by the University is not allowed. This includes the Chess Center Bridge. Smoking is also prohibited within twenty-five (25) feet of all building entrances, the air takes, and operable windows.

Fire Log

The Muskingum University Police Department maintains a fire log that records any fire that occurs in/on University property. Including on-campus student housing and includes information such as the nature, date, time and general location of the fire.

The fire log entry shall be recorded within two business days of the receipt of information.

The fire log for the most recent 60 day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days for public inspection.

Definitions

Fire – Any instance of an 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, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death – Any instance in which a person 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 deaths that occur 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 including: sprinkler or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire (i.e., horns, bells, 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, including: contents damaged by fire, related damages caused by smoke, water, and overhaul. This does not include indirect loss (i.e., business interruption).