

**Texas A&M University-Commerce
Annual Fire Safety Report on Student Housing**

Higher Education Campus Fire Safety Standards and Measures



2012 Annual Fire Safety Report

Compiled by the University Police Department and the Department of Safety

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A MESSAGE FROM OUR DIRECTORS

Welcome!

We are glad that you have chosen to live on campus. Our goal is to provide you with a pleasant and comfortable living environment where life outside the classroom encourages and supports the academic mission of the University. Living in on campus housing comes with many benefits and freedoms. As with other liberties, these freedoms come with responsibilities. You will be asked to respect the privacy of your fellow residents, to encourage practices which create and support a learning environment, and to do your part to promote a safe and secure community.

Dennis Koch
Director
Residential Living & Learning

Welcome!

The safety of our students, faculty and staff is paramount to the success of each individual here and to the University as a whole. Within the Department of Safety, more than anything else, we take our commitment to safety seriously. Seeing that each student and employee has a safe environment to work in is our top priority and permeates throughout everything we do. Safety is a philosophy that is embedded in the way we work, the decisions we make, and the actions we take.

Ethan Derek Preas
Director
Department of Safety

RESIDENTIAL LIVING AND LEARNING MISSION STATEMENT

Residential Living and Learning is a dedicated staff that cultivates an environment conducive to the active pursuit of academic, personal and professional success. We are determined to expand the understanding of oneself and global citizenship through innovative initiatives built on unique opportunities that engage and empower students to value diversity, enlightened inclusion, and lifelong learning.

ABOUT TEXAS A&M UNIVERSITY-COMMERCE

Since 1889 Texas A&M University-Commerce has been educating the people of Texas, and beyond. A member of the prestigious Texas A&M University System and located in Commerce, the university has campuses in Dallas, Mesquite, Navarro College and Midlothian, and conducts classes in McKinney, the Collin County Community College District, and at Northeast Texas Community College. Founder William Leonidas Mayo gave his name to Lion athletics and his creed of "ceaseless industry, fearless investigation, unfettered thought, and unselfish service to others" continues to this day. The university began as East Texas Normal College in Cooper, but when the campus was destroyed by fire in 1894 the university moved to its present location. When the State of Texas purchased the campus in 1917, our name was changed to East Texas State Normal College. In 1923, the school was renamed East Texas State Teachers College. The graduate program was added in 1935, and in 1957 the Legislature, recognizing we had broadened from teacher education, changed our name to East Texas State College. Following the inauguration of the first doctoral program in 1962, the name was changed to East Texas State University and in 1996 became Texas A&M University-Commerce. The vibrant campus hosts a state-of-the art planetarium, recreation center, science building, a multimillion dollar student center, an alumni center, and a brand new music building.

FIRE REPORTING AND OTHER IMPORTANT INFORMATION

REPORTING FIRES:

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

Off campus or cellular phones – 911 or (903) 886-5111

Per federal law, Texas A&M University-Commerce is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the **non-emergency** phone numbers to call to report fires that have **already** been extinguished in on-campus student housing. These telephone numbers are for fires for which you are unsure whether the A&M Commerce University Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

University Police Department – (903) 886-5868

Residential Living and Learning – (903) 886-5797

Environmental Health & Safety – (903) 468-8781

When calling, please provide as much information as possible about the location, date, time, and cause of the fire.

OTHER IMPORTANT TELEPHONE NUMBERS:

Physical Plant – (903) 886-5761

Fire Department – (903) 886-1147

REPORT

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

This report does not include any information required to be reported under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Annual Report. Information regarding the Clery report is available by contacting the University Police Department at (903) 886-5868 or on the web at:

<http://www.tamuc.edu/studentLife/campusServices/universityPoliceDepartment/recordsAndStatistics/campusSafetyReport.pdf>

FIRE LOG INFORMATION/LOCATION

Texas A&M University-Commerce maintains a fire log that is available to the public.

The log is kept in the Department of Safety and may be accessed on the web at:
http://www.tamuc.edu/facultyStaffServices/riskManagementSafety/documents/fireSafety/Fire_Log.pdf

Additional information can be requested on the web at:
<http://www.tamuc.edu/aboutUs/administrativeOffices/businessAdministration/openRecords.aspx>

DEFINITIONS

(Source: Department of Education)

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

Smith Hall

Smith Hall is an 81,192 square foot reinforced concrete and brick three-story 410 bed residence hall and is made up of double occupancy rooms (with some private room option), half baths in suites, community showers, lounges, and a main lobby.



Berry Hall

Berry Hall is a 61,567 square foot reinforced concrete, steel, and brick two-story 296 bed residence hall and is made up of double occupancy rooms (with some private room option), community bathrooms, lounges, and a main lobby.



Sorority Housing/Women's Hall

The Sorority/Women's Halls (F Halls) consist of six 7,604 square foot reinforced concrete and brick two-story 40 bed residence halls and are made up of double occupancy rooms (with a private room option), community showers, lounges and large kitchen.



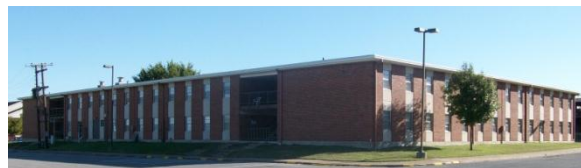
West Halls/Family East

The West Halls/Family East are 5,016 – 7,965 square foot reinforced concrete and brick two-story 16 – 24 bed residence halls made up of two-bedroom/one-bathroom apartments consisting of private bedrooms and a shared bathroom, kitchen and living space. The West Halls include Craddock Hall, Bledsoe Hall, Neu Hall, Fling Hall, Webster Hall, and Wray Hall. Note – the Family East resident halls were taken out of service and demolished in 2012: Freeman Hall, Workman Hall, Marshall Hall, C.V. Hall Hall, and Mitchell Hall.



Cowling/Leberman Hall

Cowling and Leberman Hall are 28,908 square foot reinforced concrete and brick two-story 100 bed residence halls made up of one and two-bedroom apartments consisting of a living room, kitchen and bath. Note – Cowling Hall was taken out of service and demolished in 2012.



Whitley Hall

Whitley Hall is a 219,096 square foot reinforced concrete and brick twelve story 510 bed high-rise residence hall and is made up of double occupancy rooms (with some private room option), shared showers, community lounges, and a main lobby.



New Pride Apartments

New Pride Apartments consists of six separate wood frame and masonry two-story apartment buildings (Building 1 is 20,271 square foot and Buildings 2-6 are 15,917 square foot each) with a total of 300 beds and a 3,173 square foot community center. Each apartment comes with a private bedroom, two bathrooms, and a shared living and kitchen space.



Prairie Crossing Apartments

Prairie Crossing Apartments is a 166,376 square foot wood frame and masonry four-story 282 bed apartment building with suite-style living accommodations. Each apartment (one, two, or four bedrooms) comes with a private bedroom, one or two bathrooms, and a shared living and kitchen space.



Blueberry Farm Hall

The Blueberry Farm Hall is a 4,119 square foot wood frame and siding two story 7 bed residence hall and is made up of individual rooms, community showers, lounges and a large kitchen. Note – the Blueberry Farm Hall was converted from a residential to educational facility in 2012.



Pride Rock Hall

Pride Rock Hall is an 86,180 square foot wood frame and masonry three story 250 bed residence hall and is made up of 2-1 suite style rooms (residents have private bedrooms and share a bathroom with one roommate).



See the next section **On-Campus Student Housing Facilities – Fire Safety Systems** for a summary of fire protection features provided in each of our on-campus residential facilities.

ON-CAMPUS STUDENT HOUSING FACILITIES - FIRE SAFETY SYSTEMS

Residential Facility	Fire Detection System Information	Fire Sprinkler System Information	Fire Extinguisher Information	Number of Fire Drills Each Year
Smith Hall	Fully addressable *1	Fully Sprinkled *3	Common Areas	2
Berry Hall	Fully addressable *1	None	Common Areas	2
F1 Hall	Fully addressable *1	None	Common Areas	2
F2 Hall	Fully addressable *1	None	Common Areas	2
F3 Hall	Fully addressable *1	None	Common Areas	2
F4 Hall	Fully addressable *1	None	Common Areas	2
F5 Hall	Fully addressable *1	None	Common Areas	2
F6 Hall	Fully addressable *1	None	Common Areas	2
Craddock Hall	Fully addressable *1	None	Common Areas	2
Bledsoe Hall	Fully addressable *1	None	Common Areas	2
Neu Hall	Fully addressable *1	None	Common Areas	2
Fling Hall	Fully addressable *1	None	Common Areas	2
Webster Hall	Fully addressable *1	None	Common Areas	2
Wray Hall	Fully addressable *1	None	Common Areas	2
Leberman Hall	Fully addressable *1	None	Common Areas	2
Whitley Hall	Fully addressable *1	Fully Sprinkled *3	Common Areas	2
New Pride Apartments	Partially addressable *2	Fully sprinkled *3	Common Areas; Individual Rooms	2
Prairie Crossing Apartments	Partially addressable *2	Fully sprinkled *3	Common Areas; Individual Rooms	2
Pride Rock Hall	Fully addressable *1	Fully Sprinkled *3	Common Areas	2

*1. Fully addressable fire alarm system is defined as having detection/notification in each sleeping room & in all common areas; monitored on site by UPD 24 hours per day.

*2. Partially addressable fire alarm system is defined as having non-system smoke alarms and system notification in each apartment and system components in all other areas; monitored on site by UPD 24 hours per day.

*3. Fully Sprinkled is defined as having sprinklers in both the common areas and individual rooms.

CAMPUS MAP



A Member of The Texas A&M University System

www.tamuc.edu

2600 South Neal Street, Commerce, TX 75428

General Information & Undergraduate Admissions 903.886.5000
 Graduate Admissions 903.886.5163
 Call Toll Free 1.888.868.2682



Revised July 2012

Campus Buildings
 Campus Parking Lots

Building Number & Name

- B1 Alumni Center
- B2 Art Building (ART)
- B3 Art Sculpture Lab (ASL)
- B4 Barry Residence Hall
- B5 Binnion Hall / KETR 88.9 FM (BIN)
- B6 Bledsoe Hall
- B7 Charles J. Austin Industrial Engineering & Technology Building/ Agricultural Sciences (AGIT)
- B8 Children's Learning Center
- B9 Children's Museum
- B10 Craddock Hall
- B11 East Texas Bookstore
- B12 Ferguson Social Sciences/ University Auditorium (SS)
- B13 Fling Hall
- B14 Football Locker Room
- B15 Frank Young Education North (EDN)
- B16 Hall of Languages (HL)
- B17 Halladay Student Services Building
- B18 Heritage House/Lyday Heritage Gardens
- B19 Henderson Hall/University Police/ Health Services (HEN)
- B20 James Gee Library
- B21 Jerry D. Morris Recreational Center (MRC)
- B22 Journalism Building (JOUR)
- B23 Leberman Hall
- B24 McDowell Administration Building (BA)
- B25 Memorial Stadium
- B26 Music Building (MUS)
- B27 Neu Hall
- B28 New Pride Apartments
- B29 Nursing Building
- B30 Performing Arts Center (PAC)
- B31 Prairie Crossing Residence Hall
- B32 Pride Rock Residence Hall
- B33 Rayburn Student Center (RSC)
- B34 Science Building/Planetarium (STC)
- B35 Smith Residence Hall
- B36 Sorority & Womens Hall
- B37 Sowers Education South (EDS)
- B38 Student Access & Success Center (One Stop Shop)
- B39 University Field House (FH)
- B40 Wathena Temple Fine Arts Building (WTFA)
- B41 Webster Hall
- B42 Whitley Gymnasium
- B43 Whitley Residence Hall
- B44 Wray Hall

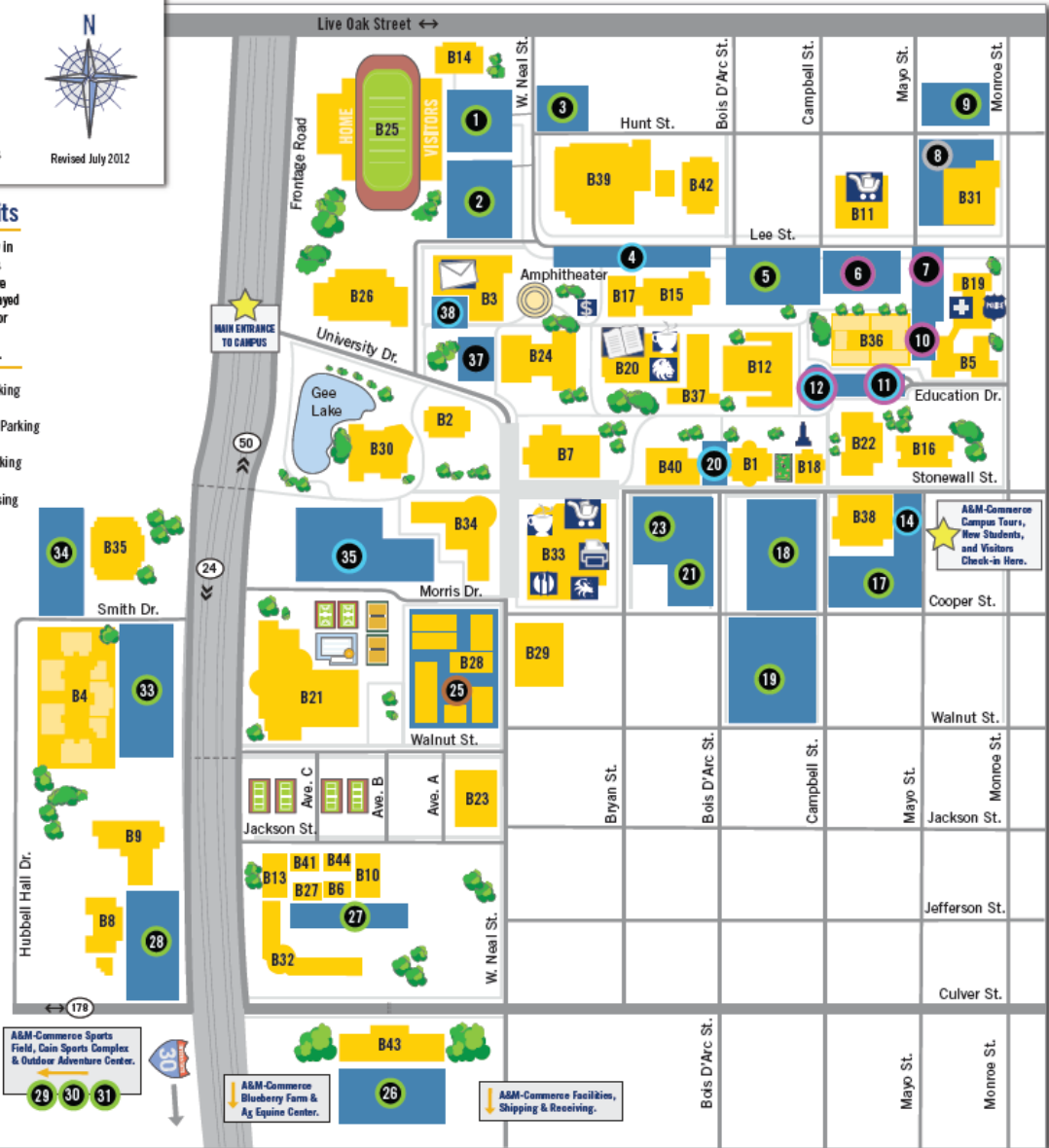
Parking Lot Permits

Campus parking is by permit only in many areas. Please observe signs and curb colors in lots and be sure you have the correct permit displayed in your vehicle's windshield. Visitor permits are available at the Cashier's Office in the B.A., (B24).

- Green Permits-Student Parking
- Blue Permits-Faculty/Staff Parking
- Purple Permits-Sorority Parking
- Silver Permits-Prairie Crossing
- Brown Permits-New Pride

Symbols

- Mail
- Print Services
- ATM
- Library/ Computer Lab
- Coffee
- Dining/ Food Court
- Professor Mayo Monument
- Health Services
- University Police
- Book Store
- Lion Card Services



FIRE STATISTICS (Calendar Year 2010)

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Injuries requiring treatment	Deaths	Property Value Damage
Smith Hall, 2201 Hwy 50	0	0	N/A	N/A	N/A	N/A
Berry Hall, 2301 Hwy 50	0	0	N/A	N/A	N/A	N/A
F1 Hall, 1600 Education Dr	0	0	N/A	N/A	N/A	N/A
F2 Hall, 1604 Education Dr	0	0	N/A	N/A	N/A	N/A
F3 Hall, 1606 Education Dr	0	0	N/A	N/A	N/A	N/A
F4 Hall, 1609 Lee St	0	0	N/A	N/A	N/A	N/A
F5 Hall, 1605 Lee St	0	0	N/A	N/A	N/A	N/A
F6 Hall, 1601 Lee St	0	0	N/A	N/A	N/A	N/A
Craddock Hall, 2501 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Bledsoe Hall, 2109 Jackson St	0	0	N/A	N/A	N/A	N/A
Neu Hall, 2115 Jackson St	0	0	N/A	N/A	N/A	N/A
Fling Hall, 2500 Hwy 50	0	0	N/A	N/A	N/A	N/A
Webster Hall, 2003 Jackson St	0	0	N/A	N/A	N/A	N/A
Wray Hall, 2001 Jackson St	0	0	N/A	N/A	N/A	N/A
Freeman Hall, 2500 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Workman Hall, 2501 S Neal St	0	0	N/A	N/A	N/A	N/A
Marshall Hall, 2508 W Halls Ave	0	0	N/A	N/A	N/A	N/A
C.V. Hall Hall, 2600 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Mitchell Hall, 2608 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Lutz Hall, 2601 W Halls Ave	0	0	N/A	N/A	N/A	N/A
McGill Hall, 2511 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Stone Hall, 2002 Culver St	0	0	N/A	N/A	N/A	N/A
Hart Hall, 2600 Hwy 50	0	0	N/A	N/A	N/A	N/A
Petty Hall, 2514 Hwy 50	0	0	N/A	N/A	N/A	N/A
Cowling Hall, 2051 Walnut St	0	0	N/A	N/A	N/A	N/A
Leberman Hall, 2001 Walnut St	0	0	N/A	N/A	N/A	N/A
Whitley Hall, 2001 Culver St	1	1	Unintentional – Electrical outlet	0	0	\$225

			overheated & burned mattress			
New Pride Apartments, 2000 Walnut St	0	0	N/A	N/A	N/A	N/A
Prairie Crossing Apartments, 1809 Monroe St	1	1	Unintentional – Cigarette butts caught fire in cigarette receptacle	0	0	\$0
Blueberry Farm Hall, 2965 Hwy 50	0	0	N/A	N/A	N/A	N/A

FIRE STATISTICS (Calendar Year 2011)

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Injuries requiring treatment	Deaths	Property Value Damage
Smith Hall, 2201 Hwy 50	0	0	N/A	N/A	N/A	N/A
Berry Hall, 2301 Hwy 50	1	1	Unintentional – Popcorn bag caught fire in microwave	0	0	\$0
F1 Hall, 1600 Education Dr	0	0	N/A	N/A	N/A	N/A
F2 Hall, 1604 Education Dr	0	0	N/A	N/A	N/A	N/A
F3 Hall, 1606 Education Dr	0	0	N/A	N/A	N/A	N/A
F4 Hall, 1609 Lee St	0	0	N/A	N/A	N/A	N/A
F5 Hall, 1605 Lee St	0	0	N/A	N/A	N/A	N/A
F6 Hall, 1601 Lee St	0	0	N/A	N/A	N/A	N/A
Craddock Hall, 2501 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Bledsoe Hall, 2109 Jackson St	0	0	N/A	N/A	N/A	N/A
Neu Hall, 2115 Jackson St	0	0	N/A	N/A	N/A	N/A
Fling Hall, 2500 Hwy 50	0	0	N/A	N/A	N/A	N/A
Webster Hall, 2003 Jackson St	0	0	N/A	N/A	N/A	N/A
Wray Hall, 2001 Jackson St	0	0	N/A	N/A	N/A	N/A
Freeman Hall, 2500 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Workman Hall, 2501 S Neal St	1	1	Unintentional – Heating element caused stove to catch fire	0	0	\$2,500
Marshall Hall, 2508 W Halls Ave	0	0	N/A	N/A	N/A	N/A
C.V. Hall Hall, 2600 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Mitchell Hall, 2608 W Halls Ave	0	0	N/A	N/A	N/A	N/A

Cowling Hall, 2051 Walnut St	0	0	N/A	N/A	N/A	N/A
Leberman Hall, 2001 Walnut St	2	1	Unintentional – Plastic dish rack on stove top ignited & melted when a burner inadvertently turned on	0	0	\$25
		2	Unintentional – Cigarette butts caught fire in cigarette receptacle	0	0	\$0
Whitley Hall, 2001 Culver St	2	1	Unintentional – Cigarette butts caught fire in cigarette receptacle	0	0	\$100
		2	Unintentional – Electrical outlet overheated during use & burned outlet	0	0	\$25
New Pride Apartments, 2000 Walnut St	1	1	Unintentional – Accumulated grease around burner ignited	0	0	\$50
Prairie Crossing Apartments, 1809 Monroe St	3	1	Undetermined – Trash dumpsters caught fire	0	0	\$1,500
		2	Intentional – Paper flyers on doors burned	0	0	\$50
		3	Intentional – Paper flyer in elevator burned	0	0	\$50
Blueberry Farm Hall, 2965 Hwy 50	0	0	N/A	N/A	N/A	N/A
Pride Rock Hall, 2513 W Halls Ave	0	0	N/A	N/A	N/A	N/A

FIRE STATISTICS (Calendar Year 2012)

Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Injuries requiring treatment	Deaths	Property Value Damage
Smith Hall, 2201 Hwy 50	0	0	N/A	N/A	N/A	N/A
Berry Hall, 2301 Hwy 50	0	0	N/A	N/A	N/A	N/A
F1 Hall, 1600 Education Dr	0	0	N/A	N/A	N/A	N/A
F2 Hall, 1604 Education Dr	1	1	Unintentional – small grease fire	0	0	\$0
F3 Hall, 1606 Education Dr	0	0	N/A	N/A	N/A	N/A
F4 Hall, 1609 Lee St	0	0	N/A	N/A	N/A	N/A

F5 Hall, 1605 Lee St	0	0	N/A	N/A	N/A	N/A
F6 Hall, 1601 Lee St	0	0	N/A	N/A	N/A	N/A
Craddock Hall, 2501 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Bledsoe Hall, 2109 Jackson St	0	0	N/A	N/A	N/A	N/A
Neu Hall, 2115 Jackson St	0	0	N/A	N/A	N/A	N/A
Fling Hall, 2500 Hwy 50	0	0	N/A	N/A	N/A	N/A
Webster Hall, 2003 Jackson St	0	0	N/A	N/A	N/A	N/A
Wray Hall, 2001 Jackson St	0	0	N/A	N/A	N/A	N/A
Freeman Hall, 2500 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Workman Hall, 2501 S Neal St	0	0	N/A	N/A	N/A	N/A
Marshall Hall, 2508 W Halls Ave	0	0	N/A	N/A	N/A	N/A
C.V. Hall Hall, 2600 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Mitchell Hall, 2608 W Halls Ave	0	0	N/A	N/A	N/A	N/A
Cowling Hall, 2051 Walnut St	0	0	N/A	N/A	N/A	N/A
Leberman Hall, 2001 Walnut St	0	0	N/A	N/A	N/A	N/A
Whitley Hall, 2001 Culver St	1	1	Unintentional – Lint in dryer vent was ignited during maintenance	0	0	\$0
New Pride Apartments, 2000 Walnut St	0	0	N/A	N/A	N/A	N/A
Prairie Crossing Apartments, 1809 Monroe St	1	1	Intentional – Paper flyers on doors burned	0	0	\$50
Blueberry Farm Hall, 2965 Hwy 50	0	0	N/A	N/A	N/A	N/A
Pride Rock Hall, 2513 W Halls Ave	1	1	Unintentional – A hot hair iron burned a pillow & towel	0	0	\$50

FIRE SAFETY POLICIES

Residence Halls & Apartments

Appliances and Equipment

Residence halls have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard. Small microwave ovens are permitted. Refrigerators which operate at a maximum of 115 volts are permitted in residence hall rooms. Only UL approved, sealed unit coffee makers and air popcorn poppers are allowed, but are not to be used for cooking purposes. Use of other appliances such as radios, TVs, stereos, desk lamps with non-halogen bulbs, or electric blankets are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennae of any type are permitted. Unauthorized appliances will be confiscated and stored until the student checks out. The student will be charged \$25.00 for each appliance confiscated.

The following appliances are not permitted: ***(other appliances not listed must be approved by the HD in advance of being in the room)***

1. Halogen lamps of any kind
2. Hot plates
3. Deep fryers
4. Broilers
5. Freezers
6. Space heaters
7. Potpourri pots
8. Sun lamps and tanning beds
9. Any open faced or heating appliance
10. Personal BBQ grills
11. Toaster ovens

In apartments that are equipped with dishwashers, please use the correct cleaning products. Do not use liquid dish soap in place of detergent that is made for dishwashers. In apartments that are equipped with garbage disposals, please take care to keep them in proper working order. Run water in the disposal side of the sink as you are using the disposal. Do not put things such as lettuce, rice and grease in the disposal. Large amounts of food should be put in the trash. Run ice through the disposal about every two months to sharpen the blades.

Cooking

In accordance with the residence hall appliance procedures, cooking in the residence halls is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. For the list of approved cooking appliances, please see "Appliances." Cooking is allowed in hall kitchens. Microwaves are for cooking only. Do not put any type of metal in the microwaves. Also, do not try to dry any type of clothing product in the microwaves, as you may start a fire.

Community Kitchens must be kept clean at all times (dishes clean, food stored properly, etc.) Violation of community standards will be handled judicially, which could include a minimum fine of \$50.00 and disciplinary action.

Decorations

Decorations are encouraged as long as they do not create health or fire hazards or damage the apartment/room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures, smoke detectors, sprinkler heads or exit signs. Tension rods may be used to hang curtains. Thumb tacks and pushpins are highly recommended for hanging purposes. Residents will assume responsibility for any damage beyond normal wear and tear. Single strand lights with small bulbs may be used, but more than one strand may not be connected together at any time. **Do not use double-sided tape on any surface as it will cause excessive damage.** If a resident wishes to use an adhesive, 3M Command Adhesives are recommended as they have been found to be removed easily. Contact a residence hall staff person for further details. To comply with Fire Marshal regulations, only 20% of each side of room doors may be decorated.

Electrical Power Strips and Extension Cords

Do not overload electrical circuits. Electrical power strips used on RLL property must conform to the following requirements. The device must have a cord assembly, multiple grounded outlets, a 15-amp circuit breaker or fuse, housed together in a plastic case with a common plug, and UL listed. All other multiple plug adaptors, extension cords, and outlet extenders are strictly prohibited. It is the student's responsibility to check with the HD to see if the device is acceptable prior to use. Violation of this policy will result in disciplinary action and the item will be confiscated and stored until time of check-out. Approved surge protector/power strips are available for checkout at most front desks while supplies last. Residents may use one approved surge protector/power strip per 2 outlet source (wall plate).

Emergency/Safety Equipment and Fire Alarm Systems

The paths to the exit door, windows, and all safety appliances and vents should be kept clear at all times throughout the living unit. Tampering, damaging, or inhibiting the use of emergency/safety equipment including propping open doors in any residence hall, is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes but is not limited to fire extinguishers, heat and smoke detectors, exit lights or panels, emergency exits, fire alarm pull stations or designated emergency doors. Tampering with emergency/safety equipment could endanger everyone. All cases of tampering with the equipment and security cameras will be documented and handled judicially, which could result in a minimum fine of \$250.00. A second offense will result in the resident being referred to the Office of Judicial Affairs.

Fireworks/Explosives/Hazardous Materials

Fireworks, smoke bombs, and explosives of any kind are not permitted in the residence halls or on campus. Please see the University Police Department for more information. There are no exceptions to this policy. Possession of items violating this policy will result

in immediate confiscation and will be handled judicially, which could result in a minimum fine of \$25.00 and disciplinary action.

Halogen Lamps

Due to fire safety codes, all kinds of lamps that contain halogen bulbs are not permitted in any residence hall rooms. Halogen light bulbs can reach temperatures over 1000° F. Violations of this policy will be handled judicially, which could result in a minimum fine of \$25.00 and disciplinary action.

Open Flame/Candles/Incense

Candles, incense, fireworks (all types, including sparklers) are considered to be an open flame and, therefore, a fire hazard. These items are prohibited both inside and outside all residence hall properties, including parking lots. Possession of items violating this policy will result in immediate confiscation and will be handled judicially, which could result in a minimum fine of \$25.00 and disciplinary action. *Candles for decorative purposes only are allowed, given that the wick is completely removed.*

Smoking

Smoking of any substance is prohibited in all RLL facilities; this includes porches, balconies, stairwells, sidewalks, and enclosed inner courtyards. Smoking is permitted in the designated smoking areas 10 feet away from buildings.

The smell of smoke and/or evidence of butts/ashes found in a resident's room will be considered a violation of this policy. Violations of the smoking policy will be documented and handled judicially, which could result in a minimum fine of \$100.00 for the first offense. All subsequent violations will be handled judicially and will include the cost of rehabilitating the room and could result in reassignment. Residents will be held responsible for the actions of their guests.

FIRE DRILL AND EVACUATION PROCEDURES

Fire Drills

Emergency evacuation drills are conducted twice during each semester a residence hall is occupied. Residential Living and Learning 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.

On-Campus Student Housing Evacuation

Each building is equipped with a fire alarm system. They are there for residents' protection and residents should not tamper with them. Fire drills are conducted to familiarize the residents with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. During fire alarms, residents are highly discouraged from leaving the parking lot in their vehicle. Driveways must be clear for emergency vehicles access. Failure to respond to a fire alarm will result in disciplinary action, which could include a \$50 fine. All cases of tampering with the system will be documented and handled judicially, which could result in a minimum

fine of \$250. A second offense will result in the resident being referred to the Office of Judicial Affairs.

If a fire alarm sounds, residents should:

1. Close their windows.
2. Check their door or doorknob. If it is hot, do not open, call 911. If it is cool, exit cautiously and close and lock your door.
3. Walk quickly, but in an orderly manner, through the exit to the hall's assigned location.
4. Do not re-enter the building until told to do so by an RLL staff member.

Additional tips include: When time is available or if smoke is present in the corridor, residents could:

1. Quickly put on a coat and hard soled shoes
2. Take a wet towel to put over the face to prevent smoke inhalation.
3. Take keys and University ID card.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

Texas A&M University-Commerce offers the following fire safety education and training programs:

- Hall Directors and Resident Assistants are provided hands-on fire extinguisher training annually.
- All students are provided fire safety and prevention information at each New Student Orientation.
- All students are provided copies of the Residential Living & Learning Handbook which contains fire safety and prevention information.
- All students are provided access to the fire safety and prevention training available on the website www.Igot2kno.org.
- In conjunction with the Texas State Fire Marshal's office, implemented the "Have An Exit Strategy" program through the distribution of brochures, magnets, buttons, door hangers, public service announcements, and through the publication of the link for the website www.haveanexitstrategy.com.



FIRE SAFETY INSPECTION PROGRAM

Texas A&M University-Commerce conducts several levels of fire and life safety inspections in all of our residence halls and apartment facilities. RLL staff will conduct Health and Safety Inspections four to six times a year. These checks will be announced and are made to ensure that:

1. University property is being used properly;

2. Reasonable standards of room cleanliness, safety, and sanitation are being observed;
3. Maintenance needs are reported;
4. RLL procedures are being observed;
5. All directives of the State Fire Marshal are being observed.

Inspections of fire doors, fire extinguishers, exit signs, and emergency lighting are conducted in all common areas on a monthly basis.

In addition, the University Safety Department conducts inspections, testing, and maintenance of fire safety equipment in compliance with the requirements of the National Fire Protection Association.

PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY

(if determined necessary)

No plans determined necessary as of the release date of this report.

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. These individuals also can provide additional information about this report.

Michael Stark
Associate Director
Residential Living & Learning
Michael.Stark@tamuc.edu
(903) 886-5795

John Harris
Environmental Manager
Department of Safety
John.Harris@tamuc.edu
(903) 468-3129

Jason Bone
Lieutenant
University Police Department
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(903) 886-5866