



Campus Fire Safety Right-to-Know

2011-2012

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Campus Fire Safety Awareness

The safety of all members of the university community is of paramount concern to the University of North Texas.

Through the teamwork of the university and campus community, UNT consistently strives to be among the safest large college campuses in Texas. We work to achieve this by developing a partnership with students, administrators, faculty, and staff. With a university population of more than 40,000, the UNT campus is reflective of the communities it serves and not immune to societal problems.

Preventing fires in any community is a tough job. Success in fire prevention and safety at UNT depends in large part on the education and participation of the campus community. The campus community is provided information about safety programs and services, but is advised that they are ultimately responsible for their own safety. The university publishes this report annually concerning fire safety and fire statistics. Additionally, inside the report information is provided on how to report fires and important fire-related university policies, procedures and activities.

It is the policy of UNT to provide an environment conducive to an educational mission; thus any conduct that is prohibited by state, federal, or local law and impacts fire safety is subject to discipline under the provisions of policies stated in the Policies of the University of North Texas, Code of Student Conduct and Housing Handbook, as appropriate. The university monitors and reports to area law enforcement agencies any illegal conduct of students, faculty, or staff on university premises or off-campus locations. In addition, university officials may refer any evidence of illegal activities to the proper local, state, or federal authorities for review and potential prosecution.

Copies of this report may also be obtained from UNT Risk Management Services (RMS) or the Office of the Vice President for Student Affairs. To view the report online, visit:

http://studentaffairs.unt.edu/fire_safety/index.html

Annual Disclosure of Crime Statistics

The university coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, the university notifies all enrolled students and employees, via email or campus mail, that they can view the report online. Copies of the report also may be obtained from the UNT Police Department (UNT PD) or the Office of the Vice President for Student Affairs. Prospective employees may obtain a copy of the report from Human Resources. Prospective students may obtain a copy of the report from the Office of Admissions. Students at UNT Dallas may obtain a copy of the report from UNT Dallas Student Affairs Office.

To view the report online, visit:

<http://studentaffairs.unt.edu/clery.html>

Fire Prevention and Response

Procedures for Student Housing Evacuation

Residence Halls

The fire alarm sound in a residence hall is three (3) intermittent bursts. In the event of an actual emergency or a periodic emergency drill, all residents and their guests are required to follow Housing and university safety regulations and must evacuate the building. Each floor in residence halls has a specific designated location outside the building to meet during an evacuation known as a Designated Assembly Area. At the beginning of each semester and immediately following a drill, residents are given information and training regarding evacuation procedures, but are not trained or told to attempt to suppress a fire. Source: UNT Housing Handbook.

Residents are to exit the building through the nearest exit, closing doors behind them, and go to the designated assembly area outside of their residence hall to await further instruction and to call their emergency contact as soon as possible and let them know they are safe. Resident Assistants (RAs) are to attempt to notify wing residents of an alarm or fire, activate an alarm if necessary, and assist residents, including those with special needs, in exiting the building. Once outside, RAs are to obtain a roll sheet of residents from front desk staff and perform a roll call to determine any residents not present. Hall Directors, once on location, are to obtain a situation report from front desk staff and establish order among evacuees and staff. The Hall Director will coordinate activities, including attempting to contact residents not present and contacting Housing administration and police officials.

Greek Housing

Greek Life instructs all residents to immediately attempt to exit the building in a safe manner through the nearest exit on notification of a fire in the building, leaving personal belongings behind. When possible, if a resident believes a small fire may be extinguished in the immediate area, the resident is instructed to attempt to extinguish the fire. Residents are told to use caution in attempting an exit, feeling on doors and door knobs, staying low to the ground or crawling, and retreating if smoke and/or fire blocks the path to escape. Any resident who is not able to exit the building should attempt to notify responders or persons outside of the building by phone and/or physical means (sheets hung on a window, for example). Residents are cautioned to use care in escaping from a second story window, and not to attempt a jump from a higher location.

Upon exiting the building, residents are to gather/meet up at a previously designated area for the Greek housing facility, which may be found in the list of Designated Assembly Areas found below or on the UNT Emergency Planning website (<http://emergency.unt.edu/>). A head count should be done by any of the residents or the house manager, and 911 should be called by any of the residents. Additionally, fire systems available within the building are equipped to notify the UNT Police Department in case of a fire.

This information may be found in UNT Greek Life's "Fraternity/Sorority Housing Policies & Procedures". For more information and to find a link to this document, see the Fire Safety Education and Training section of this document.

List of Designated Assembly Areas, by Residence Building

In the event of a fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact an RA to let him or her know you are safe and inform them of your whereabouts.

Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. See the building's Evacuation Plan and Map for area of refuge locations (linked below).

Evacuation Plans and Maps

RMS provides evacuation plans and maps of university facilities and residence halls on the RMS emergency planning website, http://emergency.unt.edu/site/emergency_planning/evacuation_and_shelter_maps.

Building Name	Designated Assembly Area
Bruce Hall	Residents should congregate in parking lot 9 north of Bruce Hall.
Clark Hall	Residents should congregate in parking lot 27 north of Clark Hall.
College Inn	Residents should congregate in parking lot 7 southeast of College Inn.
Crumley Hall	Residents should congregate in the Willis Library Mall.
Honors Hall	Residents should congregate east of the Gateway Center building.
Kerr Hall	Residents should congregate at the northeast corner of Kerr Beach east of Kerr Hall.
Legends Hall	Residents should congregate in parking lot 7 east of Legends Hall.
Maple Hall	Residents should congregate in the southeast corner of parking lot 23 south of Maple Hall.
McConnell Hall	Residents should congregate in parking lot 7 north of McConnell Hall.
Mozart Square	Residents should congregate in the southeast corner of parking lot 29.
Sante Fe Square	Residents should congregate in parking lot 20 south of Traditions Hall.
Traditions Hall	Residents should congregate in parking lot 20 south of Traditions Hall.
Victory Hall	Residents should congregate in parking lot 80 southeast of Victory Hall.
West Hall	Residents should congregate in parking lot 17 north of West Hall.
Fraternity Row Buildings	All building occupants should proceed to parking lot 40 north of Maple Street.
Sorority Row Buildings	All building occupants should proceed to the west end of parking lot 39 west of the building.

Fire Services, Fire Systems and Life Safety Inspections

Firefighting services are provided 24 hours a day by the Denton Fire Department (DFD) for campus.

Facilities Fire Systems is responsible for the management, plan review, contractor supervision, installations/retrofits, service, inspection, and testing of the fire sprinkler systems, fire alarm systems, special hazard systems, kitchen suppression systems, and fire extinguishers for all university owned and leased facilities, and provides plan reviews and contractor supervision of new construction.

RMS conducts life safety inspections of residence halls and enforces state fire safety regulations in all university owned and leased facilities.

Procedure for Reporting a Fire

In case of fire, call 911. Fires reported through 911 or through UNT PD Dispatch are reported to the RMS Emergency and Safety Services Manager for inclusion in the Fire Log.

Per federal law, UNT is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in any university building, including on-campus student residence facilities. These are fires for which you are unsure whether the UNT Risk Management Services department 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:

UNT Police Department Dispatch	(940) 565-3003
RMS Emergency and Safety Services Manager	(940) 369-8104

When calling, please provide as much information as possible about the location, date, time and cause of the fire, as well as any property damage that occurred and any injuries that may have resulted from the fire.

All fires that occur must be reported as soon as possible, including minor fires not requiring emergency response.

Fire Log

UNT maintains a log of all fire occurrences. The fire log is available by contacting RMS at (940) 565-2109, or by visiting the RMS offices at 700 North Texas Blvd, Denton, Texas, 76203. The log is maintained by Tommy Jones, RMS Emergency and Safety Services Manager, who may be contacted by phone at (940) 369-8104, or by email at Tommy.Jones@unt.edu. The main RMS phone number is (940) 565-2109.

Regular Mandatory Supervised Fire Drills

Fire Drills

Each semester every residence hall and Greek house conducts at least one fire drill to prepare and instruct residents on correct evacuation procedures. Residence hall and Greek housing fire drills are planned and conducted by Housing Residence Life or the Office of Greek Life. A total of 53 supervised fire drills were conducted in residence halls in the calendar year 2010.

Fire Safety Education and Training

Residence Halls

UNT Housing, Auxiliary Services Maintenance and Operations, and Facilities Fire Systems provide annual fire safety training to residence hall directors and resident assistants (RAs) covering procedures and the operation of fire extinguishers, fire alarm systems, and fire sprinkler systems. RAs provide fire safety training to students living in residence halls during semester wing meetings with the assistance of Facilities Fire Systems.

Greek Life

In Greek housing, an annual meeting is held to provide training and information to all house managers, an undergrad designee from each fraternity or sorority with on-campus Greek housing. In this meeting, held in August of each year, fire safety policies and procedures are discussed, including handing out and reviewing UNT Greek Life's "Fraternity/Sorority Housing Policies & Procedures", a document that provides specific instructions on how to handle fires, evacuate buildings, and what to do in case a resident is unable to exit a room in the event of a fire.

This document also includes basic fire and other safety measures that Greek residences are encouraged to observe, including conducting one fire drill per long semester, observing local fire codes and regulations, the prohibition of candles when possible, and the establishing of basic fire safety suggestions to include a "No Smoking" policy, proper electrical circuit loads, and the installation of fire alarm/sprinkler systems and extinguishers. Each house manager has the responsibility to provide the information found in this document to each member of the Greek organization at the beginning of the Fall semester.

To view the "Fraternity/Sorority Housing Policies & Procedures" online, visit:

http://greeklife.unt.edu/sites/default/files/pdf/greek%20report/housing_policies_procedures_6-6-11.pdf

Vocation-Specific

RMS provides hot work training to the Facilities Maintenance and Auxiliary Services Maintenance and Operations departments as well as other campus departments as requested. Facilities Fire Systems assists when the disabling of fire systems protection is needed.

General

Facilities Fire Systems upon request provides literature and training for the "Get Out and Stay Alive Program for College and Universities", sponsored by FEMA US Fire Administration, and provides the National Fire Protection Agency College Campus Fire Safety tip sheet. Facilities Fire Systems also provides training to faculty and staff upon request.

RMS Emergency Services staff provides First Aid, Automatic External Defibrillator (AED) and Cardio Pulmonary Resuscitation (CPR) training to any internal faculty, staff, student, or external party upon request. RMS also provides materials and handouts as part of the State Fire Marshal Office's "[Have an Exit Strategy](#)" awareness campaign.

Students, Faculty and Staff

RMS provides online access to basic fire safety information covering what to do in case of a fire, location of evacuation plans and maps, and where to report a fire incident. To view the information, visit the following web address:

http://emergency.unt.edu/site/emergency_planning/evacuation_maps

Safety Policies and Rules

University Policies

UNT Policy Manual 9.8 - Policy on Smoking, Food and Beverages on Campus and in Leased Facilities

UNT bans smoking in all university owned or leased facilities, including all residence halls, with the exceptions of smoking studies conducted in specially engineered and approved rooms and multi-family dwellings owned by the university. All smoking is limited to areas not within 25 feet of a doorway or ventilation intake. Smoking receptacles are provided throughout campus for proper extinguishing of cigarette butts.

UNT Safety Manual

Places of Assembly and Event Safety

A "Place of Assembly" is defined as an "occupancy (1) used for a gathering of 50 or more persons for deliberation, worship, entertainment, eating, drinking, amusement, awaiting transportation, or similar uses; or (2) used as a special amusement building, regardless of occupant load" (National Fire Protection Agency).

The [UNT Safety Manual as provided by RMS](#) specifies safety rules under "Places of Assembly" that govern measures to ensure safety. These include:

- Where smoking is permitted (outdoors and in approved indoor areas), there will be provided proper ashtrays, and at other convenient places approved noncombustible ashtrays or match receivers.
- Fire extinguishers will be visible and accessible at all times.

- No person will permit overcrowding or admittance of any person beyond the approved capacity of any place of public assemblage.
- No person will cause or permit any open flame to be used in any place of public assembly except when used in conjunction with approved heating or cooking appliances, or with special approval from the RMS office.

Requests for information or reports of incidents concerning places of assembly are to be presented to the RMS office, (940) 565-2109. The Event Safety Committee reviews student events for compliance with policy, guidelines and regulations, including events that occur in residence halls and associated facilities.

UNT Housing Handbook

The UNT Housing department publishes the Housing Handbook in an online format that contains rules for conduct and responsibilities of residence hall residents.

Safety checks

Resident assistants (RAs) conduct safety checks of every resident room once a month. RAs test smoke detectors, ensure the safe use of extension cords, and look for potential fire hazards such as candles, incense, or appliances with exposed heating elements, or other items not approved by Housing. Items which pose a safety hazard will be confiscated.

Fire equipment

Fire and safety equipment must function properly when it is needed; therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights;
- Tampering with or pulling a fire alarm under false pretenses;
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperative;
- Propping open stairwell fire doors or tampering with corridor fire doors (fire doors inhibit the travel of smoke, toxic gases, heat, and fire from the area of origin);
- Obstructing halls and stairwells with furniture, debris, and/or other items.

Smoking

University policy prohibits smoking indoors on campus, and prohibits smoking within 25 feet of any building entrance. Additionally, the Housing Handbook stipulates that no ignition of any substance in the residence halls, balconies or exterior stairways is permitted, with fines and penalties levied on offenders. Residents are responsible for discarding ashes and cigarette butts in appropriate receptacles.

Appliances and extension cords (including space heaters, lamps and electrical equipment)

Appliances, including cooking appliances, are strictly controlled. Use of an appliance is allowed if safe in structure (such as UL-approved), limited to 1000 watts or less (1500 watts for space heaters), and properly maintained. Reference the Housing Handbook for appliance adapters that are allowed.

Only space heaters that are UL-listed with automatic turn-off and tip-over safety cut-offs are allowed. Extension cords must be approved by Housing for use, and multi-plug adaptors must feature an inline fuse or

circuit breaker. Daisy-chaining (plugging an extension cord or power strip into another) is not allowed. String holiday lights are prohibited for use inside and outside of resident rooms.

Restrictions are placed on the type of lamps allowed for use. Lava lamps, black lights, and non-halogen desk lamps are allowed; any other types are not allowed. Scent producers are forbidden, including candles, wax burners, incense, incense burners, heated elements (including wickless candles and light bulb rings), and plug-ins with an extra outlet. Violators of this rule may be assessed fines.

Explosives/flammable fluids

Residents may not possess firecrackers, fireworks, explosives, flammable fluids/chemicals/materials, or pyrotechnics of any nature on university premises.

Open flame burning

Candles are strictly forbidden; odor-producing paraphernalia requiring the use of open flames, including all candles and incense, are fire safety hazards and are prohibited. Gas and charcoal grills are strictly prohibited, including on balconies, except where fixed outdoor grills are available for resident use.

Decorations

Resident room decorations must comply with Housing policies and must not create health or fire hazards or cause damage to the room. For fire safety purposes, residents may not block vents, peepholes, or windows. The placement of signs and amount of signs or postings on resident doors is controlled. Additional restrictions are placed on holiday decorations and associated trees, greeneries, wall and door decorations, string lights, and candles and anything producing an open flame. Decorations may also not block or obstruct fire equipment or exits.

Plans for Future Improvements in Fire Safety

UNT Facilities Fire Systems

ONYXWorks is a next generation life safety and building integration system for monitoring fire and other facility information over a proprietary network. Facilities Fire Systems in 2010-2011 added eight buildings to the ONYXWorks network and in 2011-2012 will add the following eleven building's fire alarm systems (including six residence halls) to the network:

- Bruce Hall
- Clark Hall
- Coliseum
- College Inn
- Crumley Hall
- Eagle Student Services Center
- Hurley Administration
- Maple Hall
- McConnell Hall
- Murchison Performing Arts Center
- Speech and Hearing

Residence Hall Fires

Fires are reported below by calendar year.

2008

Residence Hall	Date/Time	Cause of Fire	Location	Value of Property Damaged	Injuries/Deaths
Clark Hall Grill	9/15/2008 6:30 pm	Unattended cooking operation	Kitchen area	\$1,025	None
McConnell Hall	11/21/2008 4:05 pm	Unattended cooking operation	Third floor resident room	No property damage	None

2009

Residence Hall	Date/Time	Cause of Fire	Location	Value of Property Damaged	Injuries/Deaths
West Hall Café	3/24/2009 8:30 pm	Kitchen fire/defective appliance	Kitchen area	\$100	None

2010

Residence Hall	Date/Time	Cause of Fire	Location	Value of Property Damaged	Injuries/Deaths
Kappa Alpha	1/1/2010 12:55 am	Structure fire/undetermined	Second floor balcony	\$2,000	None

Description of Fire Protection Equipment

Residence Hall Fire Protection Equipment

Building Name	Alarm System	Fire System Monitoring	Sprinkler System	Standpipe System	Sprinkler Coverage	Smoke Detection	Fire Extinguishers	Fire Drills (2010 [^])
Bradley Street Apts#	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Bruce Hall	Yes	UNT PD	No	No	None	Yes	Yes	2
Clark Hall	Yes	UNT PD	No	No	None	Yes	Yes	2
College Inn	Yes	UNT PD	No	No	None	Yes	Yes	2
Crumley Hall	Yes	UNT PD	No	No	None	Yes	Yes	2
Honors Hall	Yes	UNT PD	Yes	Yes	Full*	Yes	Yes	2
Kerr Hall	Yes	UNT PD	Yes	Yes	Full	Yes	Yes	2
Legends Hall	Yes	UNT PD	Yes	Yes	Full	Yes	Yes	2
Maple Hall	Yes	UNT PD	No	No	None	Yes	Yes	2
McConnell Hall	Yes	UNT PD	No	No	None	Yes	Yes	2
Mozart Square	Yes	UNT PD	Yes	Yes	Full	Yes	Yes	2
Sante Fe Square	Yes	UNT PD	Yes	Yes	Full	Yes	Yes	2
Traditions Hall	Yes	UNT PD	Yes	No	Full	Yes	Yes	2
Victory Hall	Yes	UNT PD	Yes	Yes	Full	Yes	Yes	2
West Hall	Yes	UNT PD	No	No	None	Yes	Yes	2

[^] For calendar year 2010.

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

Use of Bradley Street Apartments, a multi-family dwelling, was discontinued in summer 2010.

Greek Residence Fire Protection Equipment

Building Name	Alarm System	Fire System Monitoring	Sprinkler System	Standpipe System	Sprinkler Coverage	Smoke Detection	Fire Extinguishers	Fire Drills (2010 [^])	Notes
Phi Kappa Sigma	Yes	UNT PD	Yes	No	Full*	Yes	Yes	1	919 Maple St. (Fraternity House A)
Delta Sigma Phi	Yes	UNT PD	No	No	None	Yes	Yes	1	929 Maple St. (Fraternity House B)
Sigma Nu (Pi Kappa Alpha)	Yes	UNT PD	No	No	None	Yes	Yes	1	1003 Maple St. (Fraternity House C)
Kappa Sigma	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	1009 Maple St. (Fraternity House D)
Sigma Phi Epsilon	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	1025 Maple St. (Fraternity House E)
Sigma Chi	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	801 S. Welch St. (Fraternity House F)
Kappa Alpha	Yes	UNT PD	No	No	None	Yes	Yes	1	811 S. Welch St. (Fraternity House G)
Pi Beta Phi	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	510 Bernard St. (Sorority House A)
Alpha Phi	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	905 W. Prairie St. (Sorority House B)
Alpha Delta Pi	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	911 W. Prairie St. (Sorority House C)
Zeta Tau Alpha	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	917 W. Prairie St. (Sorority House D)
Kappa	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	923 W. Prairie St. (Sorority House E)
Delta Gamma	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	994 W. Highland St. (Sorority House F)
Kappa Delta	Yes	UNT PD	Yes	No	Full	Yes	Yes	1	990 W. Highland St. (Sorority House G)

[^] For calendar year 2010; Greek residence mandatory fire drills began in September 2010.

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