



Department of Public Safety

2008 Annual Campus Fire Safety 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 statistics. The following public disclosure report details all information required by this law as it relates to the Bucknell University.

General Statement of University Owned/Controlled Student Housing

At Bucknell University, all buildings to include residential facilities are completely protected by an integrated fire alarm system, which is monitored 24 hours a day, seven days a week by our onsite UL listed monitoring station at Public Safety. Of the 32 residential housing units and Fraternities, 25 of them are fully sprinklered. The buildings are also equipped with emergency generators that are designed to automatically activate whenever there is a power loss. These generators will operate life safety systems including all fire safety equipment, sprinkler systems, hallway lighting, emergency exit doors, and lighting in all emergency exit stairwells.

All dormitory residents (including those with special needs) and residence halls staff receive fire safety training at the beginning of each semester. In addition, the Resident Advisors on each floor of each residence hall review emergency and evacuation procedures regularly with the occupants of each respective residence hall. Each resident has access to an electronic copy of the Student Handbook online at the Bucknell University web site which includes Residence Halls Safety and Security Information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Fire drills are conducted twice per year in accordance with the requirements included in the Higher Education Opportunity Act (Public Law 110-315).

Basic fire safety instruction is offered to all new and existing employees. Additional training is provided periodically and coordinated by the Bucknell University Safety Services and Public Safety Office.

In an attempt to assist the privately/independently owned fraternities in providing appropriate living environments which maintain acceptable living conditions, health requirements and safety standards for students residing in fraternity houses, the fraternities must comply with the following inspection policies (outlined in the annual *Bucknell University Student and Employee Handbooks*). Each House Corporation is required to have an annual fire safety inspection conducted by a licensed and certified fire safety inspector. This inspection is carried out by a division of our insurance carriers and or by the county Code Enforcement office. The inspection is to be completed during the summer months and a copy of the inspection report must be submitted to the Office of the Dean of Students no later than September 15. Each organization is responsible for the costs of the inspections. It is the responsibility of each fraternity to ensure that its members maintain acceptable living conditions. As part of this responsibility, each fraternity should take all necessary steps to maintain its property in a safe, clean, and sanitary condition. Failure to comply with this policy could result in various penalties and sanctions, including closure by the

University. Starting in the fall semester of 2009 all fraternity organizations will have their common areas inspected monthly to help insure and maintain a safer living environment for all residents.

Specific Fire Prevention Related Policies

It is the policy of Bucknell 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 and (2) increasing the fire safety awareness of employees and students by conducting periodic training on basic fire safety.

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 adopted by the Commonwealth of Pennsylvania and the local Authority Having Jurisdiction (AHJ). The Bucknell University Safety Services Office conducts fire safety inspections of all University buildings. Some buildings may be inspected more frequently as deemed necessary. A copy of the completed Fire Inspection Report for each building will be forwarded to the appropriate department responsible for maintaining fire safety compliance of that building. The responsible department will be expected to correct any deficiencies and notify EHS by returning a copy of the report indicating the date (as determined by the AHJ) when each deficiency was corrected. Safety Services Office will conduct a follow up inspection to verify correction of all deficiencies once notification has been received.

Basic fire safety instruction will be provided during New Employee Orientation. Additional training is available through our computer based learning program on the Safety Services and Human Resources web site, or by request from a department or group of employees. Basic fire safety instruction is provided to all students 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) Academic Buildings: one/semester, (2) Residence Halls (Dormitories): one/semester.

Bucknell University Police Department will coordinate with Safety Services, the William-Cameron Fire Department and / or local law enforcement any investigation of each fire incident beyond accidental or non-criminal causes on an as needed basis.

To minimize the potential for fires at the Bucknell University, it is the policy of the Bucknell University (outlined in the annual *Bucknell University Student and Employee Handbooks*) to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other University policies 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, is strictly prohibited. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbecue grills 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 (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 or prior to the University's annual holiday closure. 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 prior to the University's annual holiday closure. 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 Bucknell University, it is the policy of Bucknell University (outlined in the annual *Bucknell University Student and Employee Handbooks*) to prohibit the use of the following items in any University owned or operated indoor facility, 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 skillets, electric woks, griddles, sandwich makers/grills, Toaster ovens and other similar type products (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.

**** Allowed usage exceptions include:**

- The "cooking" and "warming" options exclude cooking and warming done in areas designed and built for such purposes such as kitchenettes and only while the use of these devices are monitored by those using the appliances
- Portable Space Heaters are allowed for the Animal Behavior Program for the comfort and well-being of the research animals under its care.

Statistical Report

The 2008 statistics are printed as reported to the Bucknell University Department of Public Safety. The statistics were valid at publication, but may not reflect current trends.