

# FIRE SAFETY

## **Campus Fire Safety Right-to-Know**

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.

## **Fire Log**

Westfield State University Department of Public Safety/Police maintains a fire log with the date that the fire was reported and any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time and general location of each fire.

## **If You Discover a Fire**

Dial 911 - Make sure that the call is made from a safe location outside of the building and provide the dispatcher with your name, the location of the incident and the nature of the emergency.

Any fires that were quickly extinguished or any evidence of recent fires in any university building or property must be reported to the Department of Public Safety, any Office of Residential Life Staff or the Office of Facilities and Operations.

## **Fire Safety System**

Residential housing and all other buildings on campus are equipped with several fire detection and prevention systems.

All Residential Buildings have an automatic sprinkler and fire alarm system. When a fire alarm is activated, it is received at the Department of Public Safety/Police Dispatch Center along with the City of Westfield Fire Department Dispatch Center. All university buildings also have smoke/heat detectors, fire extinguishers and alarm pull-stations.

## **Fire Drills**

The Department of Public Safety, along with the City of Westfield Fire Department, conducts fire drills in every residential hall once a year. The Office of Facilities and Operations test the fire alarm system in all University buildings once a year.

## **Evacuation Procedure**

All students, faculty and staff should quickly exit the building when a fire alarm is activated. Leave the building by using the nearest exit and move safely away from the building (at least 25 feet) The Department of Public Safety or other college officials will notify the evacuated persons as soon as practical of areas for temporary shelter.

## **Fire Safety in Student Housing**

Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle warmers, and potpourri pots. Grills used for outside cooking must be used at least 25 feet from all buildings. Candles incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.

Additional information on Fire Alarms and Fire Safety can be found at <http://catalog.westfield.ma.edu/content.php?catoid=13&navoid=584>

### **Smoking**

All Residential Areas are completely smoke and tobacco free.

### **Education and Training**

Basic fire safety instructions are provided to the parents and students who attend orientation programs. Additional education/training information is provided by The Department of Public Safety upon request from all students, faculty and staff.

### **Fire Extinguisher: 101**

Before using a fire extinguisher, be sure to read the instructions before it's too late. Although there are many different types all of them operate in a similar manner

**Pull the Pin** at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

**Aim at the base of the fire**, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

**Squeeze the lever slowly**. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

**Sweep from side to side**. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!

Fire Safety websites

[www.usfa.fema.gov](http://www.usfa.fema.gov) (U.S. Fire Administration)

[www.campus-firewatch.com](http://www.campus-firewatch.com) (Campus Fire Watch)

[www.Igot2kno.org](http://www.Igot2kno.org) (Campus Fire Safety

Information) [www.nfpa.org](http://www.nfpa.org) (National Fire Protection Assoc.)

Scroll down for Westfield State University student housing fire statistics.

## 2017 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	1	Discarded of cigarette in trash can	0	0	\$5	
Davis	0		0	0	0	
Dickinson	1	Ignited hand sanitizer	0	0	\$5	
Lammers	0		0	0	0	
Lansdowne	0					
New Hall	0		0	0	0	
Scanlon	0		0	0	0	
Seymour	0		0	0	0	
University Hall	0					
Welch	0		0	0	0	

## 2016 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	1	Unknown person burnt toilet seat	0	0	\$30	
Davis	0		0	0	0	
Dickinson	0		0	0	0	
Lammers	0		0	0	0	
Lansdowne	0		0	0	0	
New Hall	0		0	0	0	
Scanlon	1	Computer charger overheated	0	0	\$350	
Seymour	0		0	0	0	
University Hall	2	Toaster oven fire charger ignited, animal bedding	0	0	\$50 \$10	
Welch	0		0	0	0	

## 2015 Student Housing Fire Statistics

Hall	Fires	Cause of Fire	Deaths	Injuries	Damage	
Conlin	0		0	0	0	
Courtney	0		0	0	0	
Davis	0		0	0	0	
Dickinson	0		0	0	0	
Lammers	0		0	0	0	
Lansdowne	0		0	0	0	
New Hall	0		0	0	0	
Scanlon	0		0	0	0	
Seymour	0		0	0	0	
University Hall	0		0	0	0	
Welch	0		0	0	0	