



The College of
WILLIAM & MARY

**Office of Environmental Health & Safety
Higher Education Opportunity Act
2011 Fire Safety Report**

TABLE OF CONTENTS

Introduction	3
Overview.....	3
Fire Prevention Inspections.....	3
Fire Protection System Communications.....	3
Fire Safety Policies for College Dormitory Residents.....	4
Prohibited Items in the Residence Halls.....	4
Prohibited Items in Student Rooms.....	4
Allowable Appliances.....	4
Electrical Safety.....	5
Smoking Policy.....	5
Transient Quarters.....	5
Emergency Evacuation/Fire Drills.....	6
Future Improvements.....	7
Fire & Life Safety Education Programs.....	8
Summary Report Statistics (Fire Log).....	9
Fire Safety Systems Summary.....	10
Fire Safety Systems Summary Continued.....	11

Introduction

The health and safety of faculty, staff, students, and visitors to the campus of The College of William & Mary is of paramount importance to everyone. It directly impacts both the quality and value of the university. Each person and every department is expected to perform work in a safe and healthy manner and in compliance with the regulatory requirements.

Overview

The Higher Education Opportunity Act (HEOA) became public law in August 2008. This law mandates all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. The contents of this report reflect the requirements that are outlined in the HEOA, which state that the college will maintain a fire log and report fire statistics to the Secretary of the Department of Education. The majority of the required fire safety report data can be located in The College of William & Mary Fire and Life Safety Program document. The Fire and Life Safety Program contains policies and procedures that, when implemented and maintained, will satisfy the International Fire Code (IFC) (2009 Ed.), the Virginia Statewide Fire Prevention Code (VSFPC) (2009 Ed.), the Virginia Uniform Statewide Uniform Building Code (VUSBC) (2009 Ed.), legal obligations, help satisfy insurance requirements, prevent loss of life, injury and property damage due to fire and other emergencies.

Fire Prevention Inspections

Fire prevention starts with identifying fire hazards. All members of our college community, faculty, staff, students and visitors have a personal obligation to be aware of fire hazards and to reduce or eliminate the risk of fire on our campus. Annual inspections are conducted at each residence hall on campus by the State of Virginia Fire Marshal's Office. Any deficiencies that are found by the State Fire Marshal are entered into the Corrective Action Tracking System (CATS) and tracked to closure by the College Fire Safety Officer. The facilities maintenance teams also alert the Fire Safety Officer of any occupant activities that place occupants at risk. CATS is a database management tool developed by the College of William & Mary Office of Environmental Health and Safety. Deficiencies are documented, categorized and prioritized by the CATS database. In addition, our facilities maintenance teams conduct monthly walk through inspections of their assigned residence halls to identify and correct facilities management fire and life safety issues. Work orders to correct the deficiencies are issued to the appropriate facilities management section for completion.

Fire Protection System Communications

All resident hall fire protection systems located on the campus of The College of William & Mary signal directly to the William and Mary Police Department for emergency response. Central communications for the college is located in a secure area within the Police Department Headquarters. The central communications office is staffed with highly trained personnel. Central communications is an essential department that is staffed 24 hours a day, 7 days a week, 365 days a year. However, when an alarm is seen or heard an emergency call to 911 should be placed to ensure that accurate emergency information is communicated. Building occupants are directed to observe the locations of emergency exits, exit signs, fire alarm system pull stations, and portable fire extinguishers. All of the aforementioned item locations are denoted on the building evacuation maps.

Fire Safety Policies for College Dormitory Residents

- (1) OPEN FLAMES (from any source) and burning materials of any kind are absolutely prohibited in the residence halls.
- (2) The integrity of all ceilings, floors and walls must remain intact and not be disturbed. Also, light fixtures must have proper globe or deflector in place. Any open bulb fixtures are a fire hazard and should be reported.
- (3) Additional wall coverings (e.g. paneling, wallpaper, etc.) cannot be installed by occupants.
- (4) In reference to VSFPC section 308.4.1; Candles, incense and similar open-flame producing devices are prohibited in residence halls, even if such items are unlit or being used only for decorative purpose only.
- (5) In reference to VSFPC section 807.1.2; No more than 10% of a residence hall room's wall surface area may be covered by potentially flammable objects. This includes but is not limited to posters, framed pictures, photos, flags, tapestries or any other decorative objects that are mounted on the wall. Residents in residence hall rooms that approach or surpass this 10% level may be required to remove items as necessary to comply with state fire safety requirements. In addition, wall hangings cannot contact electrical outlets or come closer than 12 inches to the heating unit. All ceiling decorations are prohibited.
- (6) In reference to chapter 8 of the VSFPC window decorations other than college furnished shades, drapes or blinds may be used but must carry a recognized fire rating and be constructed of fire retardant material.
- (7) Living areas must be kept uncluttered and access to the doors clear. Hallways and stairways must remain clear and unobstructed.
- (8) At no time may the maximum capacity restrictions of a room, apartment, or lodge be exceeded.
- (9) Residents may make use of the working fireplaces in the following areas: DuPont Hall, Graduate Complex building 800 Lounge, Sororities (with the exception of the 2nd floor fireplace located in Sorority House 1), Lodges 4-16, Tazewell Hall and Taliaferro Hall.
 - (a) Fires in fireplaces should never be unattended.
 - (b) There should always be a fire extinguisher present in the vicinity when there is an attended fire in the fireplace.
 - (c) The use of chemical fire starters is prohibited.

Prohibited Items in the Residence Halls

Some examples of items not permitted in the residence halls are listed here; however, this list is not necessarily all inclusive: animals (excluding fish and service animals), non-fused extension cords, outside antennas, bread machines, candles, incense, ceiling fans, chain locks, crock pots, dead-bolt locks, explosives, firearms, fireworks, gasoline and other combustible liquids, hot pots that are not thermostatically controlled, immersion coils, incense, oil lamps, open flames, space heaters, torchere-style (pole) halogen lamps, waterbeds and weapons. Live cut Christmas trees, as mandated by the State fire code, are not permitted in the residence halls.

Prohibited Items in Student Rooms

The following appliances are prohibited in student rooms, but may be used in residence hall kitchens: hot plates, toaster ovens, broilers, electric skillet/woks and other portable electric cooking devices.

Allowable Appliances in Student Rooms

The following appliances are allowed to be used in student rooms: refrigerators that are no greater than 4.3 cubic feet, hot air popcorn poppers, thermostatically controlled hot pots, and microwave ovens without a convection option. All allowable appliances must be plugged directly into a wall receptacle, be Underwriter Laboratories (UL) listed and be in proper working order and condition.

Electrical Safety

- (1) Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the College.
- (2) Appliances, lamps and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
- (3) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Lamp shades must also meet manufacturer specifications for the specific fixture.
- (4) Electrical cords or other communication cables may not be installed under carpets, hung over nails or run through doorways and windows.
- (5) The following are prohibited in residence hall rooms: multi-plug adapters (the type that are affixed directly to the wall outlet), cube adapters, unfused plug strips or items such as air fresheners that include an outlet on them.
- (6) Grounded re-locatable power taps or surge protector strips with heavy duty cords and a "reset" switch will be the only allowable receptacle extensions from wall outlets. Each power tap will be connected directly into a wall receptacle and they shall not be plugged into one another.
- (7) Non-fused extension cords and flexible cords are prohibited in Residence Hall rooms.
- (8) No power cord, of any type, shall be extended through walls, ceilings or floors, or under doors or floor coverings, nor shall any cord be subject to environmental damage or physical impact.
- (9) Any cord that has physical damage or splicing must immediately be removed from service and removed from residence halls.

Smoking Policy

Complying with the requirements of the Commonwealth of Virginia, all residence halls, apartments, and houses are smoke-free. Residents and their guests must refrain from smoking at any time they are physically present in the building, including in private residence rooms.

Transient Quarters

During summer months The College of William & Mary offers many of their residence halls to be used by a multitude of youth academic and athletic camps. Coaches, group leaders, and/or supervisors are responsible for providing instruction to youth participants on fire evacuation procedures at the beginning of their stay. When our facilities are being utilized by campers we take some additional precautions in order to ensure a safe and pleasant visit to our campus. Buildings are strategically selected based on their proximity to the Williamsburg Fire Department (WFD) and ease of access for response. The WFD is located 2 minutes off campus. Building Emergency Plans (BEP) are updated and posted prior to building occupation. Building evacuation maps are posted in each building on every floor, and a copy is provided to all campers. The muster point for each building is 100 feet from the front of the building.

Emergency Evacuation/Fire Drills

Emergency Evacuation Drills (also referred to as Fire Drills) are a vital part of a comprehensive campus fire safety program. Emergency Evacuation/Fire Drills are held to familiarize occupants with drill procedures and to make the drill a matter of established routine.

The Virginia Statewide Fire Prevention Code (VSFPC) Section 405.1 through 405.9 and 408.3 through 408.3.4 state that a minimum of four (4) Emergency Evacuation/Fire Drills must be conducted in each R-2 classified occupancy group (College and University Dormitories) annually. Furthermore, at least one (1) drill must be performed after sunset and before sunrise. The College of William & Mary meets this annual requirement by performing one (1) drill at the beginning of the fall and spring semesters as well as one (1) drill at the beginning of the first and second summer sessions. At least one of these aforementioned drills is performed in the evening. All Emergency Evacuation/Fire Drills at The College of William & Mary are announced and preplanned. Students, faculty and staff are educated to understand that if a fire alarm sounds and they have not been notified prior to the alarm that it is a drill, they should take immediate action by activating the fire alarm via pull station, closing doors, alerting others, report the fire by calling 911 and evacuating the building. The Fire Safety Officer (FSO) provides a five to ten (5-10) minute "tool box" training session with the students at the muster points as part of our drill protocol. Additionally, smoke house fire safety training and fire portable extinguisher training are provided to all resident assistants (RA's).

Many of the buildings referred to in this report have a Knox-Box System installed on the exterior of the structure near the main entrance. A Knox-Box is a high-security key box system, designed to give firefighters and emergency services immediate access to locked buildings, elevators, and other secured areas. At The College of William & Mary Knox Boxes contain access keys, critical information about the building, its fire protection systems, as well as information concerning the special needs of any disabled occupants housed within. This information is updated at the beginning of each school semester. Only the City of Williamsburg Fire Department, The W&M Police Department and the department of Environmental Health & Safety have access to these Knox Boxes in the event of an emergency. The Knox-Box System is designed for maximum protection; each virtually indestructible box features a special high-security Medeco lock and key. This Medeco restricted locking system guards against unauthorized key duplication. Keys are not available to locksmiths or lock distributors, only The Knox Company can supply these keys.

In accordance with the VSFPC section 404.3.1 all university owned buildings have fire evacuation plan placards posted throughout the building. Fire evacuation plans (also referred to as building evacuation maps) denote the emergency egress or escape routes and muster point locations. If any changes are made in any building due to refurbishment or new construction that alter the path of egress, the fire evacuation plan placards are updated prior to the admittance of any occupants.

The Office of Environmental Health and Safety (EH&S) tracks and trends all false fire alarm calls that occur on campus in an effort to determine what training and inspection efforts are priority in order to reduce the highest trend areas and improve campus fire safety.

Future Improvements

The following data reflects information provided in the *Fire Safety Systems Summary* section.

Proposed FY 2012 Improvements

Monroe Hall – Installation of an automatic fire alarm system.

Proposed FY 2012 Improvements

Yates Hall – Renovation of the building will include the installation of a full automated sprinkler system.

Fire & Life Safety Education Programs

AED

The College of William & Mary currently maintains an Automated External Defibrillator Program (AED). This program utilizes employees who serve as trained responders in cardiopulmonary resuscitation (CPR) and AED therapy in the event of medical emergency. Forty eight (48) AED's have been strategically in buildings placed throughout the campus in order to provide a reduction in response time to life threatening emergencies. Fifteen (15) of the 48 AED's are located in residence halls. Our Student Assembly completed a study in 2007 to determine AED location placement at distances taking no more than three (3) minutes to retrieve any AED unit from the area of the emergency. The College of William & Mary works in conjunction with the Williamsburg Fire Department (WFD). The WFD provides emergency medical response that includes basic and advanced life support, CPR, and emergency cardiac care. The goal of the AED program is to participate actively in the Chain of Survival. The chain of survival includes early access; early CPR; early defibrillation; and early advanced care.

Fire Extinguishers

Due to the large number of portable fire extinguishers on campus (approximately nineteen) (1900) The College of William & Mary instituted a bar code tracking system for all of its portable fire extinguishers. This new tracking system ensures that the College fully meets the requirements set forth in the National Fire Protection Association (NFPA) standard ten (10) in regards to inspection, placement and maintenance of our portable fire extinguishers. Additionally, classes are taught each year to students (at the request of their RA's and clubs), faculty and staff as to the proper use of portable fire extinguishers. Classes are also taught to research students in our science program. The P.A.S.S. method (pull; aim; squeeze; sweep) is our preferred method for small fire extinguishment using portable extinguishers. We augment instruction with hands on training utilizing the Bull-Ex fire training simulator. Each August we train approximately one hundred (100) resident assistants in fire safety practices and conclude with hands on portable fire extinguisher training.

Fire Log

The College of William & Mary maintains a detailed fire log which is available by contacting the Office of Environmental Health and Safety (EH&S). The following information is a compilation of fires that occurred for the past three HEOA Fire Safety Reporting periods.

2008 Fire Log Summary

Housing Facility	General Location	Date of Fire	Time Occurred	Cause of Fire	Injuries	Fatalities	Cost of Damage
Cabell Hall	Rm 320 – Kitchen	1/23/2008	11:45:07	Cooking	0	0	0
Sorority House #3	Kitchen	3/3/2008	11:23:50	Electrical	0	0	\$8,873.00

2009 Fire Log Summary

NO ACTUAL FIRES OCCURRED IN ANY RESIDENT HALL IN CALENDAR YEAR 2009.

2010 Fire Log Summary

NO ACTUAL FIRES OCCURRED IN ANY RESIDENT HALL IN CALENDAR YEAR 2010.

FIRE SAFETY SYSTEMS SUMMARY (RESIDENT HALLS)

Location	# of Beds	Knox Box	Disabled Resident Rooms	Supervised Fire Alarm System	Sprinkler System	Manual Pull Stations	Stand Alone Smoke Detectors	Partial Heat Detectors	Stand Pipe System	CO Detectors
Barrett Hall	90	YES	Yes/2	YES	NO	YES	YES	YES	NO	NONE
Brown	40	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Bryan Hall	58	YES	NONE	YES	NO	YES	YES	YES	NO	NONE
Cabell Hall	28	NO	NONE	YES	PARTIAL	YES	YES	YES	NO	Yes/7
Camm Hall	34	YES	NONE	YES	NO	YES	YES	YES	NO	NONE
Chandler	72	YES	Yes/1	YES	NO	YES	YES	YES	NO	NONE
Dawson Hall	26	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Dinwiddie Hall	23	NO	Yes/1	YES	NO	YES	YES	YES	NO	NONE
DuPont Hall	140	YES	NONE	YES	NO	YES	YES	YES	NO	Yes/9
Fauquier Hall	46	NO	Yes/2-3	YES	NO	YES	YES	YES	NO	Yes/7
Fraternities A-E	95	YES	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Fraternities F-J (no I)	76	YES	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Fraternities K-M	57	YES	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Giles Hall	36	NO	NONE	YES	NO	YES	YES	YES	YES	NONE
Gooch Hall	46	NO	Yes/2-3	YES	NO	YES	YES	YES	NO	Yes/7
Governor's Inn	60	NO	Yes/2-4	YES	NO	YES	YES	YES	NO	NONE
Graduate Housing Building 100	24	NO	NONE	YES	YES	YES	YES	YES	NO	Yes/1
Graduate Housing Building 200	35	YES	NONE	YES	YES	YES	YES	YES	NO	NONE
Graduate Housing Building 300	34	NO	NONE	YES	YES	YES	YES	YES	NO	NONE
Graduate Housing Building 400	24	NO	NONE	YES	YES	YES	NO	YES	NO	NONE
Graduate Housing Building 500	12	NO	NONE	YES	YES	YES	NO	YES	NO	NONE
Graduate Housing Building 600	34	NO	NONE	YES	YES	YES	YES	YES	NO	NONE
Graduate Housing Building 700	32	NO	NONE	YES	YES	YES	YES	YES	NO	NONE
Graduate Housing Building 800	12	NO	NONE	YES	YES	YES	YES	YES	NO	Yes/1
Graduate Housing Building 900	12	NO	NONE	YES	YES	YES	YES	YES	NO	NONE
Harrison Hall	24	NO	NONE	YES	PARTIAL	YES	YES	YES	YES	NONE
Hughes Hall	106	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Hunt Hall	36	YES	NONE	YES	YES	YES	YES	YES	NO	NONE
Jamestown North	204	YES	YES	YES	YES	YES	NO	NO	YES	Yes/13
Jamestown South	183	YES	YES	YES	YES	YES	NO	NO	YES	NONE
Jefferson Hall	99	YES	YES/4	YES	YES	YES	YES	YES	YES	NONE
Landrum Hall	108	YES	NONE	YES	NO	YES	YES	YES	NO	NONE
Lodge 4	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 6	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 8	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 10	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 12	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 14	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Lodge 16	3	NO	NONE	YES	NO	YES	YES	YES	NO	YES/1
Ludwell 100	52	NO	N/A	YES	No	YES	YES	YES	NO	NONE

Ludwell 200	52	NO	N/A	YES	NO	YES	YES	YES	NO	NONE
Ludwell 300	52	NO	N/A	YES	NO	YES	YES	YES	NO	NONE
Ludwell 400	52	NO	N/A	YES	NO	YES	YES	YES	NO	NONE
Ludwell 500	52	NO	N/A	YES	NO	YES	YES	YES	NO	Yes/2
Ludwell 600	52	NO	N/A	YES	NO	YES	YES	YES	NO	NONE
Ludwell 700	53	NO	N/A	YES	NO	YES	YES	YES	NO	NONE
Madison Hall	35	YES	NONE	YES	NO	YES	YES	YES	NO	NONE
Monroe Hall	71	YES	NONE	YES	PARTIAL	YES	YES	YES	NO	NONE
Munford Hall	106	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Nicholas	18	NO	Yes/1	YES	NO	YES	YES	YES	NO	NONE
Nicholson	46	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Old Dominion Hall	85	YES	NONE	YES	NO	YES	YES	YES	NO	NONE
Page Hall	16	NO	NONE	YES	NO	YES	YES	NO	NO	NONE
Pleasants	39	YES	NONE	YES	NO	YES	YES	YES	YES	NONE
Reves Center	27	NO	NONE	YES	YES	YES	NO	YES	NO	NONE
Sorority #1 - Kappa Kappa Gamma	9	NO	NONE	YES	NO	YES	YES	NO	NO	Yes/2
Sorority #2 - Alpha Chi Omega	7	NO	NONE	YES	NO	YES	YES	NO	NO	Yes/3
Sorority #3 - Chi Omega	7	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Sorority #4 - Delta Delta Delta	8	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Sorority #5 - Pi Beta Phi	7	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Sorority #6 - Kappa Delta	7	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Sorority #7 - Delta Gamma	10	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Sorority #8 - Phi Mu	8	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Sorority #9 - Kappa Alpha Theta	8	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Sorority #10 - Delta Sigma Theta	4	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Sorority #11 - Gamma Phi Beta	6	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/4
Sorority #12 - Delta Phi	5	NO	NONE	YES	NO	YES	YES	YES	NO	Yes/3
Spotswood Hall	46	NO	Yes/2-3	YES	NO	YES	YES	YES	NO	NONE
Stith Hall	35	NO	NONE	YES	NO	YES	YES	YES	NO	NONE
Taliaferro Hall	28	NO	NONE	YES	NO	YES	YES	YES	N	Yes/2
Tazewell Hall	1	NO	NONE	YES	NO	YES	YES	NO	N	Yes/1
Yates Hall	134	YES	NONE	YES	NO	YES	YES	YES	N	NONE
406 East Nicholson	2	NO	NONE	NO	NO	NO	YES	NO	NO	NONE

Questions about The College of William and Mary fire safety program should be directed to:
Fire Safety Officer
Environment, Health and Safety Office
757-221-1745