

# 2016 Annual Fire Safety Report

**The Ohio State University**

*Department of Public Safety – Newark Campus*

*Division of Emergency Management & Fire Prevention*

**Containing Fire statistics for 2013-2015**

**The Department of Public Safety**

*1179 University Dr.  
Newark, OH 43055  
740-366-9237*

**Division of Emergency Management  
& Fire Prevention**

*901 Woody Hayes Drive.  
Columbus, OH 43210  
614-247-4911  
614-247-FIRE (3473)*



**DURING AN EMERGENCY**

***DIAL 9-1-1***

**To report that a fire has occurred on campus (non-emergency),  
Contact the Newark Department of Public Safety at 740-366-9237**

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## *Purpose*

This report provides information and data pertaining to fire safety and emergency notifications and evacuation procedures at The Ohio State University. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the Higher Education Opportunity Act.

Information in this report, as well as the OSU-Newark Annual Campus Security Report, aim to provide the information and data required by Federal law, as well as the situational awareness required to further develop and enhance the culture of safety and preparedness on the campus of OSU-Newark.

For further information or questions pertaining to information submitted in this report, please call 740-366-9237.

## *Mission*

### *Department of Public Safety*

#### The Commitment

Contributing to the general welfare of the campus community and surrounding campus area.

#### The Mission

To provide law enforcement, security services, emergency management planning and other public safety services designed to enhance a safe and secure environment.

#### The Core Values

- Customer Service
- Professionalism
- Respect
- Diversity
- Prevention and Community Education
- Teamwork
- Trust

# *Contact Information*

## *Department of Public Safety*

The Department of Public Safety provides law enforcement, security services, emergency management planning and other public safety services designed to enhance a safe and secure environment at OSU Newark. Copies of the *Annual Fire Safety Report* may be printed in PDF format from the OSU-Newark Department of Public Safety website <http://newark.osu.edu/faculty-and-staff/campus-departments/public-safety/> or obtained from the following:

**Department of Public Safety** 1179 University Drive  
Newark, OH 43055 740-366-9237

## *Division of Emergency Management & Fire Prevention*

Within the Department of Public Safety, the Division of Emergency Management & Fire Prevention provides planning, exercises, drills, training, building inspections, plan review, fire alarm response, and policies relating to emergency management and fire prevention at OSU. The division works in cooperation with many offices and organizations to implement planning and capabilities related to emergency response and fire safety on campus. Contact this office at 614-247-4911 or by visiting [www.emergency.osu.edu](http://www.emergency.osu.edu) for more information.

## *Division of State Fire Marshal*

The Division of State Fire Marshal provides services across the State of Ohio. The Division consists of eight bureaus, including Administration, Bureau of Underground Storage Tank Regulation (BUSTR), Code Enforcement, Fire Prevention, Forensic Laboratory, Investigation Bureau, Ohio Fire Academy, and Testing and Registration. The State of Ohio Fire Marshal's Office also provides fire investigation, inspection and fire prevention services to the OSU community. The Division of State Fire Marshal may be contacted at 614-752-8200 or <http://www.com.ohio.gov/fire/Default.aspx>.

## *Newark Division of Fire*

The Newark Division of Fire provides fire response, fire investigation, inspection, fire prevention, emergency medical response, training, and many other services to the OSU-Newark community. The Newark Division of Fire may be contacted at 740-349-6754.

**Note:** The Newark Residence Hall is managed by the OSU Office Of Student Life, University Residences and Dining Services for both OSU Newark and COTC students. **Phone:** (614) 292-8266  
<http://housing.osu.edu/>

# Higher Education Opportunity Act Definitions

**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 (34 C.F.R. 668.49 (a)).

**Fire** — Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. 668.49 (a)).

**Fire drill** —A supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. 668.49 (a)).

**Fire log** —(1) An institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time, and general location of each fire.(2) An institution must make an entry or an addition to an entry to the log within two business days, as defined under §668.46(a), of the receipt of the information.(3) An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two business days of a request for public inspection.(4) An institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. 668.49 (d)).

**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 (34 C.F.R. 668.49 (a)).

**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 (34 C.F.R. 668.49 (a)).

**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 (34 C.F.R. 668.49 (a)).

**Fire statistics** — (1) An institution must report statistics for each on-campus student housing facility, for the three most recent calendar years for which data are available, concerning— (i) The number of fires and the cause of each fire;(ii) The number of persons who received fire-related injuries that resulted in treatment at a medical facility, including at an on-campus health center; (iii) The number of deaths related to a fire; and (iv) The value of property damage caused by a fire. (2) An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary on an annual basis (34 C.F.R. 668.49 (c)).

**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 (34 C.F.R. 668.49 (a)).

# *Fire Prevention*

## *The Department of Public Safety*

The Ohio State University is a diverse and exciting environment immersed in the riches of academic achievement, advanced research, healthcare, and world class activities and events.

The University strives to promote safety on campus and works to implement programs aimed at preventing fires and the devastating impacts they may have on our campus community.

This report provides information to the University community that describes activities, policies, and capabilities maintained and undertaken by the Division of Emergency Management & Fire Prevention, Office of Student Life, and Facilities Operations and Development to promote the health and welfare of our campus community, and to prevent or mitigate the impact of fires on campus.

This report provides data and information for the years of 2013-2015, and covers the OSU Newark campus.

## *Building Inspections*

The Ohio State University takes an active role in fire prevention. This is accomplished in many ways and requires the collaborative efforts of individuals and departments across the campus community along with partnering agencies such as the Newark Division of Fire and State of Ohio Fire Marshal.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best opportunity to ensure our community is adequately mitigated and protected in the event of a fire.

Building inspections allow OSU to monitor and maintain its buildings for compliance with the Ohio Fire Code, local ordinances, OSU policies, and national standards promulgated by the National Fire Protection Association (NFPA). The inspection frequency is determined by the occupancy and use of the building.

The Newark Residence Hall is inspected annually. Other Newark building types or use groups on campus are inspected either bi-annually or annually.

During inspections, compliance is promoted by notating deficiencies, assigning corrective actions, highlighting positive efforts, and developing and enhancing relationships with building tenants and managers. During the inspection process, follow-up inspections and communications ensure that issues are addressed in a timely and collaborative manner.



The building inspection process also allows OSU staff to become familiar with building systems and locations of fire safety equipment. This knowledge assists local first responders when responding to alarms, fires, and other incidents on campus.

## *Fire Safety Systems and Fire Drills*

Fire safety systems and fire drills work together to promote the life safety and wellness of our students, faculty, staff, and visitor's on-campus.

Fire safety systems provide detection capabilities, fire suppression, and the opportunity to evacuate a building early in the onset of a fire. Residence Halls are equipped with central alarm monitoring capabilities and the residence halls are equipped with fire safety systems.

Some components of fire safety systems in buildings or residence halls on campus may include:

- Smoke detectors, heat detectors, duct detectors placed in hallways, stairwells, elevator shafts, ventilation ducts, and mechanical spaces.
- Automatic alarms such as bells, tones, klaxons and strobes.
- Suppression systems such as wet, dry, pre-action, and deluge sprinkler systems.
- Alarm panels, annunciators, talk-aloud PA systems.
- Fire resistant building design, wall/floor assemblies, and materials.
- Smoke evacuation systems, automated fire doors, standpipes, etc...

Fire drills, conducted each semester in residence halls, educate and empower our students, faculty, staff, and visitors with the familiarization required to evacuate in the event of an actual fire on campus.

These drills highlight exit locations, stairwell access, protective actions, and safe areas of refuge away from the impacted building. Hall directors and resident advisors are required to attend training that includes information about their duties and responsibilities during fire alarms and fire drills.



Education and training events at the Newark Residence Hall help institutionalize the culture of preparedness and fire safety on campus. Education and training programs assist students, faculty, and staff in developing the confidence and knowledge required to safely act during the event of a fire or other emergency.

The combination of fire prevention training programs and fire drills specifically focused and targeted towards evacuation provide the best opportunity to preserve life and avoid injury in the event of a fire incident on campus.

Education and training events are collaborative efforts between the Department of Public Safety, Student Life, Environmental Health and Safety, Facilities Operations and Development, and the Newark Division of Fire.



Students in our residence halls are provided required training regarding fire drills and fire safety procedures at the beginning of the fall semester, known as the “Autumn Safety Hour”. No training is offered beyond the use of fire extinguishers to employees and no requirement to use them is expected. Employees should not put themselves in danger with their use. All students including those who live in the Newark Residence Hall are expected to evacuate immediately without taking any firefighting measures.

In addition, policies and procedures for evacuating residence halls are taught to students during these meetings. Topics of instruction include mandatory evacuations under

## **Fire Safety Education and Training**

Annually OSU Newark provides safety discussions, training, and educational opportunities to students, faculty, and staff across campus. Fire extinguisher training was conducted by both Newark Fire and OSU Emergency Management and Fire Prevention on controlled live burn simulators.

alarm conditions and the University consequences of not evacuating, roles and responsibilities of Resident Advisors, 9-1-1 dialing procedures, investigation and confirmation of alarms, activating building fire safety systems, and safe fire prevention practices.

Evacuations are mandatory for all students in residence halls when a fire alarm is activated. Failure to evacuate is a violation of the OSU Residence Hall Handbook and may be investigated or result in sanctions by the OSU Student Conduct Office. For more information about procedures that should be followed in case of a fire, please see “Student Housing Evacuations” on page 9 of this report.

Information on fire policies, training and safety are available from Emergency Management and Fire Prevention 614-247-4911 [www.emergency.osu.edu](http://www.emergency.osu.edu), the OSU Newark Resident Hall staff, and Newark Public Safety.

Ohio State is required by federal law to annually disclose statistical data on all fires that occur in on-campus student housing facilities. To report that a fire has occurred on campus (non-emergency), please contact the Department of Public Safety at 614-292-2121. In the event of an emergency, please call 9-1-1. Please provide as much information as possible about the location, date, time and cause of the fire.

## *Fire Safety 101*

### If you discover fire or smoke...**RACE**

- **Rescue** any person in immediate danger.
- **Alarm** – pull the fire alarm to alert everyone.
- **Confine** the fire by closing all doors, where possible. Turn off electronic and gas equipment in your area as you evacuate, if possible.
- **Evacuate** using the nearest stair exit. Follow the exit signs.
- Report the incident by calling 911 from a safe location.
- Report any discharged fire extinguishers and any firsthand information that you might have.

### If you hear or see a fire alarm signal or announcement...

- Follow emergency procedures for your building or area.
- Follow the exit signs. Use stairs. Do not use elevators. Walk at a normal pace.
- Wait outside at least 50 feet or more away from the building.
- Re-enter the building only after the “All Clear” is announced by first responders.

### Fire extinguisher use ...**PASS**

- **Pull** the pin
- **Aim** at the base of the fire
- **Squeeze** the handle
- **Sweep** side to side

### Fire extinguisher types...

**Class A:** Wood, paper, plastic  
**Class B:** Oil, grease, flammables  
**Class C:** Electrical  
**Class D:** Combustible metals

## *Future Improvements to Fire Safety*

OSU Newark strives to continuously improve its fire prevention and safety efforts. Future fire prevention efforts at OSU Newark will continue to aim at the sustainment of fire prevention activities and assessment and adoption of new fire safety practices and education opportunities in the future.

Feedback and comment on current or future fire prevention activities is a proactive way to become involved in the fire prevention efforts at OSU. If you would like to provide feedback on any of our current programs or activities, or would like to suggest new ideas for fire prevention programs, please contact the Division of Emergency Management and Fire Prevention at 614-247-4911.

## *Fire Policies*

In order to ensure that fire safety issues are adequately addressed and to ensure that fires in on campus housing are included in the statistics provided by this report, students, faculty, and staff should report any incidence of fire to the Department of Public Safety by dialing 740-366-9237.

### Smoking

- Smoking is prohibited within all University buildings and student housing facilities.

### Open Flames

- Open flames, candles, candle warmers, or incense are prohibited in residence halls, academic, and administrative buildings.

### Grilling

- Charcoal grilling is prohibited on campus, propane is authorized if handheld fire protection is available and safe distances from buildings are observed.



### Electrical Safety

- Ensure electrical circuits are not overloaded.
- Ensure all electrical appliances are UL rated, and do not overload circuits.
- Ensure extension cords are UL rated and do not extend into other rooms through doors, windows, or stairwells.
- Ensure festive lighting is UL rated.

### Fire Safety Systems

- Do not tamper with fire protection systems. Ensure they are not obstructed from view or access. All alarm systems must be kept free of storage materials and remain readily accessible.
- Fire and smoke barrier doors must be closed at all times.
- Storage of items may not be within 24 inches of ceilings, block exits, stairwells, extinguishers, or fire alarm pull stations in any building on campus.

### Flammable Liquids

- Flammable liquids storage is prohibited in all residence halls and office buildings on campus unless stored in a flammable liquid cabinet.

### Space Heaters

- UL rated space heaters must be UL certified and have tip over protection. Kerosene heaters are prohibited in all residence halls and office buildings.

### Holiday Decorations

- Holiday decorations must not impede fire safety devices such as exit signs, sprinkler systems, smoke alarms, strobe lights or any other device.

## **Student Housing Evacuations**

In addition to adhering to fire policies, students, faculty, and staff must also understand and practice policies regarding activities during the course of a fire at OSU Newark.

If a student discovers smoke or fire, immediately pull the nearest fire alarm and evacuate the building. Upon exit, dial 911 to report the fire. Fire alarm pull stations are located at each exit.

Residence Hall occupants should become familiar with posted evacuation procedures for their building. These are located in each residence, stairwell, and exits. In general, any student residing in or present in the Newark Residence Hall must evacuate the building when a fire alarm sounds pulling their door, or doors along the way by using stairwells and exits. **The only duty for any Newark Resident Hall occupant is to safely and expediently exit the building upon hearing an alarm or being notified to evacuate.**

All students should know and memorize two exits from the building, and understand an evacuation may require you to evacuate a smoke filled area. In the case of smoke, stay low and check all doors before proceeding to an exit. Fire Alarm pull stations are located at the bottom of each stairwell at the exit.

Windows may also be an exit option in some buildings. Should you need to exit from a window, verbally summon the assistance of a first responder before attempting to exit a building from a window.

Upon exiting the residence hall, students must move to a location away from the building and fire equipment until notified that the building is clear to be re-occupied by first responders.

### **If a fire occurs in your building:**

- Assist individuals who are in immediate danger. This may include persons who are injured or with special needs who need assistance in evacuating from smoke or fire. If providing assistance places yourself in further danger, or if you feel uncomfortable providing assistance, inform first responders of the situation and assist them with finding the individual by providing them with information about their location, situation, and the conditions (fire and smoke) observed in that location at the time of evacuation.
- As you begin to evacuate a location on campus because of fire or smoke, pull the nearest fire alarm as soon as possible to allow other inhabitants of that location the chance to evacuate in a timely manner. No matter how small or insignificant a fire may seem at the time, recognize that fire can quickly become “out of control” and put individuals at significant risk within a matter of minutes. Pulling a fire alarm early in the stages of a fire will save lives. If you are unsure if a fire alarm should be activated, it most likely should. Hesitancy may put occupants of a building at risk.
- After you have made the decision to evacuate an area, ensure that doors within your area are closed, to include stairwell doors (which typically may shut automatically) and doors that separate hallways and buildings. To find the quickest exit, follow the lit exit signs to the nearest exit or stairway.

After evacuating, if you know of a resident that may still be in the impacted building, provide that information to first responders by giving the name and location of the individual so they may assist them. Please remain at the designated meeting spot so that Dorm and Public Safety can ascertain a head count of known Dorm residents.

Please refer to the Newark Residence Hall Handbook to review residence hall fire policies and evacuation procedures or please see page 12 and 13 in this report.

## *Fire Statistics and Fire Log*

The Newark Campus Department of Public Safety maintains a written Fire Log that records required incident information concerning fires that occur in on-campus student housing facilities.

In addition to the Fire Log, the University is required to provide an annual report to the campus community on the fires recorded in the Fire Log. The Fire Statistics section is intended to satisfy this requirement and contains information about all fire recorded in the Fire Log. See page 11.

The Fire Log provides the date reported, nature, date the fire occurred, time, and general location of each fire. The University is required to update the Fire Log within 2 business days of receiving the information about a fire in an on-campus housing facility.

The Fire Log will be open to public inspection for the most recent 60-day period during normal business hours. Any portion of the Fire Log older than 60 days will be made available within 2 business days of a request for public inspection.

The Fire Log is available for public inspection through the Department of Public Safety located in Warner Center building 1219 University Drive room 105 Newark, Ohio 43055.

To report that a fire has occurred on campus (non-emergency) so that it may be included in the Fire Log, please contact the Department of Public Safety at 740-366-9237. In the event of an emergency, please call 9-1-1.

Ohio State is required by federal law to annually disclose statistical data on all fires that occur in on-campus student housing facilities. To report that a fire has occurred on campus (non-emergency), please contact the Department of Public Safety at 614-292-2121. In the event of an emergency, please call 9-1-1. Please provide as much information as possible about the location, date, time and cause of the fire.

# OSU Newark Fire Statistics

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
<b>ON-CAMPUS HOUSING</b>					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
<b>TOTAL: 0</b>					

## 2015

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
<b>ON-CAMPUS HOUSING</b>					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
<b>TOTAL: 0</b>					

## 2014

BUILDING NAME	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
<b>ON-CAMPUS HOUSING</b>					
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	0	None	0	0	\$0
<b>TOTAL: 0</b>					

## 2013

# OSU Newark Fire Safety Systems and Fire Drills

BUILDING NAME	Monitored Alarm System	Sprinklered	Smoke Detection	Fire Extinguishers	Fire Extinguishers	Fire Drills
<b>ON CAMPUS HOUSING</b>						
Newark Residence Hall 929 Sharon Valley Rd Newark, Ohio 43055	Yes	No	Yes	Yes	Yes	3 One each semester
<b>Total:</b>						<b>2</b>

## 2015

## **“The Ohio State University Residence Hall Handbook, Community Standards of Conduct 2015-2016”**

<https://housing.osu.edu/posts/documents/newark-handbook-15.pdf>

### **3.4 Room Furnishings**

(a) Lofts constructed and/or purchased or rented must meet the following requirements:

The top surface and all protrusions must be at least 36 inches from the ceilings. The resident must be able to provide proof of fire retardancy. Lofts that are not pretreated for fire retardancy must be completely coated in a class “A” fire retardant material, and proof of fire retardancy must be shown upon request.

### **5.2 Guest Safety and Security**

Hosts are responsible for their guests’ behavior, and guests must behave in a manner consistent with Community Standards of Conduct, including, but not limited to, the following:

(a) Hosts are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of emergency.

### **7.1 911 Emergency Telephone Network**

Dialing 911 in a non-emergency situation is prohibited by the University and by law. University Police may be contacted in a non-emergency by dialing 740-366-9237. Use 911 when immediate assistance is required for medical emergencies and to report all fires.

### **7.3 Fire Prevention**

Each residence hall has specific regulations concerning fire prevention and safety that are mandated by the Ohio Fire Code. Violations of these regulations are violations of state law and are prohibited.

(a) Setting fires inside or outside the residence hall is prohibited and is punishable under the Ohio Fire Code. This includes, but is not limited to, igniting bulletin boards, wall coverings, trash containers, and door decorations. The police will be involved in investigating all fire incidents.

(b) Pulling a fire alarm or falsely reporting an emergency to the police or fire department is prohibited and is punishable under the Ohio Fire Code.

- Residents of a room or apartment may be charged for unnecessary fire safety visits when it is determined that the smoke detector in an individual room was intentionally or negligently activated.
- The unauthorized use, tampering, or damage to emergency or safety equipment, including, but not limited to, smoke detectors, fire extinguishers, building fire hose connections, and sprinkler systems is prohibited and is punishable under the Ohio Fire Code.

(c) Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under the Ohio Fire Code.

(d) The Department of Public Safety Fire Prevention prohibits the use of gas or charcoal grills on campus. Propane grills may be used only when beyond 25 feet from any building and/or window.

(e) Using items such as candles, incense, torches, or any item with an open flame, which, by nature

### **7.5 Personal Safety**

Behavior that endangers personal safety within the residence hall is not permitted.

(a) Objects such as, but not limited to, firecrackers, Frisbees, balls, water hoses, and containers of water are not to be discharged or thrown in the hallways, in student rooms, in public areas, or from windows. Water or shaving cream fights, as well as any sports in hallways, including in-line skating, or similar behavior that endangers resident safety or university property is not permitted in the residence halls or in the areas around or between the residence halls.

(b) Paper, fishnets, parachutes, flags, drapes, tapestries, or other combustible items must not be hung from or attached to room ceilings; they constitute a fire hazard.

(c) Storage and use of hazardous chemicals and materials are strictly prohibited other than common Household cleaning materials in consumer quantities. Other exceptions, such as therapeutic drugs and medical gases, may apply and must be approved through the Office of Student Life, Risk and Emergency Management.

(d) Collecting and storing paper for recycling is prohibited in the residence hall, unless it is in accordance with the university's recycling program.

### **The Newark Residence Hall**

