

Grambling State University

Department of Residential Life/Housing 2012 Annual Fire Safety



**Living Learning
Communities
Join Us!!**



for
seminar: **Cyber
Communication**



**February
29th @ 7pm**

**800A 2nd Floor
Lounge**



Grambling State University is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information.

Introduction:

The Higher Education Opportunity Act of 2008 requires institutions with on-campus student housing to issue an annual fire safety report. Grambling State University's Department of Residential Life/Housing is responsible for creating the annual report. The Department of Residential Life/Housing maintains the campus housing fire log and reports fire statistics annually.

The information contained in this report includes; statistics regarding the number and causes of fire, number of fire injuries and deaths, and the value of property damage. The fire log entry, or any addition to an entry, shall be made within two business days of the receipt of information. Information on each on-campus student housing fire safety systems, the number of regular mandatory fire drills, fire safety policies, education programs, as well as plans for any needed fire safety improvements is included.

About Our Facilities:

Living in Tiger Land is an integral part of the University experience. There are five traditional residence halls and ten apartment-style units on the Grambling State University campus which house approximately 2500 students each year. The smallest residence hall houses approximately 36 students and the largest more than 250. Residence halls are grouped as follows:

Female Halls: Jewett, Hunter, Robinson, Truth, Bethune, Wheatley, Bowen, Jeanes

Male Halls: New Attucks, Garner, Holland, Knott, Pinchback, Douglass

Co-Ed Halls: Jones, Tubman, Adams, West Campus

Apartment-Style Units: Richmond, Steeple Glen, Freshman Village, and Tiger Village

Our Mission

The Grambling State University's Department of Residential Life/Housing mission is to foster a complete living and learning experience in an environment that is comfortable,



clean and safe. The residence hall experience provides an opportunity for students to interact with peers from varying racial, ethnic and socio-economic backgrounds. To this end, students develop a growing sense of maturity and responsibility, through student involvement, awareness of the judicial process and the classroom experience. Two important components of residence living are

housekeeping and maintenance. The Department of Residential Life/Housing works closely with the University's Facility Management and Ambling Management Company. The Department reports necessary repairs and conditions routinely and upon residents' request. Maintenance and housekeeping requests for Tiger Village/Freshmen Village and Steeple's Glen should be submitted to the Tiger Village Clubhouse staff at 318.247.0313 or online www.tigervillagegsu.com

Residence Life Staff

Both students and full-time professionals are critical staff members for the Department.

The **Area Coordinator** is a full-time professional staff member who is responsible for the management and supervision of multiple residential areas including all student staff (Resident Assistants and Senior Resident Assistants) assigned to those areas. Their role is to ensure that the day-to-day operations of the residence halls are conducive and supportive of the educational goals of the resident.

The first staff member you will meet will be your **Resident Assistant (RA)**. An RA is assigned to each floor in your residence hall to aid you whenever possible. Each RA is selected for leadership, experience, training, scholarship, and desire to help students. As a member of the Housing Staff, the Resident Assistant has a variety of responsibilities. Your Resident Assistant serves as a great resource person to direct you to professional staff for further assistance with specific challenges you may face as a student. The RA is responsible for working with the Area Coordinator and University Police in developing an effective method of enforcement of the floor, hall, and university regulations. The RA also develops community by hosting programs in the residence halls.

Daily Fire Log

The Department of Residential Life/Housing maintains a written, easily understood daily fire log which records the date occurred, time, location, and the nature of the fire. The fire log is updated daily when incidents occur.

Fire Safety

If a fire alarm is sounded, remain calm but leave the building as quickly as possible. Students should not re-enter the building until Housing or University official has instructed you to do so.

Fire Drills

Fire drills are conducted each semester. Each student in on-campus housing is required to participate with the drill. Should a student fail to comply with the fire drill, the student's account will be assessed a fine. The Resident Assistants (RA's) assist with orderly and timely evacuation of the building. There is a post drill follow up with responders to discuss the success of the drill, safety concerns and any additional actions that may be needed for future fire drills.

Tampering with Fire Equipment, False Alarms

Student (s) responsible for discharging fire equipment, tampering with alarm horns, smoke detectors or false fire alarms shall be referred to the Office of Student Judicial Affairs and may also be prosecuted through the criminal courts and are subjects to fines and monetary penalties as mandated by the State of Louisiana. *State fire code mandates prohibit the burning of incense or candles in rooms, suspending items from room ceilings and sprinklers. Candles are not allowed in the residence halls. Any item with an open heating element or that exceeds specified wattage is not prohibited within the residence hall. All fire violations result in a mandatory judicial processing, which may include monetary charges, fire education seminar and/or community service.*

Fire Procedures/Evacuation

In the event of a fire or other emergency please remember the following steps to safely evacuate the building:

1. Pull the fire alarm if it has not already sounded, so that everyone will be alerted of the need to evacuate the building. If the fire alarm has sounded, begin evacuation of the building.
2. All building occupants should exit the building at the nearest exit to the room that they are in. If the nearest exit is blocked due to fire or an emergency, the next safest exit should be used.
3. The last occupant of each room should shut the door to the room. This will help prevent fire and smoke damage to the room.

4. Once you have evacuated the building please go to the designated assembly area for your building, if it is safe to do so (buildings may have more than one designated assembly area). Contact a Residential Life staff member, the University Police at 318-274-2222 or dial 911.
5. A Residential Life staff member must account for all of their residents after the evacuation. If a person is thought to be missing then you should tell emergency personnel (fire, police, safety, etc.) as soon as possible. Tell the emergency personnel the name of the missing person and the probable location in the building. Try to confirm that the person is actually missing. Make sure that they did not come out of a different exit. If possible make sure that their car is still in the parking lot. If the person is located, tell emergency personnel immediately so that they do not risk their lives looking for this person.
6. No one is allowed to re-enter the building until the fire dept., police, safety, or other qualified personnel confirm that the building is safe to re-enter.
7. Once the evacuation is completed a Residential Life/Housing staff member will complete and submit a fire drill/ building evacuation report.

Smoke Detectors

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff members and licensed technicians will test the smoke detectors to insure they are functioning properly. (If there is a problem with the smoke detector in your room, please notify a residence hall staff member immediately). **Do not tamper with the smoke detector or any fire prevention equipment at any time. Students, who tamper with fire prevention equipment are fined \$500 and referred to the Office of Student Judicial Affairs. Students may also incur additional penalties as mandated by the State Fire Marshall and may be recommended for removal from University Housing.**

Sprinkler System

Freshman Village and Tiger Village are equipped with sprinkler heads. These heads are designed to provide you with safety from a fire in your room or residence hall. Students should not hang anything on the sprinklers, this may cause it to activate.

Medical Emergencies

If a medical emergency occurs from 8:00 a.m. to 5:00 p.m., Monday – Friday, the Residential Life staff member will call University Police. Should a major emergency occur please call 911. If a medical emergency occurs at any other time, the Residential Life Staff member will call University Police and have the student transported to Northern Louisiana Medical Center. Try to verify a medical history. Get student's home phone number and address.

Death

In the event a student or non-student is found dead in the residence hall, you should:

- Call University Police at 318-274-2219 or 2222
- Call the appropriate Residential Life/Housing supervisor's (office)
- Do not attempt to contact/notify the resident's family nor the media

The Vice President of Student Affairs will notify the family or media. The Residential Life staff, along with the resident's roommate, will pack the deceased personal belongings and make arrangements for the parents/guardians of the deceased to pick up the personal items in the residence hall.

Candles and Incense

Candles and Incense are not permitted in the residence hall at any time, for decoration or for any other purpose.

Smoking

All university residence halls are non-smoking facilities. Should a student wish to smoke, they must do so 25 feet away from the Residential Halls. Any student found smoking in the residence hall (room, hallway, in front of building, etc.) will be fined \$500.00

Electrical Appliances and Equipment

Electrical appliances such as crock pots, fry daddy's, hot plates, coffee makers, toasters, toaster ovens, sandwich makers-**are not permitted** in student rooms. Irons are allowed. Microwaves under 600 watts are permitted. Electrical appliances that cause disruption to the residence hall circuits by overloading, shorting, or creating line disturbances such as - window air conditioners, refrigerators more than 2.5 cubic feet-are not permitted. TV's, computers, radios, hair dryers, shavers, floor or box fans, clocks, typewriters, and stereos are permitted. Outside antennas for TV's are not allowed. All electrical devices need to be plugged into a surge protector for safety. **Surge protectors are required** for all electrical usage. Anyone found in violation will be charged a fine of \$500 and the belongings will be confiscated and returned at the end of the semester.

Health, Fire, and Safety Inspections

To ensure safety policies are followed the Department of Residential Life staff conducts monthly health, fire, and life safety inspections of each resident's room. During the inspection a staff member will look for the following:

- Prohibited Items
- Tampering with fire equipment
- Mold, mildew trash and debris
- Proper functioning of fire equipment
- Maintenance related items

Definitions:

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

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, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person 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. Dies within 1 year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire including:

- Sprinkler 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;
- Fire doors and walls that reduce the spread of a fire.

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, including;

- Contents damaged by Fire;
- Related damages caused by smoke, water, and overhaul;
- Does not include indirect loss.

In Case of Emergency:

Department of Residential Life/Housing		
Department of Residential Life/ Housing		318.274.2504
Director of Residential Life James Payne		318.274.2504
Area Coordinator (s)		
	Tanisha Cousby	318.274.3622
	Carnelia Barfield	318.274.3803
	Erin Walker	318.274.6158
	Dana Howard	318.274.7351
	Rudolph Ellis	318.274.3955
	Ronald Weekes	318.274.2396
University Police		318.274.2222
Lincoln Parish Sheriff Office		318. 251.5111
Grambling Police Department		318.247.3771
Ruston Police Department		318.255.4141
Grambling State University Health Center		318.274.2351
Grambling Fire Department		318.247.6410
Ruston Fire Department		318.255.2121
Afford Ambulance Service		318.247.3911
North LA Medical Center, Ruston, LA		318.254.2100
Ruston Mental Health		318.251.4150

Residential Life/Housing Scheduled Fire Drills

	2009		2010		2011	
	Fall	Spring	Fall	Spring	Fall	Spring
Garner Hall			N/A	N/A	N/A	02.27.12
Hunter Hall			09.05.10	02.07.11	09.13.11	02.27.12
Robinson Hall			09.05.10	02.07.11	09.13.11	02.27.12
Jeanes Hall			09.05.10	02.07.11	09.13.11	N/A
Jewett Hall			09.05.10	02.07.11	09.13.11	02.27.12
Richmond Hall			10.19.10	02.16.11	09.26.11	02.27.12
Steeple's Glen			10.19.10	02.16.11	09.18.11	02.28.12
Mildred Jones Hall			10.19.10	02.15.11	09.27.11	02.27.12
Sojourner Truth Hall			10.19.10	02.16.11	09.28.11	02.28.12
Harriet Tubman Hall			10.20.10	02.11.11	09.16.11	02.27.12
Simmie Holland Hall			10.25.10	02.11.11	09.23.11	02.27.12
Martha Adams Hall			10.25.10	02.11.11	09.20.11	03.01.12
Robert B. Knott Hall			10.14.10	02.11.11	09.18.11	02.28.12
Mary McLeod Bethune Hall			10.28.10	02.20.11	09.30.11	02.29.12
Pinkney Pinchback Hall			10.28.10	02.20.11	09.30.11	02.29.12
Frederick Douglass Hall			10.27.10	02.20.11	09.07.11	02.28.12
Phyllis Wheatley Hall			10.14.10	02.11.11	09.18.11	03.06.12
Crispus Attucks Hall			10.28.10	02.20.11	09.30.11	02.28.12
J.D.E. Bowen Hall			10.14.10	02.11.11	09.18.11	02.28.12
GSU West			N/A	N/A	N/A	N/A

*N/A-Unit was not open for student housing

Residential Life/Housing Fire Incident

Date	Time	General Location	Nature
6/2010	4:45pm	Knott Hall	Student smoking in room. Placed lite bud in trash can. No injuries.
3/2011	9:20 am	Jeanes Hall	Electrical- Window unit

Residential Life/Housing Fire Safety Systems

	Fire Extinguishers	Sprinkler System	Fire Alarm System	Smoke Detectors
Garner Hall	*		*	*
Hunter Hall	*		*	*
Robinson Hall	*		*	*
Jeanes Hall	*		*	*
Jewett Hall	*		*	*
Richmond Hall	*		*	*
Steeple's Glen	*	*		*
Mildred Jones Hall	*	*	*	*
Sojourner Truth Hall	*	*	*	*
Harriet Tubman Hall	*	*	*	*
Simmie Holland Hall	*	*	*	*
Martha Adams Hall	*	*	*	*
Robert B. Knott Hall	*	*	*	*
Mary McLeod Bethune Hall	*	*	*	*
Pinkney Pinchback Hall	*	*	*	*
Frederick Douglass Hall	*	*	*	*
Phyllis Wheatley Hall	*	*	*	*
Crispus Attucks Hall	*	*	*	*
J.D.E. Bowen Hall	*	*	*	*
GSU West	*		*	*

Plans for Future Improvements:

No future improvements in fire safety are currently planned. However we will continue to test and educate students, faculty and staff on fire safety and prevention.