American University Higher Education Opportunity Act Compliant

Annual Fire Safety Report
2009
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Overview of HEOA Fire Safety Requirements


In accordance with HEOA fire safety provisions, each year, beginning in 2009, American University, and all Title IV institutions, must maintain a fire log and release an annual Fire Safety Report to the campus community. Title IV institutions must be in compliance with the act’s fire safety policies and fire statistic requirements by October 1, 2010, with 2009 as the first calendar year of mandatory compliance. For more information about the act, go to


The HEOA is enforced by the United States Department of Education; institutions that fail to comply with the act are subject to fines of up to $27,500 per violation (34 CFR § 668.84).

The act has three fire safety policy and fire statistics requirements, which mandate the following for Title IV institutions:

1. Maintain a fire log;
2. Report fire statistics to the Secretary of Education;

All three provisions pertain only to fire statistics record keeping and fire safety procedures for residence halls owned by the institution or located on the institution’s campus. The act does not at the time of this report’s issuance apply to other campus facilities. The fire log must include the date, time, location, and nature of all fires in university-owned or controlled residential buildings. All fire data must be recorded in the log within two business days of the fire’s occurrence. AU’s HEOA-compliant fire log is maintained by the Public Safety Department. A paper copy of the log is available, upon request, at Public Safety, as well as online at http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=2050649.

The HEOA directives effective at the time of this report’s publication apply only to residence halls owned and/or operated by the university. American University–owned residence halls and all other campus buildings, are also subject to building fire safety code as promulgated by the District of Columbia Fire and Emergency Management Services.

The Annual Fire Safety Report is produced by AU’s Department of RMEHS, in conjunction with the Public Safety Department.
Notice, Availability, and Location of the Annual Fire Safety Report

The American University Department of RMEHS publishes the Annual Fire Safety Report by October 1 of each year. The HEOA requires that all enrolled students and current employees receive either the Annual Fire Safety Report in its entirety or receive notice of the report’s availability and location (see appendix A). This information is conveyed to all enrolled students and current employees via e-mail in advance of the report’s publication. The report is available for download on the American University RMEHS Web site, http://www.american.edu/finance/rmehs/FireSafety.cfm.

The Fire Safety Report must also be available to prospective university students, faculty, and staff. Details of the report therefore appear at the following American University Human Resources Web pages:

http://www.american.edu/hr/Faculty-Openings.cfm

http://www.american.edu/hr/staff-openings.cfm

Prospective students have access to this report by entering the American University Prospective Student Portal at: https://cms.american.edu/admissions/prospective_student_portal.cfm.

American University must also comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In accordance with the Clery Act, each year AU prepares an Annual Security Report. This report contains statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings, on property owned or controlled by American University, and on public property within, or immediately adjacent to and accessible from, the campus. This report also contains institutional policies regarding campus security, such as sexual assault and other matters. You may access the report at http://www.american.edu/finance/publicsafety/asr.cfm. A paper copy is also available to all applicants upon request by calling the Department of Public Safety at 202-885-2566.

Residence Hall Fire Safety Systems

In calendar year 2009, American University owned and operated 10 residence halls. Seven of which are located on main campus, three on the Tenley campus. All residence halls link to the automated smoke detection and fire alarm system. Upon activation, the automated system communicates to Public Safety through a monitor that indicates the building, specific area in the building, and specific device that has been activated. The automated system monitors the residence halls for fire and smoke 24 hours per day, 365 days per year. Each hall is equipped with a full sprinkler system. Each resident room is equipped with a smoke detector, located in
the middle of the area. Smoke detectors are battery operated with preventative maintenance scheduled semi-annually. Kitchen areas in the residence halls are equipped with heat detectors. Table 1 presents the fire safety systems for each residence hall.

Building-wide fire alarm systems consist of smoke detectors, pull stations, bells, and strobes. Activation of this building-wide system produces both audible and visual signals to indicate fire alarms. Individual smoke detectors in the residence rooms produce audible signals localized to the room. Rooms designated for disabled students also connect to the building-wide fire safety system and have individual smoke detectors.

Table 1. Residence Hall Fire Safety Systems

<table>
<thead>
<tr>
<th>Resident Hall</th>
<th>Building Wide Smoke Detection</th>
<th>Building Wide Fire Alarm Monitoring System</th>
<th>Full Sprinkler System</th>
<th>Resident Room Smoke Detectors</th>
<th>Fire Extinguishers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hughes Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>McDowell Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Nebraska Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Letts Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Capitol Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Congressional Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Federal Hall</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Roper, Clark and Grey Halls</td>
<td>Under renovation for residential use in 2009</td>
<td>(no student housing)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mandatory, Supervised Fire Drills
Mandatory, supervised fire drills are conducted during the spring and fall semesters for all resident halls. The 2009 drill schedule for the residence halls is presented in table 2. The fire drill tests the fire alarm and safety systems at all levels, including alarm transmission, Public Safety
Department response, and residence hall evacuation. Upon activation of the fire alarm, students are expected to evacuate and gather at a predetermined location. Housing and Dining staff conducts a review of fire safety for the student body, while RMEHS, Public Safety and Facilities Management personnel conduct a sweep of the hall.

The Public Safety officer conducting the drill makes note of the details of each fire drill in a Residence Hall Fire Drill Assessment Report (see appendix B). Assessment reports are archived in the RMEHS Department at Suite 350, 3201 New Mexico Ave., Washington, DC 20016.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Spring Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Time</td>
</tr>
<tr>
<td>Hughes Hall</td>
<td>Feb. 3, 2009</td>
<td>11:00</td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>Jan. 27, 2009</td>
<td>18:00</td>
</tr>
<tr>
<td>McDowell Hall</td>
<td>Jan. 26, 2009</td>
<td>11:00</td>
</tr>
<tr>
<td>Nebraska Hall</td>
<td>Jan. 27, 2009</td>
<td>11:00</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Feb. 5, 2009</td>
<td>15:00</td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>Feb. 5, 2009</td>
<td>15:00</td>
</tr>
<tr>
<td>Letts Hall</td>
<td>Feb. 5, 2009</td>
<td>15:00</td>
</tr>
<tr>
<td>Capitol Hall</td>
<td>Feb. 4, 2009</td>
<td>15:00</td>
</tr>
<tr>
<td>Congressional Hall</td>
<td>Feb. 4, 2009</td>
<td>16:00</td>
</tr>
<tr>
<td>Federal Hall</td>
<td>Feb. 4, 2009</td>
<td>15:00</td>
</tr>
<tr>
<td>Roper, Gray and Clark Halls</td>
<td>Under renovation for residential use in 2009 (no student housing)</td>
<td></td>
</tr>
</tbody>
</table>

**Residence Hall Policies on Fire Prevention**

**Residence Hall Policies on Electronic Appliances, Smoking, and Open Flames**

Student responsibilities and prohibitions related to fire safety and prevention are detailed in the Student Handbook, published annually by American University’s Office of Campus Life. To obtain a copy of the handbook, please visit [http://www.american.edu/ocl/vp/student_policies.cfm](http://www.american.edu/ocl/vp/student_policies.cfm).
AU students are expressly prohibited from having the following items in residence hall rooms, on carpeted areas, in hallways, or in other non-designated areas:

- halogen lamps
- appliances (coffeemakers, popcorn poppers, microwave ovens, hotplates, or other electric water-heating devices)
- refrigerators drawing greater than a 7 amp current
- any cooking device with an open flame Any open-flame devices, including candles, incense, and open burners

The combined wattage from all electrical devices in a resident’s room must not exceed 850 watts.

**Resident Hall Fire Safety Prohibitions**

American University students are further prohibited from:

- Setting any fire within buildings or areas contiguous to the buildings;
- Tampering with fire equipment;
- Activating any fire alarm system under false pretenses or making fraudulent fire or emergency reports;
- Disconnecting or tampering with any smoke detection device;
- Running electrical wires beneath any rug or carpet;
- Smoking anywhere other than in smoking permitted areas.

**Procedures for Student Housing Evacuation (in Case of Fire Alarm)**


All students, employees, and faculty are required to evacuate all university buildings immediately upon the sounding of a fire alarm. Students, employees, and faculty are further restricted from entering a building during or following a fire alarm until receiving permission from a housing or public safety staff member.

During fire drills, Resident Halls are swept by Public Safety and/or Residential Life staff to assist disabled students, verify evacuation, and inspect for fire safety violations. In the event of an actual fire, resident halls would be swept for complete evacuation and to assist disabled students by the District of Columbia Fire and Emergency Management and/or Metropolitan Police Departments.
The residence halls are scheduled for semiannual fire evacuation drills in the spring and fall semesters. Evacuation drills are coordinated by the AU’s Public Safety Department.

**Policies on Fire Safety Education and Training Program for Students and Employees**

Fire safety training for residence hall directors and assistants is provided by Housing and Dining senior staff. Resident hall directors and assistants are also trained in evacuation procedures. Following fire drills, students are also advised on these procedures by Resident Life staff.

The RMEHS Department conducts fire safety training for employees. This training includes fire survival skills, evacuation procedures, and extinguisher use. Fire safety training custom tailored to specific departments’ requirements is also available.

**Contact Number for Reporting Fires**

American University faculty, staff, and students are instructed to notify the Public Safety Department at (202)885-3636 for reporting all emergency situations, including fire. The responding Public Safety officers will determine if additional resources should be called in. The Public Safety office is manned and Public Safety patrol officers support campus safety activities 24 hours per day, 365 days per year.
## Fire Statistics

Table 3: American University Main Campus, North Side Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Location/Detail</th>
<th>Date</th>
<th>Report Number</th>
<th>Reported By</th>
<th>Cause</th>
<th>Property Damage</th>
<th>Property Damage Value</th>
<th>Injuries</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hughes Hall</td>
<td>Exterior</td>
<td>4/7/2009 16:55</td>
<td>090270</td>
<td>Telephone</td>
<td>Garbage can (cigarette)</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hughes Hall</td>
<td>Exterior</td>
<td>8/23/2009 17:29</td>
<td>090571</td>
<td>Telephone</td>
<td>Garbage can (cigarette)</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>4th floor kitchen</td>
<td>5/8/2009 01:43</td>
<td>090397</td>
<td>Telephone</td>
<td>Property set afire and thrown from window</td>
<td>Window screen</td>
<td>$39.99</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Leonard Hall</td>
<td>4th and 6th floor bulletin boards</td>
<td>12/27/2009 09:06:10</td>
<td>091036</td>
<td>Unknown</td>
<td>2 bulletin boards</td>
<td>$140.20</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>McDowell Hall</td>
<td>No fires or burning reported in 2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Property damage directly attributed to fire or burning event.
2 Injuries directly attributed to fire or burning event.
3 Deaths directly attributed to fire or burning event.
Table 4: American University Main Campus, South Side Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Location Detail</th>
<th>Date</th>
<th>Report Number</th>
<th>Reported By</th>
<th>Cause</th>
<th>Property Damage</th>
<th>Property Damage Value</th>
<th>Injuries</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson Hall</td>
<td>Exterior</td>
<td>4/19/2009 9:14:49</td>
<td>090311</td>
<td>Telephone</td>
<td>Burning mulch</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>North stairwell</td>
<td>4/26/2009 9:23:10</td>
<td>090435</td>
<td>System Alert</td>
<td>Smoke reported; cause unknown</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Boiler room</td>
<td>05/19/2009</td>
<td>090413</td>
<td>System Alert</td>
<td>Contractor/work related</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Elevator</td>
<td>9/27/2009 9:02:56</td>
<td>090703</td>
<td>Telephone</td>
<td>Arson Elevator</td>
<td>$1050.00</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Exterior</td>
<td>10/7/2009 9:22:42</td>
<td>090746</td>
<td>Telephone</td>
<td>Burning mulch</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>6th floor</td>
<td>10/26/2009 9:16:00</td>
<td>090832</td>
<td>Telephone</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Anderson Hall</td>
<td>Elevator</td>
<td>12/4/2009 9:23:28</td>
<td>090973</td>
<td>Telephone</td>
<td>Arson Plastic cover above elevator panel</td>
<td>$322.00</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Centennial Hall</td>
<td>Mechanical room</td>
<td>6/9/2009 10:12</td>
<td>090436</td>
<td>System Alert</td>
<td>Contractor/welding related</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Letts Hall</td>
<td>4th floor lounge</td>
<td>9/21/2009 9:18:25</td>
<td>090673</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>Smoke accumulation</td>
<td>$22.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Letts Hall</td>
<td>4th floor lounge</td>
<td>10/16/2009 9:18:43</td>
<td>090785</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nebraska Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No Fires or Burning Reported in 2009</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roper Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under renovation for residential use in 2009 (no student housing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clark Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under renovation for residential use in 2009 (no student housing)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gray Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Under renovation for residential use in 2009 (no student housing)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Table 5: American University Tenley Campus Residence Hall Fire Statistics

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Location Detail</th>
<th>Date</th>
<th>Report Number</th>
<th>Reported By</th>
<th>Cause</th>
<th>Property Damage</th>
<th>Property Damage Value</th>
<th>Injuries</th>
<th>Deaths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capitol Hall</td>
<td>4th floor hallway</td>
<td>5/28/2009 9:21:17</td>
<td>090424</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capitol Hall</td>
<td>Kitchen</td>
<td>6/3/2009 16:26</td>
<td>090430</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capitol Hall</td>
<td>Kitchen</td>
<td>6/11/2009 9:21:20</td>
<td>090442</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Capitol Hall</td>
<td>Kitchen</td>
<td>9/19/2009 9:18:12</td>
<td>090668</td>
<td>System Alert</td>
<td>Food preparation</td>
<td>None reported</td>
<td>$0.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Federal Hall</td>
<td>Resident room</td>
<td>9/12/2009 9:00:46</td>
<td>090624</td>
<td>Telephone</td>
<td>Garbage can set fire</td>
<td>Garbage can replacement</td>
<td>$2.00</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Congressional Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No fires or burning reported in 2009
**Synopsis**
In calendar year 2009 AU residence halls experienced 19 fires and/or smoke-related events, with fire-system alarm activations. There were no fire-related injuries or deaths associated with these events. The aggregate property damage value from all fire/smoke-related events was $1,576.19. Chart 1 presents the distribution of fire and/or smoke events by cause.

### Distribution of Fire/Smoke Events by Cause

- **Food Preparation:** 36%
- **Garbage:** 15%
- **Contractor Work:** 11%
- **Exterior:** 11%
- **Suspected Arson:** 11%
- **Other:** 16%

**Future Improvement in Fire Safety**
In 2010 AU’s RMEHS, Public Safety, Housing and Dining Programs, and Facilities Management departments will review fire safety procedures, training, and policies. Changes to current practice will be instituted as deemed necessary to improve the safety of American University’s students and employees.

American University strives to provide a safe and fulfilling resident life program on our campuses. The departments of RMEHS and Public Safety are committed to promoting fire safety in all American University buildings.
**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 mandatory evacuation of a building for a fire.

Fire-Related Injury: Any instance in which a person is injured as a result of fire, including an injury sustained from a natural or accidental cause involving fire control, attempting rescue, or escaping from the dangers of a fire.

Fire-Related Death: Any instance in which a person is killed as a result of fire, including death resulting from a natural or accidental cause involving fire control, attempting rescue, or escaping from the dangers of a fire. (Including any person that dies within 1 year of injuries sustained as a result of a fire).

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, including the following:

- sprinkler or other fire-extinguishing systems
- fire-detection devices
- stand-alone smoke alarms
- devices that alert students, faculty, and/or staff 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 fire

Person: The term *person* may include students, faculty, staff, visitors, firefighters, or any other individuals.

Title IV Institution: A postsecondary educational institution that has entered into a formal agreement with the Secretary of Education allowing the institution to participate in Title IV federal student aid programs.

Value of Property Damage: The estimated value of the loss of a structure and its 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 such as business interruption.
Appendix A  Memorandum Announcing Annual Fire Safety Report

American University
Washington, DC

Memorandum

Oct. 1, 2009

To: American University Community

From: Anthony Newman, Director Risk Management & Environmental Health & Safety

Subject: Notice of Availability and Location of the Annual Fire Safety Report

The Risk Management & Environmental Health & Safety (RMEHS) Department in conjunction with the departments of Public Safety and Housing and Dining are committed to a continuous improvement and review process for fire safety within University residence halls. To this end, the Annual Fire Safety Report for 2009 is posted on the RMEHS web site at http://www.american.edu/finance/rmehs/FireSafety.cfm.

2009 is the inaugural year for institutions such as American University to publish an annual report detailing fire prevention policy and fire safety equipment within institution owned and operated residence halls, as required by the 2008 amendments to the Higher Education Opportunity Act. The report also includes statistics for all fire and/or smoke events that occurred in the residence halls during the 2009 calendar year.

A paper copy of the report will be provided upon request by contacting the RMEHS Department. The RMEHS Department also welcomes any questions or comments regarding the Annual Fire Safety Report. Please direct your inquiries by phone to Glynnis Bowman, Environmental Health & Safety Project Manager, at extension 2716 or by email at bowman@american.edu.

Thank you for your time and attention in this regard.
# Appendix B  Resident Hall Fire Drill Assessment Report

**RESIDENCE HALL FIRE DRILL ASSESSMENT REPORT**

Building _____ Date of Drill _____ Number of Participants _____

Observed By _____

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>YES</th>
<th>NO</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm Activated</td>
<td>Time Evacuation Started</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Ended</td>
<td>Public Safety Arrived</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Alarm Deactivated</td>
<td>“All Clear” Given</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time All Residents Inside _____ Fire Drill Total Time _____

Did occupants immediately begin to evacuate the building when alarm sounded? ☐ ☐ ☐

Did Public Safety officers conduct a search to ensure that everyone evacuated the building and that the fire systems were operating correctly (checked rooms, restrooms, and other areas)? ☐ ☐ ☐

If handicapped persons were present, did Public Safety assist them? ☐ ☐ ☐

Did the handicapped door open automatically after the alarm sounded? ☐ ☐ ☐

Were doors closed to contain smoke/fire? ☐ ☐ ☐

If Fire Doors were available, did they operate properly? ☐ ☐ ☐

Did Housing and Dining staff direct students to exits? ☐ ☐ ☐

Did Facilities Management staff check the alarm fire panels for malfunctions? ☐ ☐ ☐

Did the elevators shut down once the alarm was activated? ☐ ☐ ☐

Are Housing and Dining staffers knowledgeable in their assigned duties? ☐ ☐ ☐

Did the residents go to their assembly areas outside the building and wait for further instructions? ☐ ☐ ☐

Was the fire drill conducted in an orderly manner? ☐ ☐ ☐

Were the fire alarms loud enough? ☐ ☐ ☐
Comments:

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Note: The abbreviation at the end of a comment reflects which department is responsible for making any necessary corrections to a situation.

Key:
  FM—Facilities Management;
  PS—Public Safety;
  HD—Housing and Dining.