# 2025 Agnes Scott College Fire Safety Policy and Annual Fire Safety Report

## INTRODUCTION

Agnes Scott College is committed to providing a fire-safe environment for the faculty, staff, students and visitors, and to protecting its property through an effective fire prevention, protection, preparedness and response program. The following policies are in effect to assist the campus community in working together to maintain an environment that reduces the risk of fire hazards.

### 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.

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, employees, visitors, firefighters, or any other individuals.

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.

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.

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.

### Fire Safety in the Residence Halls

Fires inside residence halls can occur at any time and prevention is everyone's concern and the manner in which residents react in the event of a fire can mean the difference between life and death. For these reasons, the following information is provided to you.

The residence halls at Agnes Scott College are designed for a reasonable level of fire safety. The fire alarms, sprinkler systems, smoke detectors, and extinguishers are all checked annually during the

summer months by a certified fire protection company and repairs or adjustments are made whenever a problem is found.

The alarms are monitored by the Department of Public Safety on a 24 hour basis 365 days a year. The Department of Public Safety notifies the Fire Department upon discovering or receiving reports of a fire on campus

Students, faculty and staff should report all fires to the Department of Public Safety by dialing X6400 from any college phone line or 404 471-6400 from any phone line.

**Hazards in Residence Halls and Resident's rooms**

**Smoking Policy:** Refer to the Smoking Policy, which appears in the STUDENT CONDUCT section. Smoking is strictly prohibited in all facilities (e.g. classrooms, computer labs, offices, residence halls and theme houses). Smoking is permitted outside at designated locations that have been equipped with appropriate receptacles. Smoking is not permitted within 20 feet of any residence hall or building entrance. Smoking is prohibited in Avery Glen apartment units. Violations of the college's smoking policy will be handled as a disciplinary matter and will be reviewed by the appropriate college administrator and/or judicial body. (See Judicial Board Auto sanctions.)

**Electrical Appliances**
a. No changes or additions may be made in the wiring or electrical fixtures in any room without approval from the College electrician. Care should be taken not to overload the existing circuits.
b. No extension cords may be used from the hallway plugs to the rooms.
c. Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.). Electrical appliances are not to be used in student rooms. If you have questions regarding the approval of storage of your appliances or electrical equipment, please contact the Residence Life office at ext. 6408.

**Open flames:** Many fires occurring in the residence halls are a result of burning candles. Camp stoves, candles (decorative or functional, wick or no wick), open coil heating or cooking elements, kerosene lamps, etc., can be extremely hazardous. Open flame devices are not permitted in student rooms. Similarly, burning incense is not allowed. Cooking on barbecue grills and hibachis is not allowed in or around the residence halls or apartments.

**Flammable Liquids (and other hazardous chemical):** Gasoline, ether, paint, glue, etc. are not permitted in residence halls and or student rooms or storage areas. Motorized vehicles are not allowed in the building under any circumstances.

**Halogen Lamps:** Due to the high temperature emitted from halogen lamps, they are prohibited in the residence halls. It has been reported that many fires are caused by materials coming in contact with the halogen bulb or other parts of the lamp.

**Cooking**: Cook safely and only in permitted and designated areas or kitchens using proper appliances. Microwaves can cause burns, or even start a fire. Residents should never leave cooking food unattended.

**Tampering with Fire Alarm Systems:** The fire alarm system and firefighting equipment in the residence halls are for your protection. Tampering with smoke detectors, sprinkler heads, sprinkler piping, alarm boxes, and fire extinguishers is prohibited and may subject you to criminal prosecution. No items are to be hung or placed over smoke detectors or placed over lighting fixtures within any building. Hanging items from the sprinkler head or pipes is prohibited. Remember this is your life safety equipment. You will be held accountable and liable for any damage that may endanger the lives of other who reside in the building.

**False Alarms:** Fire alarms may be set off in residence halls accidentally or due to tampering. How do you know if it is a false alarm? You don't… so get out immediately!

**Fire Evacuation Drills**

Unannounced drills are conducted by the department of public safety in collaboration with the residence life office and the City of Decatur Fire Department once per semester. Drills are conducted to let resident students practice safe evacuation procedures and to evaluate staff performance. Buildings that do not pass a drill (e.g., evacuation too slow, students remain in building, etc.) are reported to resident life for follow-up educational and/or disciplinary action and are subject to retesting.

**Evacuation Procedures**

Fire and evacuation alarms are intended to alert building occupants that a fire or other life-threatening situation exists. Upon hearing the alarm, everyone should leave the building immediately. In the event of a fire, the following steps should be taken to ensure the safety of all building occupants.
1. **Activate the fire alarm.** In the event of a fire or any emergency requiring building evacuation, it is essential to activate the nearest fire alarm pull station or verbally notify building occupants if the building is not equipped with a fire alarm system.
2. **Call Public Safety.** Telephone X6400 and give your name, location, nature of the emergency and telephone number. This call should be made immediately, even if the fire alarm has already been activated.
3. **Exit the building.** At the sound of a fire alarm, all building occupants should proceed to the nearest exit and leave the building immediately. During pre-emergency planning, all occupants should learn two evacuation routes from each building area.
5. **Assist physically impaired individuals.** Physically impaired individuals should be given assistance to a secure area, such as a large stairwell or an office separated from a corridor by a fire door. Emergency personnel must be notified of their locations.
6. **Ensure all personnel are out of the building.** Ensure all personnel are out of the immediate area. If there is time and no present danger, close all doors and windows while evacuating.
7. **Do not use the elevators.** Elevators may lose power during a fire. If elevators are working during a fire emergency, their use is reserved for emergency response personnel only.
8. **Extinguish small fires.** If the fire is small and you know how to use a fire extinguisher, attempt to extinguish the fire yourself. *Do not attempt to extinguish any fire if there is a threat to your safety.*

9. **Report hazardous conditions.** If you are working in a research area and have sufficient time, ensure that the lab and experiments are in safe condition before leaving the area. Report any hazardous conditions to responding emergency personnel.
10. **Stay low.** If confronted with smoke, keep near the floor. Smoke, heat and toxic gases will normally rise to the ceiling. All closed doors should be checked for heat prior to opening. If a doorknob is hot, the door should not be opened.
11. **Stay away from the building until it is safe to return.** Do not re-enter the building until advised to do so by the authorities.

**Evacuation Procedure for Disabled Persons**

Persons whose mobility is impaired are individually responsible for informing their supervisors, residence life staff, office of academic advising and the department of public safety (404)471-6355 of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

The table below lists the assembly sites in place for each residence hall in the event of a fire.

| ***Residence Hall*** | ***Assembly location*** |
|---|---|
| Walters Hall | Alston Campus Center |
| Winship Hall | Alston Campus Center |
| Inman Hall | Alston Campus Center |
| Main Hall | Alston Campus Center |
| Rebekah Hall | Alston Campus Center |
| All Theme Houses | Parking Deck area near the public safety office |
| Avery Glen | Avery Glen parking area as far away from the building as possible |
| Campbell Hall | Parking Deck area near the public safety office |

**Fire Safety Training**

Fire Drills are conducted in each residence hall each semester. Every resident in the residence halls is required to participate with the drill using the techniques that are outlined in the student handbook. Residence Life staff is trained prior to the start of the fall semester regarding fire safety and the use of fire extinguishers.

**On-Campus Housing Facilities Fire Safety Systems**

The table below lists the safety systems in place at each of the on campus student residence halls at Agnes Scott College.

| Residence Halls | Sprinkled | Smoke Detectors Monitored by Building Fire Alarm System |
|---|---|---|
| Walters Hall | Yes | Yes |
| Winship Hall | Yes | Yes |
| Inman Hall | Yes | Yes |
| Rebekah hall | Yes | Yes |
| Main Hall | Yes | Yes |
| Theme House 124 | Yes | No |
| Theme House 132 | Yes | No |
| Theme House 138 | Yes | No |
| Avery Glen | Yes | No |
| Campbell Hall | Yes | Yes |

**Fire Safety Policies and Report**

**Annual Reporting of Fire Safety Policies**

Agnes Scott College Fire Safety Report is published and distributed by the Department of Public Safety in cooperation with the Residence Life office and Facilities department. This report includes fire statistics for the previous year concerning reported fire that occurred in on-campus student housing facilities. This report includes college policies concerning fire safety, such as fire safety systems and other matters. You can obtain a copy of this report by accessing the following web site

This report is published separately from the Annual Reporting of Security and Crime Statistics, which may also be found on the same web site http://www.agnesscott.edu/studentlife/publicsafety

**Number of Fire Drills**

| Residence Halls | Calendar Year | No. of Drills |
|---|---|---|
| Walters Hall | 2024 | 2 |
| Winship Hall | 2024 | 2 |
| Inman Hall | 2024 | 2 |
| Rebekah hall | 2024 | 2 |
| Agnes Scott (Main) Hall | 2024 | 2 |
| Theme House 124 | 2024 | 2 |
| Theme House 132 | 2024 | 2 |
| Theme House 138 | 2024 | 2 |
| Campbell Hall | 2024 | 2 |
| Hopkins | 2024 | 2 |

| Residence Halls | Calendar Year | No. of Drills |
|---|---|---|

| | | |
|---|---|---|
| Walters Hall | 2023 | 2 |
| Winship Hall | 2023 | 2 |
| Inman Hall | 2023 | 2 |
| Campbell Hall | 2023 | 2 |
| Rebekah hall | 2023 | 2 |
| Agnes Scott (Main) Hall | 2023 | 2 |
| Theme House 124 | 2023 | 2 |
| Theme House 132 | 2023 | 2 |
| Theme House 138 | 2023 | 2 |
| Avery Glen Apartments | 2023 | 1 |

| **Residence Halls** | **Calendar Year** | **No. of Drills** |
|---|---|---|
| Walters Hall | 2022 | 2 |
| Winship Hall | 2022 | 2 |
| Inman Hall | 2022 | 2 |
| Campbell Hall | 2022 | 2 |
| Rebekah hall | 2022 | 2 |
| Agnes Scott (Main) Hall | 2022 | 2 |
| Theme House 124 | 2022 | 2 |
| Theme House 132 | 2022 | 2 |
| Theme House 138 | 2022 | 2 |
| Avery Glen Apartments | 2022 | 1 |

Fire Report Summary

**Number of Fires, their cause, and associate injuries and property damage**

The following table lists all fires that have occurred in on-campus student housing.

| Calendar Year | Residential | Cause | Fires | Injuries | Deaths | Property Damage in Dollars |
|---|---|---|---|---|---|---|
| **2024** | Walters Hall | | 0 | 0 | 0 | 0 |
| | Winship Hall | | 0 | 0 | 0 | 0 |
| | Inman Hall | | 0 | 0 | 0 | 0 |
| | Campbell Hall | | 0 | 0 | 0 | 0 |
| | Rebekah hall | | 0 | 0 | 0 | 0 |
| | Agnes Scott (Main) Hall | | 0 | 0 | 0 | 0 |
| | Theme House 124 | | 0 | 0 | 0 | 0 |
| | Theme House 132 | | 0 | 0 | 0 | 0 |
| | Theme House 138 | | 0 | 0 | 0 | 0 |
| | Avery Glen Apartments | | 0 | 0 | 0 | 0 |

| Calendar Year | Residential | Cause | Fires | Injuries | Deaths | Property Damage in Dollars |
|---|---|---|---|---|---|---|
| **2023** | Walters Hall | | 0 | 0 | 0 | 0 |
| | Winship Hall | | 0 | 0 | 0 | 0 |
| | Inman Hall | | 0 | 0 | 0 | 0 |
| | Campbell Hall | | 0 | 0 | 0 | 0 |
| | Rebekah hall | | 0 | 0 | 0 | 0 |
| | Agnes Scott (Main) Hall | | 0 | 0 | 0 | 0 |
| | Theme House 124 | | 0 | 0 | 0 | 0 |
| | Theme House 132 | | 0 | 0 | 0 | 0 |
| | Theme House 138 | | 0 | 0 | 0 | 0 |
| | Avery Glen Apartments | | 0 | 0 | 0 | 0 |

| Calendar Year | Residential | Cause | Fires | Injuries | Deaths | Property Damage in Dollars |
|---|---|---|---|---|---|---|
| **2022** | Walters Hall | | 0 | 0 | 0 | 0 |
| | Winship Hall | | 0 | 0 | 0 | 0 |
| | Inman Hall | | 0 | 0 | 0 | 0 |
| | Campbell Hall | | 0 | 0 | 0 | 0 |
| | Rebekah hall | | 0 | 0 | 0 | 0 |
| | Agnes Scott (Main) Hall | | 0 | 0 | 0 | 0 |
| | Theme House 124 | | 0 | 0 | 0 | 0 |
| | Theme House 132 | | 0 | 0 | 0 | 0 |
| | Theme House 138 | | 0 | 0 | 0 | 0 |
| | Avery Glen Apartments | | 0 | 0 | 0 | 0 |