

ANNUAL FIRE SAFETY REPORT

Reporting Year 2013



AMERICAN UNIVERSITY
WASHINGTON, DC

Risk Management and Environmental Health and Safety
4400 Massachusetts Avenue NW
Washington, DC 20016

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OVERVIEW OF HEOA FIRE SAFETY REQUIREMENTS

American University is required to comply with the Higher Education Opportunity Act (HEOA) provisions regarding fire safety. The HEOA of 2008 (Pub. L. 110-315), signed into law on August 14, 2008, amends the Higher Education Act of 1965. The act is codified within 20 USC § 1092(i) and published as 34 CFR 668.49, Institutional Fire Safety Policies and Fire Statistics.

For more information about the act, please see gpo.gov/fdsys/pkg/PLAW-110publ315/pdf/PLAW-110publ315.pdf.

In accordance with HEOA fire safety provisions, this report provides the fire safety provisions and fire statistics for the calendar years 2011–2013.

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 \$35,000 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:

- maintain a fire log
- report fire statistics to the secretary of education
- publish an annual fire safety report

All three provisions pertain only to fire statistics, record keeping, and fire safety procedures for residence halls owned by the institution and located on any of the institution's campuses. The fire log must include the date the fire was reported and the date, time, general location, and nature of all fires in university-owned or -controlled residential buildings on campus. 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 AU's office of Public Safety. A paper copy of the log is available, upon request, at the Public Safety Building as well as online at american.edu/finance/publicsafety.

The HEOA directives effective at the time of this report's publication apply only to residence halls owned or operated by the university and located on one of AU's campuses. 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.

AU's Annual Fire Safety Report is produced by AU's Risk Management and Environmental Health and Safety (RMEHS) office in conjunction with Public Safety.

NOTICE, AVAILABILITY, AND LOCATION OF THE ANNUAL FIRE SAFETY REPORT

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. This information is conveyed in advance of the report's publication to all enrolled students and current employees via email. A paper copy of this report can be obtained by calling 202-885-2537. The report is also available for download on the RMEHS website, american.edu/finance/rmehs/FireSafety.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 the 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 american.edu/finance/publicsafety/asr.cfm. A paper copy is also available upon request by calling Public Safety at 202-885-2537. Additionally, the report provides details about safety programs and resources provided to the AU community.

RESIDENCE HALL FIRE SAFETY SYSTEMS

In calendar year 2013, American University owned and operated 13 residence halls: 10 on main campus and 3 on 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 centrally located smoke detector. Smoke detectors are battery operated, with preventative maintenance scheduled semiannually. 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 a 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.

All building fire alarm systems are tested annually. All sprinkler systems are tested quarterly, in addition to an annual inspection performed by AU's Facilities Management.

Table 1. Residence Hall Fire Safety Systems

Residential Facility*	Building-Wide Smoke Detection	Building-Wide Fire Alarm Monitoring System	Full Sprinkler System	Resident Room Smoke Detectors	Fire Extinguishers
Anderson Hall	Yes	Yes	Yes	Yes	Yes
Capital Hall	Yes	Yes	Yes	Yes	Yes
Cassell Hall	Yes	Yes	Yes	Yes	Yes
Centennial Hall	Yes	Yes	Yes	Yes	Yes
Clark Hall	Yes	Yes	Yes	Yes	Yes
Congressional Hall	Yes	Yes	Yes	Yes	Yes
Federal Hall	Yes	Yes	Yes	Yes	Yes
Hughes Hall	Yes	Yes	Yes	Yes	Yes
Leonard Hall	Yes	Yes	Yes	Yes	Yes
Letts Hall	Yes	Yes	Yes	Yes	Yes
McDowell Hall	Yes	Yes	Yes	Yes	Yes
Nebraska Hall	Yes	Yes	Yes	Yes	Yes
Roper Hall	Yes	Yes	Yes	Yes	Yes

*Residence hall addresses are listed on page 13.

MANDATORY, SUPERVISED FIRE DRILLS

Mandatory, supervised fire drills are conducted at least one time during both the spring and fall semesters for all residence halls. The 2013 drill schedule for the residence halls is presented in tables 2 and 3. The fire drill tests the fire alarm and safety systems at all levels, including alarm transmission, Public Safety response, and residence hall evacuation. Upon activation of the fire alarm, students are expected to evacuate and gather at a predetermined location. Staff members from Housing and Dining Programs conduct a review of fire safety for the student body, while Public Safety or Facilities Management personnel conduct a sweep of the hall.

The Public Safety officer conducting the drill records the details of each fire drill in a Residence Hall Fire Drill Assessment Report. Assessment reports are archived in the RMEHS office at 3201 New Mexico Avenue NW, Suite 350, Washington, DC 20016.

Table 2. Spring 2013 Fire Drills

Residential Facility*	Date	Total Time (Minutes)	Participants
Anderson Hall	1/16/2013	38	390
Capital Hall	1/23/2013	21	70
Cassell Hall	NA (opened in fall 2013)	NA (opened in fall 2013)	NA (opened in fall 2013)
Centennial Hall	1/16/2013	38	358
Clark Hall	1/16/2013	15	20
Congressional Hall	1/23/2013	20	80
Federal Hall	1/23/2013	19	20
Hughes Hall	2/4/2013	19	110
Leonard Hall	1/17/2013	18	116+
Letts Hall	1/16/2013	38	360
McDowell Hall	1/17/2013	17	70
Nebraska Hall	2/4/2013	28	39
Roper Hall	1/16/2013	9	20

Table 3. Fall 2013 Fire Drills

Residential Facility*	Date	Total Time (Minutes)	Participants
Anderson Hall	9/25/2013	35	250+
Capital Hall	NA (closed May 2013)	NA (closed May 2013)	NA (closed May 2013)
Cassell Hall	10/8/2013	21	90
Centennial Hall	9/25/2013	34	100+
Clark Hall	9/25/2013	12	25
Congressional Hall	NA (closed May 2013)	NA (closed May 2013)	NA (closed May 2013)
Federal Hall	NA (closed May 2013)	NA (closed May 2013)	NA (closed May 2013)
Hughes Hall	9/17/2013	13	135
Leonard Hall	10/7/2013	19	157
Letts Hall	9/25/2013	34	250+
McDowell Hall	10/7/2013	20	110
Nebraska Hall	9/9/2013	21	110+
Roper Hall	9/25/2013	16	40

*Residence hall addresses are listed on page 13.

RESIDENCE HALL POLICIES ON FIRE PREVENTION

FIRE SAFETY PROHIBITIONS

Student responsibilities and prohibitions related to fire safety and prevention are detailed in the student guide, published annually by American University's Office of Campus Life. To obtain a copy of the guide, please visit american.edu/ocl/studentguide.

American University students are 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 on all property owned, leased, or otherwise controlled or operated by the university, including, without limitation, vehicles, buildings, grounds, parking lots, garages, and other structures (see american.edu/initiatives/tobaccofree/tobacco-Free-AU.cfm)

ELECTRONIC APPLIANCES, SMOKING, AND OPEN FLAMES

AU students are expressly prohibited from having the following items in residence hall rooms, on carpeted areas, in hallways, or in other undesignated areas:

- halogen lamps
- appliances (coffeemakers, popcorn poppers, microwave ovens, hot plates, or other electric water-heating devices)
- refrigerators drawing greater than a 7-amp current
- any cooking device with an open flame or 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.

PROCEDURES FOR STUDENT HOUSING EVACUATION (IN CASE OF FIRE ALARM)

Fire evacuation procedures are available to the campus community on the Emergency Preparedness website: american.edu/emergency/upload/Evacuation-Procedures.pdf.

All students, employees, and faculty are required to evacuate all university buildings immediately upon the sounding of a fire alarm. Once safely outside a building, they may call 911 and Public Safety. If circumstances warrant relocation, students and employees are informed of where to go at the time of the alarm. Students, employees, and faculty are further restricted from entering a building during or following a fire alarm until receiving permission from a Housing and Dining Programs or Public Safety staff member.

During fire drills, residence halls are swept by Public Safety staff or Housing and Dining Programs staff to assist disabled students, verify evacuation, and inspect for fire safety violations. In the event of an actual fire, residence halls would be swept for complete evacuation and assistance to disabled students by the District of Columbia Fire and Emergency Management.

Students with disabilities are oriented to all procedures related to their safety in all university buildings, including residence halls and academic buildings, during an intake meeting with an academic counselor in the Academic Support and Access Center (ASAC). Students participate in a required intake meeting when they request reasonable accommodations. Information about the ASAC can be found at american.edu/asac.

To ensure that students with disabilities receive information about safety related to specific disability concerns, a staff member from ASAC discusses it with them during the intake meeting. Additionally, each resident director from Housing and Dining Programs meets with each student with disabilities at the beginning of each semester to review the evacuation plan and designated evacuation area of rescue.

ASAC creates and updates an emergency evacuation list that includes the names of students with disabilities, their residence halls and room locations, and their types of disability. This list is provided to Public Safety and Housing and Dining Programs and is kept at the front desk in each residence hall for American University personnel to access in an emergency.

The office of University Safety Programs completed an initiative to place “Areas of Rescue Assistance” signs in highly trafficked areas of all university buildings to ensure that students, faculty, staff, and visitors with mobility impairments can be quickly located and evacuated from the building in the event of an emergency.

The residence halls are scheduled for semiannual fire evacuation drills in the spring and fall semesters. Evacuation drills are coordinated by Public Safety and Housing and Dining Programs.

POLICIES ON FIRE SAFETY EDUCATION AND TRAINING FOR STUDENTS AND EMPLOYEES

Fire safety training for residence hall directors and assistants is provided by senior staff of Housing and Dining Programs. Residence hall directors and assistants are also trained in evacuation procedures. These training sessions familiarize participants with the fire safety system in each housing facility, provide instruction on procedures to be followed in case of a fire, and distribute information on the college’s fire safety policies. Following fire drills, students are also advised on these procedures by Housing and Dining Program staff.

If a fire occurs, students are instructed to leave hazardous areas per the posted evacuation routes and to proceed to the predetermined muster location before calling 202-885-3636 for help. They are to remain in that location so that Housing and Dining Programs staff can document that they have left the building. Resident assistants are instructed to pull the fire alarm while exiting the building if able to do so without risking their safety.

No training is provided to students or employees in fire-fighting suppression activity, as this is inherently dangerous. Each community member’s only duty is to exit safely and quickly, shutting doors along their exit path to contain the spread of flames and smoke and activating the fire alarm. At no time should the closing of the doors or the activation of the alarm delay exit from the building.

CONTACT NUMBER FOR REPORTING FIRES

American University faculty, staff, and students are instructed to notify Public Safety at 202-885-3636 of all emergency situations, including fire. The responding university police officers will determine if additional resources should be called in. The Public Safety office is manned and university police officers support campus safety activities 24 hours per day, 365 days per year.

Per federal law, American University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. **To report fires in on-campus housing that have already been extinguished, or if you are unsure whether Public Safety has been notified, please call 202-885-3636.**

American University Residence Hall Fire Statistics for Reporting Year 2013

Residential Facility*	Total Fires in Building	Fire Number	Date	Location Detail	Received Via	Cause of Fire	Value of Property Damage Caused by Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire
Anderson Hall	2	1	8/7/13	Outside: LA quad	Telephone	Intentional-malicious burning: chair	\$0-\$99	0	0
		2	2/20/13	Outside: LA quad	Telephone	Intentional-malicious burning: toy	\$0-\$99	0	0
Capital Hall	1	1	3/31/13	1st-floor bathroom	Telephone	Intentional-malicious burning: bathroom fixtures	\$2,000	0	0
Cassell Hall	1	1	12/14/13	Residence hall room	Telephone	Unintentional-malfunctioning space heater	\$30	0	0
Centennial Hall	1	1	7/3/13	3rd-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
Clark Hall					No fire or smoke incidents reported in 2013				
Congressional Hall					No fire or smoke incidents reported in 2013				
Federal Hall					No fire or smoke incidents reported in 2013				
Hughes Hall	3	1	7/14/13	6th-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		2	7/13/13	6th-floor Kitchen	System alert	Unintentional-food preparation	\$0	0	0
		3	7/11/13	2nd-floor Kitchen	System alert	Unintentional-food preparation	\$0	0	0
Leonard Hall	1	1	5/2/13	5th-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
Letts Hall	1	1	4/27/13	4th-floor restroom	Telephone	Intentional-malicious burning: trash can	\$20	0	0
McDowell Hall	1	1	2/16/13	6th-floor hallway	Telephone	Intentional-malicious burning: paper on a bulletin board	\$0	0	0
Nebraska Hall					No fire or smoke incidents reported in 2013				
Roper Hall	3	1	8/19/13	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		2	7/28/13	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		3	6/05/13	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0

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American University Residence Hall Fire Statistics for Reporting Year 2012

Residential Facility*	Total Fires in Building	Fire Number	Date	Location Detail	Received Via	Cause of Fire	Value of Property Damage Caused by Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire
Anderson Hall	2	1	4/13/12	3rd-floor hallway	Telephone	Unintentional-accidental electrical fire	\$4	0	0
		2	8/13/12	5th-floor hallway	System alert	Unintentional-food preparation	\$0	0	0
Capital Hall					No fire or smoke incidents reported in 2012				
Centennial Hall					No fire or smoke incidents reported in 2012				
Clark Hall	6	1	5/6/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		2	5/22/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		3	6/14/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		4	7/3/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		5	10/15/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		6	10/19/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
Congressional Hall	1	1	4/13/12	2nd-floor hallway	Telephone	Intentional-malicious burning	\$0	0	0
Federal Hall					No fire or smoke incidents reported in 2012				
Hughes Hall					No fire or smoke incidents reported in 2012				
Leonard Hall					No fire or smoke incidents reported in 2012				
Letts Hall	4	1	5/2/12	6th-floor lounge	Telephone	Unintentional-food preparation	\$55	0	0
		2	8/25/12	1st-floor lounge	Telephone	Unintentional-food preparation	\$30	0	0
		3	10/29/12	5th-floor lounge	System alert	Unintentional-food preparation	\$0	0	0
		4	11/15/12	5th-floor lounge	System alert	Unintentional-food preparation	\$0	0	0
McDowell Hall	2	1	1/30/12	Elevator 1	Telephone	Intentional-malicious burning	\$300	0	0
		2	4/4/12	5th-floor hallway	Telephone	Intentional-malicious burning	\$5	0	0
Nebraska Hall					No fire or smoke incidents reported in 2012				
Roper Hall	3	1	4/17/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		2	7/15/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0
		3	9/20/12	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0

*Residence hall addresses are listed on page 13.

American University Residence Hall Fire Statistics for Reporting Year 2011

Residential Facility*	Total Fires in Building	Fire Number	Date	Location Detail	Received Via	Cause of Fire	Value of Property Damage Caused by Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	
Anderson Hall	1	1	3/22/11	Terrace laundry room	Telephone	Intentional-arson	\$0	0	0	
Capital Hall	3	1	1/13/11	4th-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		2	2/26/11	Lobby	Routine patrol	Intentional-arson	\$255	0	0	
		3	2/26/11	4th-floor hall	Routine patrol	Intentional-arson	\$0	0	0	
Centennial Hall			No fire or smoke incidents reported in 2011							
Clark Hall	2	1	1/8/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		2	12/9/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
Congressional Hall			No fire or smoke incidents reported in 2011							
Federal Hall			No fire or smoke incidents reported in 2011							
Hughes Hall	4	1	7/29/11	3rd-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		2	8/15/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		3	9/5/11	3rd-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		4	9/13/11	3rd-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
Leonard Hall			No fire or smoke incidents reported in 2011							
Letts Hall	4	1	3/22/11	6th-floor hall	Telephone	Intentional-arson	\$214	0	0	
		2	4/16/11	4th-floor kitchen	Telephone	Intentional-arson	\$0	0	0	
		3	8/13/11	3rd-floor hall	System alert	Unintentional-food preparation	\$0	0	0	
		4	9/22/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
McDowell Hall	1	1	10/8/11	5th-floor lobby	System alert	Intentional-arson	\$50	0	0	
Nebraska Hall			No fire or smoke incidents reported in 2011							
Roper Hall	4	1	5/15/11	Lobby kitchen area	System alert	Unintentional-food preparation	\$0	0	0	
		2	9/3/11	Kitchen area	System alert	Unintentional-food preparation	\$0	0	0	
		3	12/3/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	
		4	12/15/11	1st-floor kitchen	System alert	Unintentional-food preparation	\$0	0	0	

*Residence hall addresses are listed on page 13.

FUTURE IMPROVEMENT IN FIRE SAFETY

In 2014, AU's RMEHS, Public Safety, Housing and Dining Programs, and Facilities Management offices 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 residence life program on our campuses. 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, rescue attempts, or escape 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, rescue attempt, or escape from the dangers of a fire (including any person who dies within one 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: <ul style="list-style-type: none">• sprinkler or other fire-extinguishing system• fire-detection devices• stand-alone smoke alarms• devices that alert students, faculty, 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	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 the following: <ul style="list-style-type: none">• contents damaged by fire• related damages caused by smoke, water, and overhaul, not including indirect loss such as business interruption

AU RESIDENCE HALL ADDRESSES

MAIN CAMPUS

4400 Massachusetts Avenue NW, Washington, DC 20016

Anderson Hall

Cassell Hall

Centennial Hall

Clark Hall

Hughes Hall

Leonard Hall

Letts Hall

McDowell Hall

Nebraska Hall

Roper Hall

TENLEY CAMPUS*

4300 Nebraska Avenue NW, Washington, DC 20016

Capital Hall

Congressional Hall

Federal Hall

**By May 2013, all residence halls at Tenley Campus were vacated due to construction.*

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university prohibits discrimination and discriminatory harassment (including sexual harassment and sexual violence) against any AU community member on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information, or any other bases under federal or local laws (collectively "Protected Bases").

For information, contact the dean of students (dos@american.edu), assistant vice president of human resources (employeerelations@american.edu), or dean of academic affairs (academicaffairs@american.edu); write American University, 4400 Massachusetts Avenue NW, Washington, DC 20016; or call 202-885-1000.

For information regarding the accreditation and licensing of American University, please visit american.edu/academics. UP15-134



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