



Baldus Residence Hall	0	0	0	0	0	0	0	0	0	0	0	0
Clifton Residence Hall	0	0	0	0	0	0	0	0	0	0	0	0
Hahn Residence Hall	0	0	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Knutson Residence Hall	0	0	0	0	0	0	0	0	0	0	0	0
Kraushaar Residence Hall	0	0	n/a	n/a	n/a	n/a	0	0	0	0	0	0
Trinity Residence Hall	0	0	0	0	0	0	0	0	0	0	0	0
Seguin Residence Hall	0	0	1	0	0	0	0	0	0	0	0	0
Bogisch Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Brandes Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Glazener Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Kramer Apartments	0	0	0	0	1	0	0	0	0	0	0	0
Lange Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Linne Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Renger Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Steger Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Strunk Apartments	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	1	0	1	0	0	0	0	0	0	0
Fires												
Kramer 8 Apartment					5/14/2013							
Seguin Kitchen			8/28/2015	no damage s, no injuries								

**B. Fire Safety Systems by Building:**

Fire System and Sprinkler		
Building	Fire System	Sprinkler System
Baldus	Fire Control Instruments	Reliable Sprinkler
Clifton	Fire Control Instruments	Reliable Sprinkler
Hahn	Fire Control Instruments	Does not have any
Knutson	Fire Control Instruments	Tyko
Kraushaar	Fire Control Instruments	Does not have any
Seguin	Silent Knight	Central Sprinkler
Trinity	Fire Control Instruments	Reliable Sprinkler
Apartments	Individual smoke detectors in each apartment	Does not have any

### C. Number of Regular Mandatory Fire Drills:

Each semester one drill is performed per residence hall. These drills are completed within 30 days of the semester beginning. The Seguin Fire/EMS Department, TLU Police Department and the TLU Maintenance Department help with the drills.

### D. Fire Safety Policies:

See appendix of manuals (Resident Assistant, Student Handbook)

### E. Educational Programs

- Opening Hall meetings, fire safety is discussed with residents
- Each fall semester the Residence Life Staff meets with the Seguin Fire/EMS Department to be instructed on the correct use of fire extinguishers. The fire department also does controlled fires for the staff to practice extinguishing the fires with fire extinguishers.

### F. Plans for Fire Safety Improvements:

- Central fire system for the apartment buildings
- Semester fire drills in the apartment buildings

# Appendix of Manuals

## **Resident Assistant Manual:**

### **Fire Evacuation**

It is the responsibility of staff to respond to fire alarms in the residence halls. If alarm sounds, staff should contact Campus Police (911 or 0 on campus phone) first. In addition, staff should contact the Area Coordinator on-call and then the AC on-call will contact the AC for the building. The building *must be evacuated*. Staff should begin evacuating the building, instructing all residents to exit the building and remain at least 100 feet away from the building. If there is an actual fire, the Area Coordinator on-call, AC of the building, and Campus Police will attempt to control the fire with fire extinguishers if at all possible, while at the same time contacting the fire department. If this is not possible, they will ensure that the building has been completely evacuated and await assistance from the fire department. Once the building has been evacuated, students should remain outside the building until they have received permission to reenter by an Area Coordinator. AC on-call will call the Director of Residence Life in case of an actual fire. All other calls will be made to Office of Residence Life phone and message left immediately after situation is taken care of. The AC on-call will also provide a written report to the Director by 8am the following day providing a more detailed report. This report is the same as an incident report.

### **Fire Emergency Procedures**

The threat of fire and the resulting danger of smoke inhalation and asphyxiation are always present in residence halls. *It is necessary that RAs understand the fire evacuation procedures for their hall and that they communicate this process to all residents as soon as they arrive in the hall, such as during first floor/hall/area meetings.*

### **General Staff Procedures**

- **Investigate**  
If you see or smell smoke, go find the source. If someone tells you that there is a fire, believe that person until you are certain that there is not a fire.
- **Notify Others**  
Pull the fire alarm. Let the people in the vicinity know that their lives are in possible danger so that they may escape. Have other staff members start evacuation procedures. Do not try to control the fire before you notify the people in the building. Knock and yell as you are evacuating the building.
- **Report to Authorities**  
Call University Police. Tell them who you are, which hall/apartment, the nature and extent of the fire. Give them an exact location of the fire. University Police will summon the fire department. Designate someone to wait for the University Police/Fire Department. Also, contact the Area Coordinator on call.
- **Extinguish if possible**  
Fight the fire with an extinguisher if it is small enough to be contained. Place yourself between the fire and the exit because you might not be able to extinguish the fire. Let the people in the vicinity know to start evacuating. Do not put yourself in harm's way.

- **Exit the building**  
Leave the building through the nearest exit if you cannot control the fire. Do not go back into the building for people or things. Trained firefighters with proper equipment will be there quickly to minimize damage to life and property.
- **Wait at your designated assembly area**
  - Go to your designated area and assemble your residents into an orderly group at least 100 feet from the building.
  - Knutson, Hahn goes to area between Hahn and Kraushaar
  - Centennial goes across sidewalk toward South Apartments
  - Seguin Hall goes to the Nursing Building to east.
  - Baldus, Clifton and Trinity goes to Chapel lawn
  - Linne, Renger and Strunk goes to the soccer field
  - Brandes, Kramer, Lange, Steger goes to the area across the parking lot toward Seguin Hall
  - Bogisch will evacuate to across the street to the Fritz House
  - Glazener will evacuate across the street to the grass by the Fine Arts Building
- All students and staff must evacuate the building.
- Call roll to see who is present. See if anyone needs first aid. Assist with crowd control as needed. The Area Coordinator will tell you when it is safe to go back in.
- **After the Fire**  
Help secure the area where the fire took place. Even if the fire is out, do not try to clean up the area. University Police and the Fire Department will need to investigate the damages.

### **Student Handbook:**

**Fire Safety:** Due to the extreme dangers presented by fire hazards in student rooms, the university will continually monitor all living areas through Residence Life staff visits and formal, announced inspections by representatives of the Residence Life staff. Each semester one drill is performed per residence hall. These drills are completed within 30 days of the semester beginning.

Fire extinguishers, smoke and heat detectors, fire alarm bells, and pull stations are critical to life safety and should never be damaged, vandalized, or misused. State and Federal laws require stiff penalties for the abuse of these items. All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site.

Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

**Evacuation:** If you are in the building when an alarm goes off, please contact Campus Police at 372-8000 or 911. All people must clear the building and be at least 100 feet away. Each residential building or group of buildings has a designated area to report to so Residence Life staff can take roll.

- Knutson Hall and Hahn Hall goes to grass area near Hein Dining Hall patio.
- Centennial Hall goes across the sidewalk toward South Apartments
- Seguin Hall goes to the Nursing building on the East side of the building.
- Baldus, Clifton, and Trinity Halls go to the Chapel lawn
- Linne, Renger, and Strunk Apartments go to the soccer field
- Brandes, Kramer, Lange, and Steger Apartments go to the area across the parking lot toward Seguin Hall
- Bogisch Apartment will evacuate across the street to the Fritz House
- Glazener Apartment will evacuate across the street to the grass by the Fine Arts Building

**Fire Alarms:** All hall occupants (residents and guests) must immediately evacuate the building when the fire alarms sound. Students should report immediately to the designated gathering point for the housing area and report to the Residence Life staff on site. The setting of false fire alarms and/or the improper and unauthorized use of fire safety equipment (fire extinguishers, smoke detectors, exit signs, etc.) compromises the safety of all residents and is prohibited. Burning any substance and/or setting fires in the housing areas, including igniting flyers, decorations, or other posted materials, is not permitted under any circumstances. Violations of fire safety regulations will result in disciplinary sanctions, including fines.

**Fire Exits:** Fire exits may be used only in cases of emergency. Use of fire exits at any other time will result in disciplinary action, including fines.

**Fire Equipment, Alarms and Extinguishers:** Tampering with fire protection equipment and systems is a felony punishable by fine and/or imprisonment. Violators may also face prosecution, suspension, and/or expulsion from the university. The cost of re-charging discharged extinguishers and replacing damaged equipment may be split among all residents if the individual(s) involved in discharging or damaging them are not identified. Residents found to be disabling smoke detectors will be subject to fines and disciplinary sanctions.

**Prohibited Cooking Devices:**

- Electric Skillets, Broilers, Toaster ovens and anything with an open flame or exposed heating coil
- Cooking is not allowed in residence hall or suite rooms, or in areas other than the kitchens of apartments or the community kitchens in designated residence halls.

**Prohibited Room Heating Devices**

Room heating devices not issued by the Residence Life or Facilities Maintenance is prohibited in all housing areas. This includes all space heaters. RESIDENCE LIFE

**Prohibited Decorations**

- Oil lamps, candles, and incense are expressly prohibited in all residence areas.
- No more than 30% of the wall surface may be covered with posters.
- Large flags, fish netting, tapestries, or large cloth hangings are not permitted on walls.

- Do not attach anything to the ceiling light fixture or ceiling mounted sprinklers and/or smoke detectors.

**Other Prohibitions**

- No flammable liquids such as paint thinner, oil-based paint, dry cleaning fluid, etc. shall be stored in any resident rooms or areas not specifically approved for such storage.
- No motorcycle, moped, or gasoline engine shall be permitted within any residence building.
- Fireworks and sparklers are prohibited in all residence halls, apartments, or suites.
- Barbecue grills are not allowed in or on apartment facilities (including balconies and patios). However, there are some built-in barbecue pits around campus for public use.
- Extension cords (only surge protectors are permitted).
- Halogen lamps
- Incense
- Candles with wicks are strictly prohibited in residence halls and apartments. Removing the wick is permitted. The use of Scentsy products is permitted