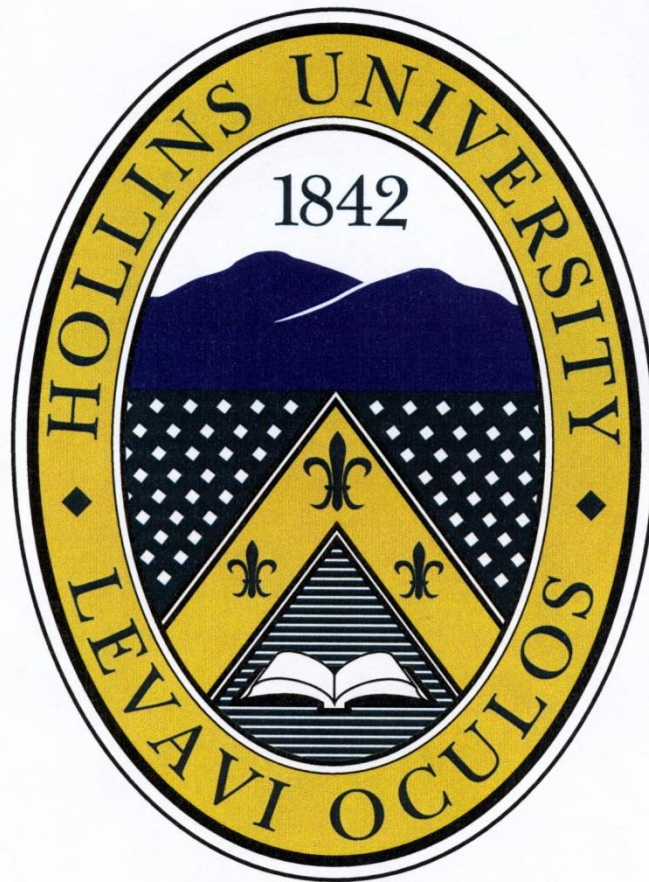


Annual Fire Safety Report 2024



Issued October 1, 2024

Hollins University
Roanoke, Virginia



ANNUAL FIRE SAFETY REPORT 2024
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ANNUAL FIRE SAFETY REPORT 2024

INTRODUCTION

Hollins University is a small institution with a workforce of about 350, a student body of about 800 and numerous visitors each year. Ensuring a safe environment is a shared responsibility that involves all members of the Hollins University campus community.

The Annual Fire Safety Report is published by Hollins University in compliance with the Higher Education Opportunity Act of 2008 and applies to on-campus student housing facilities of the university. The Annual Fire Safety Report must include three (3) years of data and be distributed to current and prospective employees and students by October 1st of each year.

Hollins University is committed to providing a campus environment in which each student and employee feels safe and secure. Campus fire safety is the responsibility of all members of the campus community. As students make up the largest percentage of this group, fire safety is highly impacted by student actions. The University coordinates its effort, and maintains a close relationship, with local fire department officials. Each new academic year, the Office of Housing and Residence Life conducts residence hall programs on fire awareness and safety. All fires occurring on campus property should be immediately reported to Hollins University Campus Security so that the proper first responders can be dispatched, and a report can be completed for accurate fire statistics.

We hope you will find this report valuable. If you have any questions or suggestions about security at Hollins University, please feel free to call us at (540) 362-6419 or send an email to dispatch@hollins.edu.

Notice of Annual Security Report

Hollins University has chosen to issue a separate Annual Security Report. Both the Annual Security Report and the Annual Fire Safety Report will be electronically distributed to the Campus Community by October 1st of each calendar year (see extension note above) as well as posted on the My Hollins network. Paper copies of both reports are available at the Campus Security station, the Office of Human Resources, and the Office of Admission. The reports are printable from all electronic posting areas.



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Preparation of the Annual Fire Safety Report

The Annual Fire Safety Report is currently prepared by the Director of Campus Security, in conjunction with information provided by Campus Security Incident Reports, the Director/Assistant Director of Facilities Management, and the Director of Housing and Residence Life. Much effort has gone into the preparation of this report.

On Campus Housing Fire Statistics

Hollins University operated nineteen (19) on-campus student residence halls in 2023. The tables in Appendix A indicate the fire safety equipment in each hall as well as fire events for the past three calendar years. Fire alarm systems are networked and monitored 24/7 by Campus Security. When an alarm is activated Campus Security Officers are immediately dispatched in addition to the Roanoke County Fire Department. Campus Security Dispatchers have two-way radio communications with the Roanoke County Emergency Communications Center and can converse with fire department personnel while they are responding to the campus.

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 fire drill is a supervised practice of a mandatory evacuation of a building for 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:

- ✓ Sprinkler or other fire extinguishing systems
- ✓ Fire detection devices
- ✓ Standalone 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 fire

On Campus Student Housing Facility:

Any student housing owned or controlled by the institution or that is located on property owned or controlled by the institution within the reasonably contiguous geographic area that makes up the campus.

Supervised Fire Drills

Fire evacuation drills are conducted in the residence halls four times per academic year. The drills are supervised and conducted by the Office of Housing and Residence Life with the assistance of Maintenance personnel. Students must participate in the fire drills, and it is a violation of the university student conduct code to not evacuate during a drill.

NOTE: A total of 8 fire drills were conducted in the calendar year 2023.

Evacuation Policy and Procedures

Students must evacuate a residence hall when a fire alarm sounds. The Community Assistants, living in each hall, assist in the evacuation process. Residents are instructed on the location of the assembly area for their hall by the CAs. Residents are not permitted to re-enter the building until the "all clear" is given by Campus Security and the Fire Department. Should weather conditions be inclement or the situation prohibits a timely re-entry, evacuated students will be temporarily relocated to another campus building.

Evacuation routes are posted in each residence hall. Students should become familiar with multiple evacuation routes out of their building and leave from the nearest safe exit. Students evacuating should take only important personal possessions within their immediate vicinity as well as shoes and outer clothing suitable for the weather. Elevators are not to be used during a fire alarm evacuation of the building.

HRL Staff and students are to assist individuals with disabilities. If someone cannot be evacuated due to an injury or disability, they are to notify the first emergency responder encountered when leaving the building.

Fire Safety Violations and Prohibitions

The Hollins University Student Handbook contains information on residence hall policies. Each resident student is given a hard copy of the handbook. The Student Handbook is also located on the university web site under Student Life. HRL Staff conduct health and safety inspections of residence hall rooms on a periodic basis each semester. Listed below are fire safety guidelines and prohibitions.

- Nothing may be hung from or attached to ceilings or other horizontal surfaces above the head.
- Nothing may be hung or draped over electrical outlets, smoke detectors, lamps, or other items with the potential to ignite the item through excessive heat exposure.
- Nothing may be hung from sprinkler pipes, or within 18" of any sprinkler head.
- Electrical outlets and extension cords may not be overloaded.

- All extension cords must be UL (Underwriter Laboratory) certified and should not run across open areas of the floor. Extension cords used for refrigerators and air conditioners must be of the heavy-duty type with circuit breakers.
- Surge protectors should be UL approved. Instead of extension cords, use surge protectors for multiple plugs. Surge protectors should not be linked to other surge protectors or be placed underneath carpets.
- The smoke detector battery must remain in the smoke detector. If the battery needs to be replaced, the student should submit a work order to Facilities Management as soon as possible.
- Candles and/or incense are prohibited in residence hall rooms. Evidence of violations will result in disciplinary action.
- The use of halogen and multi-colored floor lamps is prohibited in residence hall rooms or common areas. Having such lamps will result in disciplinary action and immediate removal of the lamp.
- No flammable materials or equipment that contains flammable materials (such as camping stoves, lanterns, etc.) may be stored in residence halls.
- Live Holiday trees are not allowed in residence halls. HRL staff in each building will provide guidelines for holiday decorations to residents.
- Keep the room clear of fire hazards that are created through the accumulation of potentially flammable materials such as newspapers, magazines, boxes, etc.
- SMOKING is not permitted in any residence hall.
- Fireworks, flammable liquids, or other hazardous materials are not permitted in Residence Halls.
- Tampering with fire alarm or fire protection systems or deliberately causing a false fire alarm are violations of the student conduct code and students found responsible are subject to strict sanctions and/or criminal charges.

Fire Safety Education and Training

The Assistant Directors of HRL and Community Assistants are staff who live in and manage the university's residence halls. The staff holds educational floor meetings when students arrive on campus at which fire safety and evacuation procedures are covered with the resident students. Fire evacuation routes and procedures are posted in each residence hall.

The Hollins University Emergency Actions Guide, which is distributed to the campus community (being published on the university website), outlines procedures for building evacuation and response to fire alarms.

The Assistant Director of Facilities Management maintains an active working relationship with the Roanoke County Fire Marshal and consults with his/her office on matters of fire safety when questions arise. The Fire Marshal's office conducts periodic inspections of campus facilities.

Plans for Future Fire Safety Improvements

Future planning for fire safety improvement is an ongoing endeavor; however, no new plans have been established at the time of this report.

On Campus Housing Fire Safety Systems - Appendix A

Fire Safety Systems 2023					
Residence Hall	Monitored Detection and Alarm	Smoke Detectors	Pull Stations	Sprinkler System	Fire Extinguishers
Carvin House 8148 East Campus Drive	YES	YES	YES	YES	YES
East Residence 8041 Quadrangle Lane	YES	YES	YES	YES	YES
French House 8016 Hill House Court	YES	YES	YES	YES	YES
Main Residence 8060 Quadrangle Lane	YES	YES	YES	YES	YES
Malvern Hill House 8013 Hill House Court	YES	YES	YES	YES	YES
Randolph Residence 8135 East Campus Drive	YES	YES	YES	NO	YES
Rath Haus House 8142 East Campus Drive	YES	YES	YES	YES	YES
Rose Hill House 8132 East Campus Drive	YES	YES	YES	YES	YES
Sandusky House 8136 East Campus Drive	YES	YES	YES	YES	YES
Student Village House A 8124 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House B 8132 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House C 8140 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House D 8154 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House E 8151 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House F 8143 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House G 8135 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House H 8127 Faculty Avenue	YES	YES	NO	YES	YES
Student Village House I 8121 Faculty Avenue	YES	YES	NO	YES	YES
Tinker Residence 8212 Tinker Lane	YES	YES	YES	NO	YES
West Residence 8040 Quadrangle Lane	YES	YES	YES	YES	YES
NOTES:					
1. Village Houses E, and F, were opened in May 2023.					
2. The HU Apartments were demolished in June 2023.					
3. Malvern Hill House was reconstructed into student housing in August of 2023.					