

# **THE 2024 ANNUAL FIRE SAFETY REPORT**

**Including Statistics for the  
2023 Calendar Year**



**Prepared by:**

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**Chief of Safety & Security**

September 11, 2024

# THE ANNUAL CAMPUS FIRE SAFETY REPORT

## INTRODUCTION

Nelson University Annual Fire Safety Report is submitted in accordance with the Higher Education Opportunity Act of 2008 (HEOA), and the amended Higher Education Act of 1965 (HEA). This report as well as the Annual Security Report may be found in their entirety in the following locations and formats:

- PDF Format on the Nelson University Web Site at: <https://www.nelson.edu/financial-aid/fire-safety-report-fire-log/>.  
This link will be distributed by e-mail to the entire campus community at the start of each fall semester.
- Printed copies can be obtained upon request at the Campus Security Office.

Fire Safety as well as overall campus safety is handled through a multifaceted approach involving cooperation between Campus Security, the Physical Plant, Residential Life, the Office of Student Development and outside entities including The Waxahachie Fire Department, and the Ellis County Fire Marshall.

## Annual Safety Report

Nelson University chooses to have separate reports for the [Annual Fire Safety Report](#) and the [Annual Security Report](#). These reports are made available to potential students, potential employees, Staff, Faculty and current students by October 1<sup>st</sup> of each year.

## PROCEDURE FOR REPORTING FIRES

The University is supported by the City of Waxahachie Fire Department for assistance in the event of a fire.

Anyone detecting smoke or fire in a building should:

- Call 911
- Activate the alarm by pulling the nearest pull station.
- Call Campus Security at 972.923.5400. Give your name, department and location of the fire.
- Call the Chief of Security at 972-825-4818; or Assistant Chief of Security at 972-825-4826
- Call Waxahachie Police at 972-937-9940
- Initiate evacuation procedures:

When an alarm is sounded:

- Assist persons with disabilities in evacuating the building.
- Close the office or classroom door if you are the last person to leave.

- Leave the building by using the nearest exit; do not use elevators.
- If the alarm stops (alarms may not sound continuously), continue to evacuate.
- Warn others who may attempt to enter the building when the alarm is not sounding.
- If the corridors or stairways are filled with smoke, or are extremely hot, remain in your room and keep the doors tightly closed. Go to the balcony or window to await rescue.
- Once outdoors, report to the designated waiting area for an accountability count. The designated areas will be a minimum of 50 feet away from buildings. (Designated areas will be determined during the training sessions in the different buildings.)
- Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Unless **Campus Security Personnel** direct you to an alternate location, you should remain in the designated waiting area.
- From these locations, you will be advised when it is safe to re-enter the evacuated building.

Do not re-enter an evacuated site unless directed to do so by **Campus Security or the Waxahachie Fire Department.**

For additional information or questions, contact Campus Security at 972-923-5400 or ext.5400

### **The following are specific instructions for each specific building**

The minimum distance that students, faculty and staff should go in the event of a fire is 50' from any exit of a building or dorm. For dorms you need to go to the predestined areas that are given to the student at the beginning of each semester from the Dorm Pastor, RA's in the training. Faculty and staff receive training from the respective Directors of each department, New Employee Orientation and the annual training from Nelson University Security Department.

- **Farmer Administration Building**
  - All occupants should exit the building and go to the front lawn, south of the Administration Building.
- **Barnes Student Center**
  - All occupants should exit the building and go to the area near the Great Commission Fountain.
- **Bridges Hall**
  - All occupants should exit the building and fence line, near the back alley.
- **Claxton Gym**
  - All occupants should exit the building and go to the Guynes patio.
- **Collins Hall**

- All occupants should exit the building and go to the Davis patio, at the west entrance, facing Foster.
- **Davis Building**
  - All occupants should exit the building and go to the front lawn, south of the Administration Building.
- **Ellis/Harrison School of Graduate Studies**
  - All occupants should exit the building and go to the front lawn, south of the Administration Building.
- **Foster Building**
  - All occupants should exit the building and go to the area near the Great Commission Fountain.
- **Garrison Wellness Center**
  - All occupants should exit the building and go to the sidewalk area near the green benches. If exiting through the back doors, occupants should go to the fence line at the back of the parking lot, near the alley.
- **Guynes Hall**
  - All occupants should exit the building and go to the volleyball courts, directly behind the brick wall surrounding the patio.
- **Information and Security Center**
  - All occupants should exit the building and go to the grass area near the iron fence by the flag poles.
- **Hagee Communication Center**
  - All occupants exiting through the North Doors (facing the Security building) should go to the parking lot near the flag poles.
  - All occupants exiting through the West Doors (front lobby) should go to central campus. This is the hilly area behind Davis.
  - All occupants exiting through the South Doors (facing library) should go to the Hagee Sign on the prayer walk.
- **Kendrick Hall (East and West)**
  - All occupants should exit the building and go to carport of the east entrance to the cafeteria.

- **Library**
  - All occupants should exit the building and go to the front lawn, south of the Administration Building.
- **Physical Plant**
  - All occupants should exit the building and go to the parking lot, near the “No Parking” signs. This area is in the outer Physical plant parking lot, near the stop sign.
- **Regent Apartments**
  - All occupants should exit the building and go to the fence line at the back of the parking lot, near the baseball fields.
- **Sheaffer Center**
  - All occupants exiting the building through the south doors (front doors) should go to the brick sidewalk on the other side of the small concrete pillars.
  - All occupants exiting the building through the east doors (Closest to the athletic fields) should go the parking lot near the athletic fields.
  - All occupants exiting the building through the west doors (Closest to the chapel-worship office) should go the parking lot right behind the Wellness Center.
- **Savell Hall**
  - All occupants should exit the building and go to the area near Great Commission Fountain.
- **Sycamore Place**
  - All occupants should exit the building and go to the front lawn, south of the Administration Building.
- **Teeter Hall**
  - All occupants should exit the building and go to the West Parking lot, near Solon Rd.

## **Training and Events that Nelson University has implemented**

- September is the annual Safety Month where we provide information on Title IX, how to stay safe on the campus, Sexual Assault, Harassment or misconduct, etc.
- Have the Waxahachie Fire Department as observers for Fire Drills, Fire Extinguisher training with RA's and Non-Academic Buildings, **Kendrick Hall has an outside balcony and the Dorm Pastor along with the Resident Assistants are trained to take the students of the 2<sup>nd</sup> story balcony down to the 1<sup>st</sup> floor by way of 2 chain ladders.**
- Send emails to Students, Staff and Faculty on safety tips in the office, classrooms, dorms and Athletic Events
- **Security does Safety & Security training with all incoming Freshman, Transfer Students along with new Employees.**

## **Description of fire safety systems in on-campus housing facilities**

At Nelson University the six residence halls (Bridges, Collins, Guynes, Kendrick, Savell, and Teeter) are continuously monitored by an addressable fire detection system. Bridges Hall and Teeter Hall are equipped with a Sprinkler System. Smoke detectors are located in the hallways and lobbies. Manual pull stations are available at each exit point.

Audible and visual alarms are activated in the residence hall when any sensing device detects the conditions of a fire. Each floor in the residence hall is equipped with at least two fire extinguishers. Regents Apartments have three smoke detectors in each apartment. These systems are maintained by the Physical Plant (Aramark).

## FIRE SAFETY PROTECTION LEVEL FOR RESIDENTIAL FACILITIES 2023

<b>Residential Facility</b>	<b>Fire Alarm Monitoring</b>	<b>Full Sprinkler System</b>	<b>Smoke Detection</b>	<b>Fire Extinguisher Devices</b>	<b>Evacuation Plans and Placards</b>	<b>Number of Evacuation Fire Drills each Calendar Year</b>
Bridges Hall 1440 Brummett Dr.	Yes	Yes	Yes	Yes	Yes	4
Collins Hall 700 Highland St.	Yes	No	Yes	Yes	Yes	4
Guynes Hall 1251 Savell Cir.	Yes	No	Yes	Yes	Yes	4
Kendrick Hall 1311 Savell Cir.	Yes	No	Yes	Yes	Yes	4
Savell Hall 730 Highland St.	Yes	No	Yes	Yes	Yes	4
Teeter Hall 1430 Brummett Dr.	Yes	Yes	Yes	Yes	Yes	4
Regent Apts 501 E. University	No	No	Yes	Yes	No	1

## POLICY STATEMENTS

### Fire Drills in Residential Facilities

Mandatory Evacuation Fire Drills are conducted in the residence hall facilities each Fall and Spring Semester. We conduct one unannounced fire drill and one announced fire drill each semester. During fire drills, all occupants of the building are expected to evacuate until the completion of the drill. Fines are assessed through Residential Life for those who fail to comply.

### Fire Drills in Non-Residential Facilities

Mandatory Evacuation Fire Drills are conducted annually in the non-residential facilities. In order to provide instruction regarding the expectation for students and building occupants to respond accordingly, a non-specific time frame for Fire Drills in nonresidential facilities is communicated to Faculty and Staff sometime the week prior to the actual Fire Drill.

### EMERGENCY EVACUATION DRILL DOCUMENTATION

The first of the Academic Building Evacuation Drills were announced through an e-mail the week of the event, along with an explanation regarding Fire Safety and expected response during a Drill as well as during an actual Fire Emergency. **Residential Facility Evacuation Drills are announced and unannounced.** We do four scheduled fire drills a year for the Dorms. Throughout the semester year from time to time an alarm may go off due to vaping, burnt popcorn or hair products. We do 1 drill for Regents Apartments, they house Alumni, employees of Nelson University, and Graduate Students.

#### 2022 Fire - Evacuation Drills for the Business & Academic Buildings:

#### 2022 Fire – Evacuation Drills were conducted In January and September of 2022

Facility	Type of Drill	Date	Time Started	Time Ended	1-Announced 2-Unannounced
<b>Academic</b>					
Barnes Student Center	Evacuation	03/15/2023	10:05 am	10:10 am	1
Davis Building	Evacuation	03/15/2023	09:40 am	09:45 am	1
Farmer Administration	Evacuation	03/15/2023	09:25 am	09:35 am	1
Foster Building	Evacuation	03/15/2023	09:55 am	10:00 am	1
HCC Building	Evacuation	03/15/2023	09:05 am	09:05 am	1
Library – Harrison Grad. School	Evacuation	03/15/2022	09:10 am	09:13 am	1



Wellness Center	Evacuation	04/15/2022	10:20 am	10:25 am	1
Sheaffer Center	Evacuation	04/15/2022	10:30 am	10:45 am	1
<b>Residential</b>					
Bridges Hall	Evacuation	1/17/2023	10:30 pm	10:35 pm	1
	Evacuation	1/19/2023	10:30 pm	10:34 pm	2
	Evacuation	9/5/2023	10:00 pm	10:05 pm	1
	Evacuation	9/7/2023	10:00 pm	10:04 pm	2
Collins Hall	Evacuation	1/17/2023	10:30 pm	10:33 pm	1
	Evacuation	1/19/2023	10:30 pm	10:32 pm	2
	Evacuation	9/5/2023	10:00 pm	10:03 pm	1
	Evacuation	9/7/2023	10:00 pm	10:02 pm	2
Guynes Hall	Evacuation	1/17/2023	10:30 pm	10:33 pm	1
	Evacuation	1/19/2023	10:30 pm	10:33 pm	2
	Evacuation	9/5/2023	10:00 pm	10:03 pm	1
	Evacuation	9/7/2023	10:00 pm	10:03 pm	2
Kendrick Hall	Evacuation	1/17/2023	10:30 pm	10:32 pm	1
	Evacuation	1/19/2023	10:30 pm	10:32 pm	2
	Evacuation	9/5/2023	10:00 pm	10:02 pm	1
	Evacuation	9/7/2023	10:00 pm	10:02 pm	2
Savell Hall	Evacuation	1/17/2023	10:30 pm	10:33 pm	1
	Evacuation	1/19/2023	10:30 pm	10:33 pm	2
	Evacuation	9/5/2023	10:00 pm	10:03 pm	1
	Evacuation	9/7/2023	10:00 pm	10:03 pm	2
Teeter	Evacuation	1/17/2023	10:30 pm	10:35 pm	1
	Evacuation	1/19/2023	10:30 pm	10:34 pm	2
	Evacuation	9/5/2023	10:00 pm	10:05 pm	1
	Evacuation	9/7/2023	10:00 pm	10:04 pm	2

**The Fire drills listed in the chart above are scheduled at the beginning of each Semester. We do one fire drill announced and schedule another fire drill that is unannounced. We had a total of 6 scheduled Fire Drills for the Nelson University Campus.**

Everyone in each building fully cooperated and left the buildings and went to the respective areas designated in previous training. We time the Students leaving, our goal is to have everyone out of the Dorms in 3.5 minutes. If a Dorm fails to leave in a timely manner Security has the option along with Dean of Students to have another fire drill for that Dorm.

All the fire panels did work that were set off and we spoke to each department afterwards asking for feedback and training questions.

**This document was written by Brent Fulfer Chief of Safety & Security.**

The other Officers that were present for the Fire Drills were Woody McGehee Assistant Chief of Security, and all Security Officers

### **Fire Incidents**

All fires that occur on campus are to be reported to Campus Security 972-923-5400, regardless of severity. Campus Security will investigate and coordinate with the Physical Plant at 972-825-4807, Waxahachie Fire Department 911, and the Departments affected. Campus Security will document **each incident, whether intentional or accidental, and maintain a Fire Log of events occurring on campus.**

Fire Alarm Systems are to alert occupants to evacuate, and are only to be used in the case of an actual emergency. When an alarm is activated, all building occupants are to evacuate quickly and safely, and **may only reenter once the Fire Department has determined to be safe to do so.** Those who are determined to be responsible for arson or for false alarms by sounding the alarm as a prank will be held responsible, either through campus judicial procedures or through formal charges to the appropriate outside court. Incidents that are determined to be Arson are also reported in the Annual Security Report Crime Statistics.

### **Inspections**

All Fire Extinguishers, Alarms and Suppression Systems are certified annually by licensed contractors as required by law. In addition, Fire Extinguishers are checked monthly by Aramark. Those in-Residence Hall public areas are also checked by Resident Assistants while making regular rounds. R. A.'s report discharged and missing Fire Extinguishers to Campus Security. Discharged Fire Extinguishers are serviced by a licensed contractor prior to being placed back in service.

### **Fire Log**

A Fire Log of incidences occurring on campus will be maintained at the Campus Police Department. This log is a public record document and may be viewed upon request.

### **Prohibited Items (student handbook)**

**Because Nelson University is a smoke free campus, smoking is prohibited! This includes all tobacco products, V-cigarettes, snuff or chewing tobacco.**

Toasters, electric skillets, George Foreman tabletop grills, or rice cookers, woks and any other cooking appliances are not permitted. Coffee makers will be allowed. Violation of this policy will result in the impounding of the appliance. The use and/or possession of explosives, firecrackers or incendiary devices (including candles and incense) on the Nelson University campus are prohibited.

**2021, 2022, 2023 FIRE STATISTICS**

<b>Residential Facility</b>	<b>Total of Intentional Fires in each Building</b>	<b>Fire Incident Number</b>	<b>Cause of Fire</b>	<b>Number of related injuries resulting in treatment at a medical facility</b>	<b>Number of deaths related to a fire</b>	<b>Value of property damage caused by a fire</b>
<b>Year:</b>	<b>21 22 23</b>	<b>21 22 23</b>	<b>21 22 23</b>	<b>21 22 23</b>	<b>21 22 23</b>	<b>21 22 23</b>
Bridges Hall 1440 Brummett Dr.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Collins Hall 700 Highland St.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Guynes Hall 1251 Savell Cir.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Kendrick Hall 1311 Savell Cir.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Savell Hall 730 Highland St.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Teeter Hall 1430 Brummett Dr.	0 0 0	0 0 0	n/a n/a n/a	0 0 0	0 0 0	0 0 0
Regents Apts 501 E. University	0 0 0	0 0 0	n/a n/a **	0 0 0	0 0 0	0 0 **

\*\*On January 26, 2023 there was a in Regent Apartment 822 that was caused by a electrical short in the vent hood of the stove. The total damage was \$110,836.38.