

2018 ANNUAL FIRE SAFETY REPORT

Policy: Fire Safety Reporting and Disclosures

Introduction

As required by the Higher Education Opportunity Act (“HEOA”), Northwest Mississippi Community College has established the following reporting and disclosure procedures with respect to fire safety in on-campus student housing for the Senatobia Campus. The reporting and disclosure requirements described below apply only to fires that occur on the Senatobia on-campus student housing, which is defined as student housing that is owned or controlled by Northwest Mississippi Community College or located on property that is owned or controlled by Northwest Mississippi Community College, and located within the reasonably contiguous geographic area that makes up the Senatobia Campus.

The goal of the Northwest Mississippi Community College and Campus Police is to provide students in on-campus housing with the information and training necessary to keep them safe from fires.

Reporting Fires to Campus Authorities

Northwest Mississippi Community College students and employees should report all fires that occur in Senatobia on-campus student housing to the Senatobia Campus. The Northwest Mississippi Community College Police Department is located at 103 Union Drive (1st Floor), and can be contacted by calling 662-562-3314. Any reports that may be made to other personnel, such as a Residence Hall Supervisor or other resident staff, should be referred to the Campus Police Office. Northwest Mississippi Community College has an incident report form in which all information pertaining to the fire incident is documented. After a report of a fire has been made to the Campus Police Office, the Campus Police Office will complete an incident report form for the fire, and the report will be included in the Daily Fire Log referred to below.

All fires should be immediately reported to the Senatobia City Fire Department by dialing 911 or 662-562-4434.

Fire Safety Disclosures

With respect to fires on the Senatobia Campus and other on-campus student housing, the Northwest Mississippi Community College makes three disclosures. It publishes an annual fire safety report for each campus, it annually reports its fire statistics to the U.S. Department of Education (the “Education Department”), and it makes, keeps, and maintains a daily fire log for each campus. The procedures for each of these three disclosures for the Senatobia campus are described below.

The Senatobia Fire Department

The Senatobia Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical, and hazardous material emergencies both in the town of Senatobia and on the Northwest campus. The Senatobia Fire Department is comprised

of a chief, four captains, 14 full-time firefighters, and a fire inspector. The department also provides EMS first response from the EMT level. The Fire Station is located off of Main Street in Senatobia at 137 Front Street. Their direct number is 562-5631.

Annual Fire Safety Report

Each Northwest Mississippi Community College campus publishes an Annual Fire Safety Report. The Chief of Police is responsible for collecting the required information and publishing the report for the campuses. The Annual Fire Safety Reports are published concurrently with each campus' Annual Campus Police Report as permitted by the HEOA regulations so long as the title of the report states that the report contains both the fire safety and campus security information. This is the Annual Fire Safety Report for the Senatobia Campus, and contains the information described below.

Statistics

On the following pages are statistics for each Senatobia on-campus student housing facility, for the three recent calendar years for which data is available.

Key:

FC=Fires & Causes

I=Injuries

D=Deaths

VD=Value of Damages

2015 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	1	0	0	\$50,000
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

2016 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

2017 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
TOTAL	0	0	0	0

Relevant Fire Safety Definitions

For the purposes of the reporting and disclosure described herein, Northwest Mississippi Community College defines the relevant terms as follows.

- “Fire”: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- “Cause of Fire”: The factor or factors that give rise to a fire, including intentional action, unintentional, mechanical failure, or an act of nature.
- “Fire-related injury”: Any instance in which a person is injured as a result of fire. This included injuries sustained from natural or accidental causes and injuries sustained while involved in fire control attempting a rescue, or escaping from a fire.
- “Fire-related death”: Any instance in which a person is killed as a result of a fire, or dies within one year of injuries sustained as a result of a fire.
- “Value of property damage”: The estimated value of the loss of the structure and its contents, including contents damaged by fire, smoke, water, and overhaul.

Residence Hall/Fire Safety Equipment Descriptions

Northwest Mississippi Community College owns and operates the following nine residence halls on the Senatobia campus, which are used exclusively for residential living.

Benton Apartments • 4811 Highway 51 N., Senatobia

Description—Completed in 1971, Benton was converted in 1989 to a women’s residence hall. The three building complex houses 78 female students in two, four or six bed apartment units.

Fire Safety Equipment—one fire extinguisher in each apartment, smoke detectors in each bedroom and kitchen, exterior video surveillance.

Bobo Hall • 172 Alumni Drive, Senatobia

Description—Built in 1965, Bobo is a two-story women’s residence that houses approximately 59 female students. Comprehensive renovations were completed in 1996 and 2014. Students are housed in a suite environment where two bedrooms share one bathroom located between the two units.

Fire Safety Equipment—A central fire alarm system, smoke detectors in every bedroom and in hallways and lounges, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

DeSoto Hall • 230 Northwest Drive, Senatobia

Description—built in 1968, DeSoto was renovated in 1999 and converted from faculty housing to student residences. The four building complex houses 59 male and female students in three to four bed apartments.

Fire Safety Equipment—Smoke detectors in every apartment kitchen and every apartment bedroom, carbon monoxide detectors in every apartment, a fire extinguisher in every apartment, common exterior doors equipped with alarms to discourage door propping, and video surveillance at apartment entrances.

Gainey Hall • 272 Alumni Drive, Senatobia

Description—Gainey was built in 1966 and renovated in 1995 and 2014. The two-story residence houses approximately 88 male students in a suite environment where two bedrooms share one bathroom located between the two units.

Fire Safety Equipment—A central fire alarm system, smoke detectors in every bedroom and in lobbies and hallways, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

Marshall Hall • 410 Thompson Street, Senatobia

Description—Completed in fall 2003, Marshall houses 160 male and female students in four bed apartments located in four buildings, with an additional building containing a central office/lounge area.

Fire Safety Equipment—One smoke detector in each apartment, one fire extinguisher in each apartment, and an exterior video surveillance system.

Panola Hall • 405 Thompson Street, Senatobia

Description—Completed in 1974 and renovated in 2004, Panola houses approximately 84 female students in suite style accommodations, with each suite containing three rooms with two beds each, and a suite bath.

Fire Safety Equipment—A central fire alarm system, smoke detectors in each suite hallway, video surveillance, one fire extinguisher in each suite, controlled/monitored access system into each suite, and exterior video surveillance system.

Quitman Hall • 282 Alumni Drive, Senatobia

Description—Quitman is a three-story residence hall built in 1968 and renovated in 1991 and 2015, housing 258 men in two, three, and four bed rooms. The building has community baths.

Fire Safety Equipment—A central fire alarm, smoke detectors in each bedroom and in hallways, video surveillance, nine fire extinguishers, emergency lighting, and a controlled/monitored building access system.

Tallahatchie Hall • 420 Thompson Street, Senatobia

Description—Tallahatchie is a three building complex built in 1973 and renovated in 1990. 96 male students are housed in one, two, and three bedroom apartments.

Fire Safety Equipment—Smoke detectors in every bedroom and kitchen, a fire extinguisher in every apartment, and exterior video surveillance.

Taylor Hall • 162 Alumni Drive, Senatobia

Description—Taylor is a three-story residence hall housing 172 women in two bed student rooms, with community baths. The hall was built in 1968 and renovated in 1994.

Fire Safety Equipment—A central fire alarm system, nine fire extinguishers, a smoke detector in every bedroom and in hallways and lobbies, emergency lighting, video surveillance, and a controlled/monitored building access system.

Number of Fire Drills Held on Campus

Northwest Mississippi Community College holds semi-annual fire evacuation drills in each of the Senatobia residence halls. Student residents participate in two (2) fire evacuation drills per year. Drills are also held during the summer session.

Rules on Portable Electrical Appliances, Smoking, and Open Flames in a Housing Facility

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial trees
- Electric heaters, air conditioners, hot plate burners, toasters, toaster ovens or any appliance that would generate a direct heat source

- Halogen lighting equipment
- Candles*, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

* This applies to all candles, including Shabbat and Hanukkah candles. Shabbat and Hanukkah candles may be kindled only in officially designated areas. An incandescent electric light should be utilized in student rooms for Shabbat candle lighting purposes.

Refrigerators are permitted only in accordance with official specifications.

Smoking is prohibited everywhere on all Northwest Mississippi Community College campuses.

Students found in possession of prohibited items will be subject to disciplinary action. If you have any questions or concerns regarding fire safety, please contact the Northwest Mississippi Community College Housing Office at 662-562-3305.

Deliberate fires of any size will not be tolerated; the deliberate setting of a fire will be treated as arson. False alarms are dangerous and will be treated seriously.

Housing Procedures for Evacuation in Case of a Fire

EMERGENCY EVACUATION: General Emergency Fire Safety Instructions

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.

- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in the Fire Safety Notice affixed to the back of the room/suite entry door. WHEN A FIRE ALARM SOUNDS, ALWAYS EVACUATE THE BUILDING.

- Because flame, heat, and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

- When exiting the building during a fire, close all doors as you exit to confine the fire.

- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.

- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs, and roll over to smother the flames.

Campus Policies Regarding Fire Safety Education and Training Programs, Which Include the Procedures that Students and Employees Should Follow in the Case of a Fire

Periodic evacuation drills in the Senatobia on-campus residence halls are conducted in conjunction with the Campus Police. These drills are an important means of preparing residents to respond to the sounding of the fire alarm. Residents must evacuate the building immediately upon hearing the fire alarm. Residents who do not evacuate the building during an evacuation drill are subject to disciplinary action.

Residents of the Senatobia on-campus residence halls also receive residence hall-specific information about fire safety and evacuation procedures at the beginning of each semester. Residents and their guests are responsible for knowing the fire pro-

tection features of the building (i.e. fire exits, stairways, alarm pull stations), as well as the fire safety procedures for the building.

Residents should report any problems or inappropriate behavior observed, including damaged or tampered with fire alarms, removal of fire exits signs, missing fire extinguishers, and behavior that compromises the safety of the community.

List of the Titles of Each Person or Organization to Which Students and Employees Should Report that a Fire Occurred

At the onset of a fire, students and employees should immediately report all fires to the Senatobia City Fire Department by dialing 911 or 662-562-4434. The Northwest Mississippi Community College Campus Police Department should be notified as well by calling 662-562-3314.

Any Plans for Improvements in Fire Safety, Should Northwest Mississippi Community College Determine that Improvements are Necessary

The installation of new fire evacuation plans in each room and other new safety signage is being completed.

Annual Report to the U.S. Department of Education

As required by federal law, Northwest Mississippi Community College reports annually to the Education Department the fire statistics listed herein for Senatobia on-campus student housing as well as fire statistics for on-campus student housing for its other campuses. Northwest Mississippi Community College reports these statistics through the Education Department web-based data collection system.

Daily Fire Log

As required by federal law, each Northwest campus maintains an easily understood written Daily Fire Log. Each Campus Police Office is responsible for maintaining the Daily Fire Log.

The Daily Fire Log lists the following information for each fire that occurs in on-campus student housing: the date the fire occurred, time of occurrence, general location and nature of fire.

Each Campus Police Office makes entries in the Fire Log within two business days of receiving a report of a fire and updates those entries within two business days anytime it receives additional information about the fire. The entries in the Daily Fire Log are eventually used to generate the Annual Fire Safety Report. Each campus maintains its own Daily Fire Log in its Campus Police Office. The Daily Fire Log is kept separate from the Crime Log. The most recent 60 days of each campus' Daily Fire Log are available upon request in the Campus Police Office for inspection by the public Monday through Friday during business hours. Portions of the Daily Fire Log that are older than 60 days will be made available within two business days of a request for public inspection. Northwest Mississippi Community College maintains each Daily Fire Log for three years following the publication of the last Annual Fire Safety Report to which that Daily Fire Log applies. Thus, Northwest maintains each Daily Fire Log for a period of at least seven years.

Annual Security Report

The Annual Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies are available during business hours at the Campus Police Office or Department of Campus Life and Housing. The Daily Crime Log is also available for inspection at each Campus Police Office during business hours.

Northwest Mississippi Community College Residence Hall Fire Safety Report

2015 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	1	0	0
Taylor Hall	0	0	0
Total	0	0	0

2016 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2017 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

Emergency Procedures

Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

Fire

1. If you discover a fire:
 - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
 - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
 - c. Staff should contact the Fire Department and/or Campus Police immediately.
2. If you hear a fire alarm:
 - a. Pull windows and doors closed.
 - b. Exit the building using the nearest unblocked staircase.
 - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

Severe Weather

If there is severe weather:

1. Move indoors.
2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.
 - a. TORNADO WATCH—means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
 - b. TORNADO WARNING—means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

Earthquake

If there is an earthquake:

1. During the shaking:
 - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
 - b. If outdoors, stay outside and move away from buildings and utility wires.

- c. Do not use candles, matches, or other flames during or after a tremor.
- 2. After the shaking:
 - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
 - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

Emergency Telephone Numbers

Senatobia Campus

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

DeSoto Center

Main Desk &	
Campus Police	342-1570
Fire/Ambulance/Police	911

Lafayette-Yalobusha Technical Center

Main Office	236-2023
Fire/Ambulance/Police	911

School Closing

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562-3200.
4. An announcement will be posted on the college Web site: www.northwestms.edu.
5. Notification will be placed on the Northwest Rangers Facebook page: Northwest Rangers, on the Northwest Twitter page: @NorthwestMSCC and on the Northwest Snapchat account: @NWCC_Rangers.
6. Employees and students will be notified through the RangerAlert System via e-mail or text. The system does not require you to sign up for the service, but you must have an active cell phone number listed with the college. For STUDENTS you may log onto your myNWCC (<https://sys.northwestms.edu:444/acprdws/isclogin.pgm>) and update your cell phone number if you did not list one on your application with the Office of Admissions and Records. For FACULTY and STAFF please contact Human Resources and have them add your cell phone number to your information if you have not previously listed one.

In the event that you do not wish to receive any of the alerts simply text STOP after receiving a RANGER ALERT via text message. To stop emails, click on the link attached to any RANGER ALERT email you receive.

Please note that if school reopens following inclement weather, some TV stations will not post an "open" status. If you do not see Northwest listed as "closed," then classes will be held. However, an "open" status can be noted on the website, Facebook page, Twitter, Canvas and on the phone recording.