

# 2015 Annual Fire Safety Report

## Policy: Fire Safety Reporting and Disclosures

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### 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

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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

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

### 2013 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES &amp; CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</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
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 2014 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES &amp; CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</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
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2015 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FIRES &amp; CAUSES</i>	<i>INJURIES</i>	<i>DEATHS</i>	<i>VALUE OF DAMAGES</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
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 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 protection 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

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2013 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

2014 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

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

*For details on the most current fire safety report, please visit the Police and Public Safety page of the Northwest Web site at [www.northwestms.edu](http://www.northwestms.edu).*

### Notice of Non-Discrimination, Equal Opportunity and Affirmative Action

Northwest Mississippi Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, gender identity, age, or status as a veteran, or disabled veteran, in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title II of the Age Discrimination Act, Title VII of the Civil Rights Act of 1964 and other applicable statutes and College policies. Northwest Mississippi Community College prohibits sexual harassment and all forms of sexual violence, regardless of sex, gender identity, or sexual orientation.

Inquiries regarding the Americans with Disabilities Act, the Rehabilitation Act, and related statutes and regulations should be directed to: Mr. Gerald Beard, Disability Support Services Coordinator, Tate Hall, P.O. Box 5555, Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3309, e-mail address [gbeard@northwestms.edu](mailto:gbeard@northwestms.edu).

Compliance with Title II of the Age Discrimination Act is coordinated by Mr. Gary Mosley, Vice President for Finance, James P. McCormick Administration Building, P.O. Box 7017, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3216, e-mail address [gtmosley@northwestms.edu](mailto:gtmosley@northwestms.edu).

The overall campus coordinator for purposes of Title IX compliance, who is responsible for all inquiries regarding non-discrimination policies, is: Mr. Dan Smith, Vice President for Student Services and Chief of Staff, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997 and e-mail address [dsmith@northwestms.edu](mailto:dsmith@northwestms.edu). The following individuals have been designated as deputy Title IX coordinators: for Housing, Ms. Aime Anderson, Dean of Students, Tate Hall, P.O. Box 7010, 4975 Highway 51 North, Senatobia, MS 38668, telephone number 662-562-3997, e-mail address [aanderson@northwestms.edu](mailto:aanderson@northwestms.edu); for DeSoto Center: Ms. Patsy Gardner, CTE Support Services Coordinator, 5197 W.E. Ross Parkway, Southaven, MS 38671, telephone number 662-280-6148, e-mail address [pgardner@northwestms.edu](mailto:pgardner@northwestms.edu); for Lafayette-Yalobusha Technical Center: Ms. Darlene Greenlee, Counselor 1310 Belk Drive, Oxford, MS 38655, telephone number 662-281-1276, e-mail address [dmgreenlee@northwestms.edu](mailto:dmgreenlee@northwestms.edu). Inquiries concerning the application of anti-discrimination laws may be referred to the Title IX Coordinators or to the Office of Civil Rights, United States Department of Education. For further information on notice of nondiscrimination, visit <http://wdcrob-colp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.