

# Annual Fire Safety Report

Statement of Availability  
Annual Campus Safety and Security Reporting  
Annual Fire Safety Reporting  
October 1<sup>st</sup> annually

Murray State College is committed to assisting all members of the MSC community in providing for their own safety and security. The annual security and fire safety compliance document is available on the MSC website at <http://www.mscol.edu>

If you would like to receive the combined Annual Security and Fire Safety Report that contains this information, you can stop by the office of Student Affairs at One Murray Campus, Administration Building, Suite 104, Tishomingo, OK 73460 or you can request that copy be mailed to you by calling (580) 387.7131. The website contains information regarding campus security and personal safety as well as crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by MSC; and on public property within, or immediately adjacent to and accessible from the campus.

This information is required by law and is provided by the MSC Police Department.

## Campus Police

The Campus Police Department performs a valuable service in keeping you and your property safe. An officer can also be of invaluable assistance in times of emergencies that range from stalled vehicles to midnight illnesses. The Campus Police Officer is responsible for the safety of all persons, and for the protection of state and personal property on campus. The Campus Police Officer is a certified officer in the State of Oklahoma as defined in Title 70, Section 3311 of the Oklahoma State Statutes. The role of the Campus Police Officer will fall within the domains of law enforcement, fire protection, and parking and traffic. Some specific duties include: patrolling of the area surrounding residence halls throughout the night, and enforcement of fire prevention practices. He/she is also responsible for enforcement of traffic and parking regulations and assisting college personnel in the enforcement of College rules and regulations. Campus Police maintains office hours from 8:00 am to 5:00 pm (Campus Police, 387.7311), thereafter you can either call Campus Police at (580) 371.1140, or the Johnston County Sheriff's Office at 371.2691 and they will radio information to the Campus Police.

MSC Campus Police works closely with state and local law enforcement authorities. Violations of criminal laws are reported to the Campus Police and to appropriate authorities in accordance with generally accepted reporting standards. Violations of criminal law shall be reported to the Director of College Auxiliary Services via the Murray State College incident report form. When such violations are violent crimes (murder, rape, robbery, aggravated assault) or when such crimes are burglary, motor vehicle thefts, weapons possession, or possession of a controlled dangerous substance, charges will be filed, and other procedures followed as required by State and Federal Laws.

In addition, internal administrative procedures will be followed. The administrative findings may result in sanctions against the offending students according to the Murray State College Handbook. Students may be suspended pending the implementation of due process when circumstances warrant. Criminal charges against a student on or off campus may result in suspension when in the judgment of College officials, the individual poses a threat to the safety of him/herself or the safety or functioning of the campus community.

Non-violent crimes such as liquor law violations and traffic violations shall be reported to the Director of College Auxiliary Services via the Murray State College incident report form. These violations shall be handled according to administrative procedures except in the case of repeat violations or when in the judgment of College officials, the severity of the situation requires charges be filed according to applicable criminal laws.

## In case of emergency students should:

1. Recall exit plans. These plans are posted on floor bulletin boards. Take time to plan your exit. DO NOT PANIC OR RUN. Walk down steps and through breezeways.
2. If smoke or other evidence of a fire is detected, report it at once to the resident housing manager, or any other campus administrator.

3. Close all doors. Close all windows and turn off exhaust fans.
4. Feel doors before they are opened. If they do not feel hot then brace with your foot, hold your head away and open the door slightly. Put your hand across the opening to test the heat of the air.
5. If the breezeway appears safe, then use the planned exit you have been assigned. Go to the opposite side of the street from your exit.
6. As an added precaution, cover your head with wet towels or sheets when possible as you make your exit.
7. If the breezeway is not safe for you to exit, plug any openings or cracks by which smoke, super-heated air, or toxic gas may enter using towels, blankets, sheets, etc., then open a window slightly and stay near it.

#### In case of a major fire student should:

1. Recall exit plans. These plans are posted on floor bulletin boards. Take time to plan your exit. **DO NOT PANIC OR RUN.** Walk down steps and through breezeways.
2. If smoke or other evidence of a fire is detected, report it at once to the resident housing manager, or any other campus administrator.
3. Close all doors. Close all windows and turn off exhaust fans.
4. Feel doors before they are opened. If they do not feel hot then brace with your foot, hold your head away and open the door slightly. Put your hand across the opening to test the heat of the air.
5. If the breezeway appears safe, then use the planned exit you have been assigned. For your complete safety go to the opposite side of the street from your exit.
6. As an added precaution, cover your head with wet towels or sheets when possible as you make your exit.
7. If the breezeway is not safe for you to exit, plug any openings or cracks by which smoke, super-heated air, or toxic gas may enter using towels, blankets, sheets, etc., then open a window slightly and stay near it.

#### Campus Security Information

Murray State College is committed to providing a safe and secure environment for its students and staff. The MSC campus police department is responsible for the safety of all persons and for the protection of State and personal property on campus. Campus Police Officer(s) are certified officer(s) by the state of Oklahoma as defined in Title 70, Section 3311 of the Oklahoma State Statutes. Campus Police investigate all crimes that are reported. To report a crime, call the Campus Police Department, 580.387.7311 or 580.371.1140, or the Office of the Executive Director of Student Affairs, 580.387.7139, between 8 a.m. and 5 p.m. At other times call the Johnston County Sheriff's Office at 580.371.2691 and they will contact the MSC officer(s). You are encouraged to report all crimes, even though the crime may be insignificant to you. Campus Police work closely with state and local authorities. Violation of criminal law is reported to the appropriate authorities in accordance to accepted standards. Murray State College has developed a working relationship with the local law enforcement agencies, and monitors any criminal activity related to students of the institution.

#### Evacuation Procedures

In the event of fire or other evacuation emergency on campus, all persons in the affected premises must evacuate. You will be notified of a fire emergency by an audible alarm signal. Other emergency evacuation notifications may be issued by text alert, e-mail, and phone communications (voice mail) if appropriate. When evacuating during a fire alarm, do not use the elevators. If you are on the first floor, exit the building via the nearest door. If you are above the first floor, use the nearest staircase to exit the building. Use another staircase if your first choice is blocked. Do not open the door if it is hot to the touch. Look for another exit. When notified to evacuate, leave the building and assemble in an area where you will not hinder the approaching emergency response personnel and apparatus. Depending on the nature of the emergency, you may be directed to proceed to a particular building or other area of safety. Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Campus Security or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and if it is safe to do so. Wait for campus security officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter. Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames). The cooperation of everyone is needed in order to avoid fire hazards. Please follow these rules to prevent fire damage and bodily harm.

#### Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Student Life, in conjunction with the Campus Police Department. Additionally, each time new residents occupy a building during the summer for

camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures. Every student must participate in these drills. Drills are conducted without notice. If a fire alarm sounds, everyone must exit. No one may re-enter the building until permission is given by a security officer or member of the residence life staff. Failure to evacuate a building during a fire alarm will result in judicial action.

### Firearms, Ammunition, Bows and Arrows, Firecrackers, Fireworks, or Explosives

The possession of firearms, ammunition, bows and arrows, firecrackers, or explosives by students is prohibited on campus and in any college owned residence, except as used in officially approved College programs. All toy guns, pellet guns, air soft guns, paint guns and/or BB guns are prohibited on campus. Unauthorized possession of and/or exploding of fireworks and other explosives and unauthorized possession and/or discharging of shotguns, rifles, pistols, and other lethal weapons on campus by students will subject them to any or all of the following penalties:

1. Disciplinary probation.
  2. Arrest and fine.
  3. Immediate suspension from the College.
- Any such items found on campus will be confiscated.

### Fire Safety Education/Policy Statement Procedure

Policy Statement (Board Approval Date: 03/22/11)

In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police/Security Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

On-Campus Housing Fire Safety Equipment: Murray State College residence halls have networked fire alarm systems and/or sprinkler systems as indicated below. When a networked fire alarm is activated, the alarm sounds on a panel at the Campus Security office, which is staffed 24 hours a day, 365 days a year. An officer responds to the building and determines the cause of the alarm. The fire department is automatically notified and responds to all fire alarms in residence halls.

Residence Hall	System Description
MSC Aggie Suites	Full Sprinkler and networked alarm system*
McKee Hall	Networked alarm system. No sprinklers. *
Aggie Flats	Networked alarm system. No Sprinklers*
Patton Hall	Full Sprinkler and networked alarm system*
West Side	Networked alarm system. No Sprinklers*

\* Fire extinguishers are located on every floor in each residence hall.

### In the Event of Any Emergency

College Communication of Emergency—Emergencies may range from inclement weather to building evacuations to campus closures, and the College has a variety of tools to communicate with the public in the event of these and other possible emergencies. The institution will without delay, and taking into account the safety of the community, determine the content of the notification. Students, employees, and visitors will be immediately notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety. Depending on the type of emergency, some or all of the following tools may be used to communicate with students, employees, and visitors (unless issuing notification will compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency):

1. Siren System- This system is tested at about noon on the first Wednesday of every month. It delivers a siren warning and public address in the event of certain outdoor emergencies.
2. Emergency Web Site Posting-The College Web site, <http://www.msoc.edu>, will be updated with information during actual emergencies or campus closures.
3. College Information Line for Emergency Notifications, (580) 371-2731- Students and employees may call this main number for information about emergencies and campus closures. The Assistant VP for Facilities will record the appropriate emergency notification should it become necessary.
4. Campus Television Emergency Announcement System- Emergency announcements will be displayed on LEF monitors across campus, instructing the viewer where to go for additional information.

### Maintaining Your Safety

During new student orientation, you heard tips on crime prevention. REMEMBER you are your best protection- here are some safety tips.

Don't leave campus with strangers.

Don't leave checkbooks, money, or valuables in view.

Do be alert at night, go in groups, lock your vehicle, and keep room locked.

Avoid vulnerable / no exit areas.

Report strange behaviors that make you feel uncomfortable.

Report all incidents immediately.

### Missing Student Procedure

Missing Student Notification Policy and Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008) Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing. For purposes of this policy, a student shall be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the student in a reasonable amount of time, reports the pertinent facts to at least one of the staff and/or offices listed below, and, if after investigation the MSCPD determines that the student has been missing for more than 24 hours. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability.

Individuals may be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a MSC department other than the Murray State Police Department or designated office listed below, the MSC employee receiving the report shall contact the MSCPD immediately. Procedures for designation of emergency contact information 1. Students age 18 and above and emancipated minors. Students living on campus shall be given notice of this policy and an opportunity during the first seven days after move-in each semester to designate an individual or individuals to be contacted by the university "in case of emergency". Contact information shall be registered confidentially, shall be accessible only to authorized campus officials, and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation. In the event a student is reported missing, the Campus Police Department or their designee shall attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee shall remain in effect until changed or revoked by the student. 2. Students under the age of 18. In the event a student living on campus who is not emancipated is determined to be missing pursuant to the procedures set forth below, the university shall (is required to) notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

### Official notification procedures for missing persons

1. Any faculty, staff or student who has information that a residential student may be a missing person should notify one of the following offices and/or staff members immediately: Director of Student Life, Resident Housing Manager, Executive Director for Student Affairs, or Campus Police Department. If the notice comes to any department listed above other than the MSCPD, that office shall notify the MSCPD within 24 hours.

2. The Murray State College Police Department shall gather information about the residential student from the reporting person and from the student's acquaintances (including, by way of example, description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental wellbeing of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus faculty and/or staff shall be notified to aid in the search for the student.

3. If the Murray State College Police department determines that a residential student has been missing for more than 24 hours, they or their designee shall notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. This notification must be made no later than 24 hours after determination is made.

\*Contact is contingent upon the correct emergency contact information being made available by the student. Campus communications about missing students In all cases when the student is declared missing by the Murray State College Police Department after an initial investigation and in consultation with other law enforcement agencies as appropriate, MSCPD will coordinate with the MSC Public Information Office to provide information to the media that is designed to obtain public assistance in the search for any missing student. This coordination will insure that investigations are not impeded by the release of information.

### Student Communication and Information

Murray State College has adopted electronic delivery as the accepted process for the delivery of required information to faculty, staff and students. This delivery will be used for the required distribution of such information as the campus crime report, fire safety report, bi-annual drug and alcohol report, student handbook, and any other communications.

Students will be required to follow the instructions listed in the student handbook to obtain their personal e-mail account. This can be found under the title section, Student Accounts.

## **Murray State College Fire Safety Report 2022**

### **FIRE STATISTICS**

**Murray State College has had one (2) fires during the past three calendar years.**

### **FIRE SAFETY REPORT**

There is two fire statistics to report for the three (3) most recent calendar years, for the Murray State College Campus.

### **DESCRIPTION OF EACH HOUSING FACILITY FIRE SAFETY SYSTEM, INCLUDING THE FIRE SPRINKLER SYSTEM**

#### **Fire Safety Systems**

**McKee Hall-Simplex 2001 3080,**

**Aggie Suites-Radionics D7024 and Reliable Sprinkler System**

**Patton Hall- Radionics D7024 and Reliable Sprinkler System**

## **Aggie Flats-Smoke Alarms**

### **West Side-Smoke Alarms**

This document intends to present a non-technical description/explanation of the components and operations of the fire alarm and related systems installed for the protection of persons, contents, and building structures in the on-campus student housing units, Aggie Suites and McKee Hall.

There is one fire alarm system installed in McKee Hall dormitory and one in the Aggie Suites apartments. Each system is a building-wide fire alarm system. Additionally, the Aggie Suites apartment units have built-in water sprinkler type suppression systems and McKee Hall has portable fire extinguishers.

The following is a brief explanation of the major components of the fire alarms and associated systems.

#### **Fire Suppression:**

The water sprinkler system in the Aggie Suites has heat sensitive nozzles on the ceilings throughout the buildings and in the external stairwells for the discharge of water for suppression of fires.

#### **Fire Extinguishers:**

There are fire extinguishers located throughout the first, second, and third floors of McKee Hall and in the basement of the building. These extinguishers are dry chemical A-B-C extinguishers which can be used on fires involving trash, wood, paper, liquids, grease, and electrical equipment.

Fire extinguishers are checked monthly by MSC Facilities Maintenance staff and annually by a contractor fire extinguisher service. The extinguishers are refilled or replaced as needed and hydro-tested on a regular schedule by a contracted fire protection service.

#### **Detectors:**

The Simplex fire alarm system has smoke detectors located on the ceilings in all common areas of McKee Hall. Each resident room in this facility is also equipped with independent ionization type smoke alarms.

The Aggie Suites fire alarm and suppression system uses both independent photoelectric smoke detectors located on the ceilings in each room and suppression system water flow detectors within the suppression system.

#### **Pull Stations:**

Simplex fire alarm system manual pull stations are located throughout all floors of McKee Hall, principally these units are located near exit doors and stairwell doors. The Simplex pull stations are colored red and are labeled "Fire Alarm" with instructions to "Pull Down" the handle of the station to manually activate this fire alarm system.

#### **System Panels:**

The main system panel for the Simplex fire alarm system in McKee Hall is located in the commons area of the first floor of the building and labeled "Simplex 2001 Fire Alarm Control" All Simplex system functions are located on this panel, including a readout panel which identifies the location of detectors and/or pull stations that have alarmed or have other problems. This Simplex panel is also used for all other operating and programming functions for this system.

The main system panel for the Radionics fire alarm system in the Aggie Suites is located in the central, first floor equipment closet, in the breeze way of building one and is labeled "Radionics D7024 Fire Alarm Control" All system functions are located in this panel, including a readout panel which identifies the detectors that have alarmed or have other problems. This panel is also used for all other operating and programming functions for this system.

#### **Audible Alerts:**

The Simplex fire alarm system and the Radionics fire alarm have separate audible equipment to alert persons in the building(s) when the system is alarming.

The Simplex fire alarm system has horns mounted on the walls throughout all of the common areas of McKee Hall.

The Radionics fire alarm system has alarm bells mounted on the north and south exterior walls of each of the three individual buildings.

## **THE NUMBER OF FIRE DRILLS HELD DURING THE PREVIOUS CALENDAR YEAR**

During the previous calendar year, Murray State College had two (2) fire drills, which were mandatory for each semester, September 21, 2021 and February 8, 2022. All evacuation procedures were followed.

## **POLICIES OR RULES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING, AND OPEN FLAMES**

Smoking/Tobacco

**Murray State College is a Tobacco Free Campus.** In accordance with MSC policy and procedures: In order to protect the health of students, faculty, and staff of MSC, and in order to maintain the appearance and attractiveness of the buildings on campus, tobacco is not allowed in any building or on the grounds of Murray State College.

*Any policy violations will result in fines and/or suspension. Students will be notified of any change in tobacco use policy.*

There is to be absolutely no tobacco use of any kind in Resident Housing.

Electrical Appliances

The following electrical appliances **are allowed**: clock, fan, personal computer, hair dyer, razor, iron, stereo, lamps, and small coffee makers. **Due to fire and safety hazards, any type of grill, personal heaters, cooking stoves, rice cookers, hot plates, sun lamps, halogen lamps, electric blankets are not permitted.**

Candles/ Incense/Open Flames

Candles, decorative or scented, incense or potpourri pots are not allowed to be burned in the rooms. **They will be confiscated and you will be fined.** Continued violations will result in disciplinary action.

**PROCEDURES FOR EVACUATION**

In the event of an emergency or mandatory housing evacuation, all resident housing students will be notified by one or a combination of the following: 1) fire alarms, 2) text, 3) siren, and/or 4) Building Resident Assistants/Resident Housing Coordinator/MSD Police Department.

All residents are to calmly exit their respective buildings. Students housed in the MSC Aggie Suites are to meet N of the Suites on the fenced basketball courts and remain there until roll call is taken and every student has been accounted for; then students are to wait for further instructions as to where to go next. Students housed in McKee Hall are to meet in the parking lot W of McKee Hall and remain there until roll call is taken and every student has been accounted for; students are to wait for further instructions as to where to go next.

**POLICIES REGARDING FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS AND EMPLOYEES, INCLUDING THE PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN THE CASE OF A FIRE**

Fire Safety Education Policy

In compliance with the Higher Education Opportunity Act of 2008, the Murray State College Police Department will publish information concerning student housing fire safety systems, fire drills, fire safety policies and, education and training programs.

Fire Safety Education and Training Programs

All members of the residence life staff receive fire safety training at the beginning of the academic year. All residence hall rooms are equipped with evacuation maps posted on or near the back of the door which indicate the safest and most direct exit routes from the room in the case of an emergency.

**FOR THE PURPOSES OF INCLUDING A FIRE IN THE STATISTICS, THE TITLES OF EACH PERSON OR ORGANIZATION TO WHICH STUDENTS AND EMPLOYEES SHOULD REPORT A FIRE**

Quinton Jones, Executive Director for Student Affairs  
Kelly Perkinson, Chief of Police/ Director for Campus Security and Safety  
Kevin Morgan, Director of Resident Life