



**Georgia Southwestern State University**

# **ANNUAL FIRE SAFETY REPORT 2021**

**This report has been developed in accordance  
with guidelines from the United States  
Department of Education.**



**GEORGIA SOUTHWESTERN  
STATE UNIVERSITY**

Georgia Southwestern State University  
Fire Safety Report – 2021

**CONTENTS:**

- I. Introduction
  - A. Fire Safety Report Contents
  - B. Fire Safety Report Purpose
  - C. Fire Statistics and Fire Log
  
- II. Fire Safety Systems
  - A. Residence Halls
  - B. Academic Buildings
  - C. Non-Academic Buildings
  
- III. Fire Drills
  - A. Residence Halls
  - B. Academic Buildings
  - C. Non-Academic Buildings
  
- IV. Policies and Procedures
  - A. Fire Safety Policy
    - a. Residence Halls
    - b. Academic & Non-Academic Buildings
  - B. Procedures for Evacuation
    - a. Residence Halls
    - b. Academic & Non-Academic Buildings
  - C. Disabled Student Provisions
  
- V. Fire Logs
  - A. Residence Halls
  - B. Academic Buildings
  - C. Non-Academic Buildings

# Introduction

# Georgia Southwestern State University

## Fire Safety Report – 2021

### **a. Fire Safety Report**

The Department of Public Safety maintains an incident report system where information pertaining to fires on campus, fire related injuries and deaths, and loss of University property in conjunction with the Annual Security Report.

The Annual Fire Safety Report for the university campus includes information on the following:

1. Fire statistics
2. Fire log
3. Fire safety systems
4. Fire drills
5. Procedures for evacuation
6. Policies on portable electrical appliances
7. Smoking and open flames in campus housing
8. Fire safety education and training programs
9. Reporting of fire safety information
10. Any applicable plans for future improvements in fire safety

### **b. Annual Fire Safety Report**

This report contains information related to fire safety on the Georgia Southwestern State University campus in accordance with the requirements of the Higher Education Opportunity Act of 2008. The Georgia Southwestern State University Department of Public Safety creates this report annually relying on information provided by collaborative partners, including but not limited to, the Physical Plant and the Campus Housing Fire Log. GSW Public Safety reports fire statistics annually in conjunction with the “Annual Security Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

The Georgia Southwestern State University Annual Security Report and Annual Fire Safety Report may be obtained from the Georgia Southwestern State University Department of Public Safety.

### **c. Fire Statistics and Fire Log**

For more information, contact the Georgia Southwestern State University Department of Public Safety during the following business hours:

Monday – Friday                      8:00 AM - 5:00 PM

# Fire Safety Systems

Georgia Southwestern State University  
 Fire Safety Report – 2021

*A fire safety system is defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire such as horns, bells, or strobe lights; smoke control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire*

**a. Residence Halls**

All campus housing facilities (Oaks I & II, Magnolia I & II, and Pines) have a full sprinkler system, smoke detectors, audible alarms and strobes, and fire extinguishers throughout the hallways and in campus apartments. All dormitory buildings also contain walls and doors with a fire-proof rating. All common use kitchens include automatic fire suppression devices in every range top.

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
0041 Oaks I Dormitory	Smoke Detector Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	27	Yes
0042 Oaks II Dormitory	Smoke Detector Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	27	Yes
0043 Pines Dormitory	Smoke Detector Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	94	Yes
0046 Magnolia I Dormitory	Smoke Detector Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	17	Yes
0047 Magnolia II Dormitory	Smoke Detector Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	17	Yes

Georgia Southwestern State University  
 Fire Safety Report – 2021

**b. Academic Buildings**

Academic buildings are where the campus classes are held each day. All academic buildings are equipped with audible warning systems. In this category:

- 57% of the buildings have an automated suppression system
- 14% do not have strobe light warning systems; they have audible alarm only.
- All buildings have at least one (1) fire extinguisher

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
0002 Crawford Wheatley Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	No Auto-Suppression System	8	Yes
0006 Collum Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	10	Yes
0013 Science Building	Alarm Pull Stations	Audible Alarm Strobe Lights	No Auto-Suppression System	10	Yes
0014 Joseph C. Roney Building	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	18	Yes
0015 Jackson Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	11	Yes
0016 Canes Central	Alarm Pull Stations	Audible Alarm	No Auto-Suppression System	9	Yes

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
0017 English Building	Alarm Pull Stations	Audible Alarm	No Auto-Suppression System	3	Yes
0018 Business History	Alarm Pull Stations	Audible Alarm Strobe Lights	No Auto-Suppression System	17	Yes
0020 James Earl Carter Library	Alarm Pull Stations	Audible Alarm Strobe Lights	No Auto-Suppression System	17	Yes
0031 Fine Arts	Alarm Pull Stations	Audible Alarm Strobe Lights	No Auto-Suppression System	29	Yes
0032 Education Center	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	11	Yes
0040 Storm Dome / SSC	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	45	Yes
0048 Carter I	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	16	Yes
0049 Carter II	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	20	Yes



Georgia Southwestern State University  
 Fire Safety Report – 2021

**c. Non-Academic Buildings**

Non-academic buildings are the buildings where no classes are held; they house the administrative offices of the campus or the maintenance areas of campus. In this category:

- 79% do not have an auto-suppression system
- 50% are equipped with audible only warning systems
- 14% have no alarm system

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
0001 Wheatley Administration	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	17	Yes
0003 Newman Alumni Center	No System	No System	No System	2	Yes
0005 C.A.S.A.	No System	No System	No System	2	Yes
0011 Florrie Chappell Gym	Alarm Pull Station	Audible Alarm	No System	5	Yes
Physical Plant Storage Warehouse	No System	No System	No System	0	Yes
0019 A & B Physical Plant & Materials Management	Alarm Pull Stations	Audible Alarm	No System	17	Yes
0021 Marshall Student Center	Alarm Pull Stations	Audible Alarm Strobe Lights	No System	28	Yes

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
0022 Mary Lou Jordan Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	No System	10	Yes
0023 Sanford Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	16	Yes
0024 Morgan Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	5	Yes
0027 Nicholas Smarr & Jody Smith Memorial Building	Alarm Pull Stations	Audible Alarm Strobe Lights	No System	4	Yes
0028 Beth King Duncan Hall	Alarm Pull Stations	Audible Alarm Strobe Lights	Sprinkler System	13	Yes
0030 Lake House	No System	No System	No System	1	Yes
0033 Deriso Pool	No System	No System	No System	2	Yes
0044 Golf & Conference Center	Alarm Pull Stations	Audible Alarm Strobe Lights	No System	9	Yes
Baseball Field	No System	No System	No System	1	N/A

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Detection System</b>	<b>Warning System</b>	<b>Auto-Suppression System</b>	<b>Fire Extinguishers</b>	<b>Evacuation Plan Placards</b>
Batting Facility				3	Yes
0050 Softball Concession	Alarm Pull Stations	Audible Alarm  Strobe Lights	Sprinkler System	3	Yes
0051 Baseball/Softball Training Facility	Alarm Pull Stations	Strobe Lights	No System	3	Yes

All fire extinguishers and automated sprinkler systems are inspected periodically. Records of such inspections are filed at Georgia Southwestern State University Physical Plant.

# Fire Drills

# Georgia Southwestern State University

## Fire Safety Report – 2021

Georgia Southwestern State University is required under law to conduct at least one (1) fire drill in every building at least one (1) time per year.

Advance warning will not necessarily be given to any department. Normally, academic buildings will receive a notice if any notice is sent. The notice will be sent to the department head/dean of the buildings where the drill is to take place. All faculty, staff, and students should respond to all fire drills just as if it is a real fire alarm. Failure to do so may result in disciplinary action.

There is not a set time frame for fire drills to occur except in academic buildings. Academic buildings drills will normally be conducted during the last ten (10) minutes of class in order to limit the time of class being disrupted.

A post drill review is conducted with all staff present to discuss the success of the drill and addition necessary actions that may be required for future drills.

By the Clery Act, “the requirement for a fire drill cannot be met by a false alarm that leads to the evacuation of the building, even if the evacuation is supervised; a drill involves planning, supervision, and evaluation.”

*A fire drill is defined as a supervised practice of a mandatory evacuation of a building for a fire.*

There are no prospective dates for fire drills at this time.

The charts on the following pages are the drills conducted in 2019 along with any comments or notes made in the post drill review.

### **a. Residential Halls**

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0041 Oaks I Dormitory	04/17/2020		10:00 AM	10:45 AM	
0042 Oaks II Dormitory	04/17/2020		10:52 AM	11:25 AM	
0043 Pines Dormitory	04/17/2020		11:35 AM	12:15 PM	
0046 Magnolia I Dormitory	04/16/2020		2:20 PM	2:45 PM	Both buildings are tied to one system.  Alarm system did not notify Public Safety
0047 Magnolia II Dormitory					

**b. Academic Buildings**

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0002 Crawford Wheatley Hall	4/13/2020		4:02 PM	4:15 PM	Several were still in office; trips air
0006 Collum Hall					Under renovations
0013 Science Building	4/15/2020		8:56 AM 8:59 AM	8:58 AM 9:03 AM	Both buildings are tied to one system. The panel is located in the Roney building.
0014 Joseph C. Roney Building					
0015 Jackson Hall	4/15/2020				System doesn't sound lights just flash
0016 Canes Central	4/13/2020		8:25 AM	8:30 AM	Had 1 person with broke ankle used the elevator
0017 English Building					
0018 Business History	4/15/2020				System did not work at all

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0020 James Earl Carter Library	4/14/2020		9:16 AM	9:19 AM	
0031 Fine Arts	4/15/2020		9:32 AM	9:37 AM	
0032 Education Center	4/14/2020		3:51 PM	3:52 PM	
0040 Storm Dome / SSC	4/16/2020		1:57 PM	2:09 PM	
0048 Carter I	4/16/2020		9:05 AM	9:08 AM	
0049 Carter II	4/16/2020		9:13 AM	9:18 AM	



Georgia Southwestern State University  
 Fire Safety Report – 2021

**c. Non-Academic Buildings**

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0001 Wheatley Administration	4/16/2020		9:33 AM	9:35 AM	
0003 Newman Alumni Center	No Alarm System (Tested the smoke detector)				
0005 C.A.S.A.	No Alarm System				
0011 Florrie Chappell Gym					Under renovations
Physical Plant Storage Warehouse	No Alarm System				
0019A Physical Plant	4/14/2020		8:57 AM	8:59 AM	Materials Management & Physical Plant Operations are in one building. Performed separately.
0019B Materials Management	4/14/2020		9:08 AM	9:10 AM	
0021 Marshall Student Center	4/20/2020		9:01 AM	9:30 AM	

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0022 Mary Lou Jordan Hall	4/13/2020		8:35 AM	8:38 AM	Building is vacant except for campus custodial offices on the 1 <sup>st</sup> floor. Remainder of the building is used for storage.
0023 Sanford Hall	4/13/2020		8:42 AM	8:46 AM	Both areas are in the same building connected by a corridor.
0024 Morgan Hall	4/13/2020		8:42 AM	8:46 AM	Has 2 separate alarms, but the audible sound can be heard in both areas.
0027 Nicholas Smarr & Jody Smith Memorial Building	4/13/2020		9:23 AM	9:25 AM	
0028 Beth King Duncan Hall	4/13/2020		8:59 AM	09:00 AM	Building is currently vacant & mostly unused except for storage.
0030 Lake House	No Alarm System				
0033 Deriso Pool	No Alarm System				
0044 Golf & Conference Center					<ul style="list-style-type: none"> <li>The main building and Pro-Shop are tied to one system.</li> </ul>

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Building</b>	<b>Date Scheduled</b>	<b>Time Scheduled</b>	<b>Time Activated</b>	<b>Time Evacuated</b>	<b>Comments</b>
0050 Softball Press Box/ Concession Stand	4/13/2020		9:38 AM	9:39 AM	<ul style="list-style-type: none"> <li>• Not used until softball season.</li> <li>• Also serves as a storage area.</li> </ul>
0051 Baseball/Softball Training Facility	4/14/2020		9:40 AM	9:42 PM	

All fire drills and alarm tests are performed and logged by the Georgia Southwestern State University Physical Plant. System services and repairs are coordinated through the Physical Plant and are logged in that office as well.

# **Policies and Procedures**

**A. Fire Safety Policy**

**a. Residence Halls**

- i. All residents and guests are to vacate the building when a fire alarm sounds. They must be at least 500 feet away from the building. No one may re-enter the facility until they are given permission.
- ii. Tampering with smoke detectors, fire extinguishers, or fire alarms when there is no emergency is prohibited.
- iii. Smoking and the use of tobacco products is prohibited on GSW campus and extends to a 25 foot radius from the perimeter of the campus. As of August 1, 2015, Georgia Southwestern State University is a smoke free campus and has adopted a Tobacco Free Campus Regulation.
- iv. No candles, incense, or other items that require burning are allowed in the residence halls. This includes all decorative candles and candles with the wicks removed. The University reserves the right to confiscate candles or other questionable flammable materials and the student will face a judicial hearing.
- v. There is no cooking allowed in the residence hall rooms other than in the microwave or a coffee maker (Southwestern Pines excluded). Students may store other cooking appliances in their room, but they are only to be used in the kitchen area of the residence hall. If any student is found using an unauthorized appliance in his/her room, the appliance will be confiscated. Confiscated materials may be returned to the student at the end of the semester for the student to take home per approval of the Residence Life Coordinator / Residence Hall Director.
- vi. Students may have small refrigerators and microwaves in the residence halls. The following appliances are not permitted in the residence halls:
  1. Any appliance requiring 220 volts or 1500 watts
  2. Space heaters
  3. Hot plates
  4. Air conditioners
  5. Any appliance with an exposed heating elementIf a student is found using an unauthorized appliance in his/her room, the appliance will be confiscated and the student will face a judicial hearing. Confiscated materials may be returned to the student at the end of the semester for the student to take home per approve of the Director of Residence Life.
- vii. All surge protectors, power strips, etc. must be used appropriately. Microwaves and refrigerators must be plugged directly into the wall outlet.

**b. Academic & Non-Academic Buildings**

Each Georgia Southwestern State University building has fire evacuation plans posted in common area. All incidents of unintentional/no-control burn fires will be reported to the Department of Public Safety immediately whether the Americus Fire Department is required or not. All department heads, supervisors, etc. will ensure that their employees are aware of the location of fire extinguishers and fire alarm pull boxes in the work area(s). All employees should be made aware of emergency routes for their work area(s), the location of the fire exit, windows (if applicable), etc. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around the fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

For questions about evacuation procedures, refer to this link to view our [Quick Reference Guide](#) for campus emergencies.

**B. Procedures for Evacuation**

**a. Residential Halls**

Evacuation routes and destination maps are posted in the common areas of all residential facilities which include the location of the nearest stairwell and exits, and instructions not to use the elevators.

Common area evacuation diagrams are posted throughout all campus housing facilities, within compliance of all applicable fire safety codes. All designated evaluation locations are at least 500 feet away from the specific campus housing facility.

**i. Safety Tips:**

1. Smoking is prohibited on GSW campus.
2. Locate fire exits on each floor. (NOTE: DO NOT use elevators as exits)
3. Count the number of doors to the nearest exits and check for any possible obstructions.
4. Locate the fire alarm pull stations and fire extinguishers.
5. Check any windows to see if they can be opened; if so, familiarize yourself with how they open.
6. Keep your room key on the table next to your bed.

Georgia Southwestern State University  
Fire Safety Report – 2021

7. If you leave your room, keep the door closed and the key with you at all times. Write down the number for the local fire department and keep it next to the phone.
8. Local Fire Department is 911

ii. In Case of a Fire

1. DO NOT PANIC; remain calm.
2. Report fire to front desk or fire department as appropriate.
3. If room is smoky, get on hands and knees (or stomach) and crawl to the door.
4. Feel the door knob (with the back of your hand); if HOT, do NOT open the door; if cool, open slowly and look.
5. If hallway is smoky, stay next to wall and count doors as you crawl past to exit.
6. Do NOT use any elevators and do NOT prop open doors to exit staircase.
7. Hang on to handrail and WALK DOWN exit staircase; every stairwell has an exit.
8. Proceed to the bottom of the stairwell to reach the nearest exit.
9. Pull the fire alarm as you evacuate.

iii. IF YOU CANNOT LEAVE THE ROOM:

1. Call Campus Police (229-931-2245) and let them know where you are (building and room number).
2. Wet sheets, towels, or clothing and stuff them in all cracks around the doors and vents.
3. Turn on bathroom fan and fill bathtub and/or sink with cold water for firefighting.
4. Check to see if there is smoke OUTSIDE the window; if there is NO smoke and if any window can be opened, hang a sheet or light colored material outside.
5. Using ice bucket or other container, keep doors and walls wet.
6. If room is smoky, fold a wet towel into a triangle and tie over nose and mouth and stay low.
7. Make yourself visible to rescue personnel through any window or balcony; DO NOT JUMP!
8. Keep fighting fire until help arrives, DO NOT GIVE UP!

**b. Academic and Non-Academic Buildings**

i. In the Event of a Fire:

1. DO NOT USE AN ELEVATOR IN EVACUATION; USE THE STAIRS ONLY.
2. If emergency exists, activate the building alarm and contact the Department of Public Safety at 229-931-2245.

Georgia Southwestern State University  
Fire Safety Report – 2021

3. If a minor fire appears controllable, IMMEDIATELY contact, or direct someone to, contact the Department of Public Safety; direct the charge of the fire extinguisher toward the base of the flame and use a sweeping motion around the burning area.
4. On large fires that do not appear controllable, IMMEDIATELY activate the building alarm and contact the Department of Public Safety at 229-931-2245 or call 911. Close all doors while exits the building to reduce the oxygen and slow the spread of the fire.
5. DO NOT LOCK DOORS; this will delay the fire department rescue if someone is trapped inside.
6. Assist in the evacuation of the building if possible. Assist the handicapped as needed; smoke is the greatest danger in a fire so be prepared to stay near the floor where the air will be less toxic.
7. If trapped on a second story or higher, hold an article of clothing out of the window if possible to signal Public Safety or Fire Department personnel. Anyone trapped in the room should remain close to the floor to avoid smoke
  - a. If in the Roney Building where there are no windows, move to a stairwell if possible.
8. During the evacuation, direct crowds away from the building. Move at least 500 feet from the building; do not stop just outside the door of the building.
9. Direct crowds away from fire hydrants, roadways, and clear sidewalks immediately adjacent to the building. Ask bystanders to assist in watching windows, doorways, etc. for persons that may be trapped inside. DO NOT ATTEMPT TO RESCUE; NOTIFY PUBLIC SAFETY OR FIRE PERSONNEL.
10. NO ONE SHALL RE-ENTER A BUILDING THAT HAS BEEN EVACUATED UNTIL AN ALL CLEAR HAS BEEN GIVEN BY AN AUTHORIZED ON-SCENE INCIDENT COMMANDER.

ii. Faculty and Staff Responsibilities

1. Faculty and staff are expected to direct the evacuation from their work area including classroom areas and offices.
2. Be responsible for knowing the primary and alternative routes of exit.
3. Assist disabled students according to students' directions.
4. Do not assume that all individuals needing assistance will show up at the designated locations; Insure that all rooms are checked for handicapped/unconscious individuals prior to leaving the floor/area.

c. Disabled Student Provisions

i. Student Responsibilities



Georgia Southwestern State University  
Fire Safety Report – 2021

1. In an emergency situation, it is critical to your health and safety that you are familiar with your needs during evacuation. You are expected to convey these needs to your instructors at the earliest possible date, preferably during the first week of each semester.
- ii. Guidelines: What to do before an emergency?
1. Be familiar with buildings and their exits.
  2. Be familiar with fire alarm signals.
  3. Seek out volunteers/buddies who will be able to assist you; know how many people you need to provide that assistance.
  4. Be prepared to explain how and where a person(s) should support you; practice instructions beforehand if possible.
  5. Place a sign on your chair with the above instructions if you have communication difficulties such as hearing or vision impairments.
  6. Carry a loud whistle, horn, or some similar device you can operate; you may need to use it to alert people of your location if you become trapped.
  7. While attending class, position yourself near a doorway for easier exit; do not block the doorway.
- iii. What to do in an emergency:
1. Remain calm.
  2. Never use an elevator in a fire emergency.
  3. Treat every fire alarm as an actual emergency.
  4. In a fire emergency, your first choice is evacuation.
  5. Follow signs to exits.
  6. Be prepared to abandon your electric or manual wheelchair if needed.
  7. Avoid smoky stairwells.
  8. If necessary, get to a window and get someone's attention on the ground.
  9. Stay near a door but do not block the opening of the door.
  10. If evacuation route permits, move to the stairwell on the end of the building, but always tell someone where you will be.
  11. If you can, cover your mouth and nose so as not to breathe heavy smoke.
  12. Stay close to a wall during the evacuation process.
  13. Move at least 500 feet from the building when evacuating.
  14. If you have a whistle, blow it but don't wear yourself out; listen for someone calling your name.
  15. Never re-enter a building until permitted to do so by emergency or university personnel.

# Fire Logs

Georgia Southwestern State University  
Fire Safety Report – 2021

By the Clery manual, Georgia Southwestern State University is required to disclose fires for the past three (3) calendar years. No formal fire log is kept however; GSW Public Safety keeps records of any fire in the incident reporting system known as CrimeStar.

Defined in the Clery Manual:

*A fire, for the purposes of the HEA, is 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 is defined as the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.*

*A fire-related injury is defined as any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting to rescue, or escaping from the danger of the fire. The term “person” may include students, employees, visitors, firefighters or any other individuals.*

*A fire-related death is defined as any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.*

*Value of property damage is defined as the estimated value of the loss of the structure and its contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however it does not include indirect loss, such as business interruption.*

Georgia Southwestern State University  
 Fire Safety Report – 2021

**A. Residence Halls – Fires Reported 2018 – 2020**

<b>Facility</b>	<b>Number of Fires</b>	<b>Fire Number &amp; Location</b>	<b>Date &amp; Time</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
0041 Oaks I Dormitory	0	0	N/A	N/A	N/A	N/A	N/A
0042 Oaks I Dormitory	0	0	N/A	N/A	N/A	N/A	N/A
0043 Pines Dormitory	0	0	N/A	N/A	N/A	N/A	N/A
0046 Magnolia I Dormitory	0	0	N/A	N/A	N/A	N/A	N/A
0047 Magnolia II Dormitory	0	0	N/A	N/A	N/A	N/A	N/A

Georgia Southwestern State University  
 Fire Safety Report – 2021

**B. Academic Buildings – Fires Reported 2018 – 2020**

<b>Facility</b>	<b>Number of Fires</b>	<b>Fire Number &amp; Location</b>	<b>Date &amp; Time</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
0002 Crawford Wheatley Hall	0	0	N/A	N/A	N/A	N/A	N/A
0006 Collum Hall	0	0	N/A	N/A	N/A	N/A	N/A
0013 Science Building	0	0	N/A	N/A	N/A	N/A	N/A
0014 Joseph C. Roney Building	0	0	N/A	N/A	N/A	N/A	N/A
0015 Jackson Hall	0	0	N/A	N/A	N/A	N/A	N/A
0016 Canes Central	0	0	N/A	N/A	N/A	N/A	N/A
0017 English Building	0	0	N/A	N/A	N/A	N/A	N/A
0018 Business History	0	0	N/A	N/A	N/A	N/A	N/A

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Facility</b>	<b>Number of Fires</b>	<b>Fire Number &amp; Location</b>	<b>Date &amp; Time</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
0020 James Earl Carter Library	0	0	N/A	N/A	N/A	N/A	N/A
0031 Fine Arts	0	0	N/A	N/A	N/A	N/A	N/A
0032 Education Center	0	0	N/A	N/A	N/A	N/A	N/A
0040 Storm Dome / SSC	0	0	N/A	N/A	N/A	N/A	N/A
0048 Carter I	0	0	N/A	N/A	N/A	N/A	N/A
0049 Carter II	0	0	N/A	N/A	N/A	N/A	N/A

Georgia Southwestern State University  
 Fire Safety Report – 2021

**C. Non-Academic Buildings – Fires Reported 2018 – 2020**

<b>Facility</b>	<b>Number of Fires</b>	<b>Fire Number &amp; Location</b>	<b>Date &amp; Time</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
0001 Wheatley Administration	0	0	N/A	N/A	N/A	N/A	N/A
0003 Newman Alumni Center	0	0	N/A	N/A	N/A	N/A	N/A
0005 C.A.S.A.	0	0	N/A	N/A	N/A	N/A	N/A
0011 Florrie Chappell Gym	0	0	N/A	N/A	N/A	N/A	N/A
Physical Plant Storage Warehouse	0	0	N/A	N/A	N/A	N/A	N/A
0019A Physical Plant	0	0	N/A	N/A	N/A	N/A	N/A
0019B Materials Management	0	0	N/A	N/A	N/A	N/A	N/A
Physical Plant Shop	0	0	N/A	N/A	N/A	N/A	N/A
0021 Marshall Student Center	0	0	N/A	N/A	N/A	N/A	N/A
0022 Mary Lou Jordan Hall	0	0	N/A	N/A	N/A	N/A	N/A

Georgia Southwestern State University  
 Fire Safety Report – 2021

<b>Facility</b>	<b>Number of Fires</b>	<b>Fire Number &amp; Location</b>	<b>Date &amp; Time</b>	<b>Cause</b>	<b>Injuries</b>	<b>Deaths</b>	<b>Property Damage</b>
0023 Sanford Hall	0	0	N/A	N/A	N/A	N/A	N/A
0024 Morgan Hall	0	0	N/A	N/A	N/A	N/A	N/A
0027 Nicholas Smarr & Jody Smith Memorial Building	0	0	N/A	N/A	N/A	N/A	N/A
0028 Beth King Duncan Hall	0	0	N/A	N/A	N/A	N/A	N/A
0030 Lake House	0	0	N/A	N/A	N/A	N/A	N/A
0033 Deriso Pool	0	0	N/A	N/A	N/A	N/A	N/A
0044 Golf & Conference Center	0	0	N/A	N/A	N/A	N/A	N/A
0050A Softball Press Box/ Concession	0	0	N/A	N/A	N/A	N/A	N/A
0050B Baseball/Softball Training Facility	0	0	N/A	N/A	N/A	N/A	N/A