Duke University

Campus Fire Safety Right-to-Know Act

2009 Annual Report

PURPOSE:

This annual report is submitted to meet the federal requirements of the Campus Fire Safety Right-to-Know Act, an amendment to the Higher Education Opportunity Act. It includes information about campus fire safety policies and procedures as well as reported campus fire statistics.

A printed report is available by visiting the OESO Fire Safety Division, 1411 Hull Street, Durham, NC 27708, or by calling (919) 684-5609.

View the Annual Fire Safety Report for 2009:

Annual Fire Safety Report 2009

View the Annual Clery Campus Security Report for 2009-2010:

Annual Clery Campus Security Report 2009-2010

FUNCTION:

The primary function of the Occupational Environmental Safety Office Fire Safety Division is to ensure the safety of members of the Duke University & Duke University Health Systems community and the continuity of the university’s mission by establishing optimal fire safety and fire emergency programs.

SIGNIFICANT ACCOMPLISHMENTS:

The OESO Fire Safety Division during this fiscal year made significant progress in enhancing programs to manage life safety risk and minimize hazardous conditions.

FIRE SAFETY EDUCATION AND TRAINING:

All faculty, staff, and students are encouraged to utilize the Duke method of reporting a fire and using a fire extinguisher using the acronyms RACE and PASS respectively.

RACE = Remove all persons from danger; Activate the manual pull station and dial 911; Close all doors and windows; Extinguish the fire

PASS = Pull the pin; Aim the nozzle at the base of the fire; Squeeze the handle; Sweep from side to side
Fire Alarms and Evacuation

In the event of a fire, the most important thing is for you to evacuate the building safely. Make sure you familiarize yourself with the evacuation instructions posted throughout the residence halls and with the evacuation floor plan posted on your hall.

Never assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

Procedures Students and Employees Should Follow in Case of Fire

Upon Discovery of a Fire:

If you discover a fire or smoke situation, activate the fire alarm pull station and call, or have someone call, Campus Police at 911.

If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are in route to your location.

Report all fires and smoke to Duke University Police Department by dialing 911 from any campus phone. Fires that have been extinguished should also be reported to Duke Police so that an investigation may be conducted. All fires should subsequently also be reported to your Hall Staff.

When the Fire Alarm Sounds:

Close all windows and (leave the overhead light ON.)

Before opening any door, feel the door. If it is HOT, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room.

If you cannot leave the room, open the window, hang a sheet or other light colored object out the window to attract the attention of emergency personnel and then close the window. If there is a phone in the room, call Campus Police (911) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.

If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.

If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

DO NOT use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
If you have exited the facility, stand clear of the building and report to your designated check-in area. Emergency apparatus may be maneuvering around the building.

Follow the directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

**Residential Coordinator / Residential Assistant Training**

On the campus, over 80 RC’s and RA’s received fire and life safety training. Instruction included four parts: a power point presentation class where codes, policies, and procedures were strongly emphasized; examples from Duke and other universities of previous violations and types of loss incurred; a question and answer session; and hands-on fire extinguisher demonstrations wherein each individual extinguished a fire.

**Student Training**

Fire Safety staff continued to provide extensive training to students on several fronts. Our sustained presence on the grounds and in the dormitories during freshmen move-in was successful as over 1700 incoming students and countless family members received campus fire safety brochures and memorabilia which allowed for all to learn of the codes and policies in place to protect them.

A newly developed freshmen orientation and information program (which coincided with other freshman first-week activities) was implemented. The session incorporated some of the RC/RA training with a special emphasis on basic emergency procedures. Staff also conducted four fire drills per dorm (two each semester) which provided additional opportunities to educate and dispense supplemental information on fire safety.

**Fire Drill Training**

Fire drills are conducted in all residential living facilities (four annually). The standard procedure is to provide a team of fire safety office personnel on site to observe, evaluate, and document the fire drill. Once the team is in place the fire alarm system is activated (a student volunteer is usually implemented in activating a pull station). All students, faculty, staff, and visitors must exit the building and meet at the evacuation assembly point (EAP). Occupants are then briefed on their performance of evacuating the building, ways in which to improve said evacuation, how to activate a pull station, what to do in the event of a real fire, and how to use a fire extinguisher.

Documentation of all campus fire drills are kept on file electronically and in hard copy. There were 86 fire drills conducted in 2009.

**Additional Training Information**

The OESO Fire Safety Division home page web site also provides pertinent facts relating to fire & life safety. Information ranges from guiding principles to programs and policies. Our staff is readily available to review and answer any questions or concerns.
FIRE SAFETY DIVISION STAFF ADVANCED EDUCATION:

Fire Safety staff continued to enhance their skills, qualifications, and competence through advanced continuing education opportunities despite an extremely limited budget. Two staff members attended the North Carolina Fire Prevention School, two others attended the Higher Education Life Safety Symposium, one individual took a NICET Level II Suppression Systems seminar, another took a Fire Inspector Review course, and still another took an NFPA sponsored course as a Fire Officer I. Staff utilized these courses by way of in-house in-service training sessions. The exposure of applicable contemporary information transferred to better facilitate the fire safety mission.

POLICIES IN STUDENT HOUSING FACILITIES:

Electrical Wiring / Appliances

Tampering with electrical wiring, including, but not limited to, the installation of direct-wired ceiling fans and dimmer switches, is prohibited. Damage caused by electrical appliances that are not owned by Duke University is the responsibility of the resident(s). Irons, hair dryers, heaters, coffee pots, hot plates, and other heat-producing appliances shall never be left unattended. All electrical appliances shall be UL approved and maintained in good condition. Numerous electrical devices plugged into one outlet or extension cord may cause a circuit overload or may cause overheating of the electrical appliances. Use an electrical outlet strip with a built-in surge protector or circuit breaker whenever more than one appliance is powered by that cord. However, best practice would be to plug heat producing appliances directly into a wall outlet therefore bypassing the need for an outlet strip.

Smoking

Duke University seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members. Smoking any substance is not permitted in any university building, including residence halls. Smoking is permitted with roommate(s) consent only in the Central Campus Apartments. Smoking is not permitted anywhere on the campus of the medical center.

Open Flames

It is a violation of university policy to light any material on fire on campus. Candles, other open flame devices, and incense are strictly forbidden for use inside university facilities except during official religious ceremonies such as the observance of Chanukah. Those individuals wishing to utilize candles in observance of a religious holiday or any other event shall contact OESO - Fire Safety Division to obtain permission and information concerning fire prevention. Students will be held financially accountable for any damage they cause as a result of violating this policy and will be referred to the disciplinary process.

Candles, incense, burning charcoal, or any other flame/heat producing items are strictly prohibited inside any university facility without the written permission of the Fire Safety Division.
EMERGENCY RESPONSE PLAN:

Incident Reporting and Response

Students, employees, patients, and visitors are encouraged to immediately report any fire or other emergency directly to the Duke Police Department. This can be done in several ways:

The first is to use one of the emergency or help phones available on campus and in the Medical Center. The second way is to simply dial 9-1-1 on any telephone. Dialing 9-1-1 will reach the Duke Police Department from every Duke telephone exchange. If dialing from a personal cell phone or an off campus telephone within Durham, the call will immediately reach the Durham Police Communications Center. In either case, each agency has instant communication with the other and calls can be immediately transferred from one to the other. For non-emergency calls to the Duke Police Department, dial 684-2444. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

Timely Warnings

Timely Warnings are issued whenever a significant emergency occurs either on campus or in the surrounding communities and is considered to pose a continuing risk to students and employees. Timely Warnings are typically issued for the following emergencies: fire(s), hazardous materials incident, or natural disaster(s). Warnings may also be issued for other incidents on a case-by-case basis. These Warnings may be made by e-mail, text messaging and outdoor warning system, along with Duke and local news service, as determined by each circumstance.

Duke Alerts

Alerts are a means to notify the campus community of an imminent or ongoing threat to safety, security, or health. The threat will result in an alert notification that may include the use of the outdoor warning system and are disseminated with the goal of notifying as many people as possible, as rapidly as possible. Examples of these include, but are not limited to, active shooter, tornado, and dangerous chemical release.

Dissemination of Alerts

May include any or all of the following:

- Mass e-mail
- Text Messaging (“DukeALERT”)
- Outdoor Warning System
- Web – http://www.emergency.duke.edu/
- Phone (919-684-INFO)
- Vehicle and other portable Public Announcement devices
- Local media

The Duke Community should be prepared to take self-protection measures appropriate to the emergency, such as, but not limited to, shelter in place or evacuation, depending upon the
circumstances or incident. See http://emergency.duke.edu for further information and to sign up for DukeALERT text messaging.

Method to Test Emergency Response and Evacuation Procedures

The Duke ALERT system is required to be tested on an annual basis but Duke University conducts three tests per year.

FIRE SAFETY DIVISION FIRE EMERGENCY RESPONSE PLAN (“10-80”):

The Fire Safety Division established a new fire emergency program which augmented the university's capabilities to better protect students, staff, faculty, and visitors. Fire Safety staff monitored emergency radios and responded to most fire alarm and fire emergency situation calls on campus, including clinics, research buildings, and the hospital. The goal provided assistance to responding police and fire units in the early minutes of an emergency as needed to save lives and protect university assets. Staff members are trained and certified to monitor radio traffic and read a fire alarm panel. The program has been active and successful to this point and intends to further develop in the coming year.

The major benefit of this program is that early arrival at an emergency can reduce human injury and minimize university losses. In many instances, the Fire Safety staff provided initial vital information before the arrival of emergency services (which can take 5 -10 minutes). The staff worked closely with the Duke University Police Department and the Durham Fire Department and established a close collaboration with those departments, indeed a welcome benefit of the program.

MARINE LAB / OFF CAMPUS LOCATIONS:

Fire Safety staff educated the Duke University Marine Lab employees on fire and emergency procedures to include hands-on fire extinguisher training. The specialized training for the marine lab’s staff was necessary in the event of a building emergency or wildfire that may threaten the Duke University Marine Lab facilities where emergency assistance may be minimal, delayed, or unavailable.

Fire Safety staff also conducted fire safety surveys on all DUML buildings. Fire and emergency procedures training was also conducted for all other off campus Duke University Health Systems locations, including all outlying clinics as far north as Roxboro, as far south as Lumberton, as far east as Smithfield, and as far west as Winston-Salem.

FIRE EXTINGUISHER PROGRAM:

The already successful fire extinguisher program continued to excel despite a tightly fixed budget. Growing in numbers each year since its inception, the program enhanced the ability to reasonably ensure that fire extinguishers will be in place and in proper working order should the need for one arise. All fire extinguishers are checked annually with a majority being checked monthly.
Additionally, fire extinguisher training was available to students, staff, and faculty. Fire Safety staff held numerous training sessions throughout the year with an especially large focus during October which coincided with the NFPA’s Fire Prevention Week.

Table 1. Fire Extinguisher Training Sessions With Number of Persons Trained.

<table>
<thead>
<tr>
<th></th>
<th>July '09</th>
<th>Aug '09</th>
<th>Sept '09</th>
<th>Oct '09</th>
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<td>3</td>
<td>9</td>
<td>0</td>
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</table>

Note: Data not tracked prior to July 2009

**FACILITY FIRE SAFETY SYSTEMS:**

Each resident hall / dormitory is equipped with fire extinguishers in the corridors, kitchens, and laundry rooms.

The fire alarm pull stations are located by each exit and stairwell door. All corridors are protected by automatic smoke detectors tied directly into the building fire alarm system. An activation of the fire alarm system will annunciate the notification devices: horns/strobes, voice evacuation, etc as well as register with the Duke University Police Department.

Keohane, Bell Tower, Blackwell, Randolph, and the renovated sections of Kilgo Quad are equipped with direct wired AC-powered smoke detectors in the residents’ rooms. All other residence halls are equipped with battery powered smoke detectors in the residents’ rooms.

The following residence halls are also protected by an automatic sprinkler system: Jarvis, Aycock, Epworth, Blackwell, Randolph, Keohane, and Bell Tower.

(See Table 2 for complete facility fire safety systems features)

**Fire Extinguishers, Sprinklers, and Other Fire Fighting Equipment**

Relocating, removing, tampering with, or destroying smoke detectors or fire-fighting equipment is strictly prohibited. Damage and/or theft of fire equipment also is punishable under North Carolina state law.

False alarms, damage, theft, or misuse of fire detection, alarm or extinguishing equipment are punishable under the criminal law provision of the North Carolina Statute 14-286 and may result in the loss of housing privileges and/or action by the undergraduate disciplinary system. In addition, residents will be charged for fire damage resulting from neglect or intentional actions.
Do your part to protect lives and property by safeguarding fire safety equipment from abuse and by immediately reporting any missing or malfunctioning equipment to your RLHS Campus Office.

**Impairment Program**

A Fire Protection Impairment Program was developed that provided an effective management program to supervise the safe shutdown of fire protection systems, control potential fire hazards during the impairment, and restore the fire protection system to service as soon as possible. This vital program involved collaboration between fire safety, construction managers, Duke University Police Department, and the Durham Fire Department.
<table>
<thead>
<tr>
<th>Dorm Name</th>
<th>BLDG. Number</th>
<th>Sprinkled</th>
<th>Fire Alarm</th>
<th>Fire Extinguishers</th>
<th>Smoke detectors in each dorm room tied to main FACP</th>
<th>Smoke detectors in each dorm room 120v/ battery back up</th>
<th>Smoke detectors in each dorm room only</th>
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</table>
IMPLEMENTATION OF NEW TECHNOLOGIES:

Duke University is incorporating contemporary fire safety technology in new construction. The new Cancer Center as well as the new west campus residential dormitory, Koehane Four, will implement the En-Guage Electronically Monitored Fire Extinguisher System. The system provides a signal: the moment an extinguisher is removed, when an extinguisher falls out of pressure range, and when access to the extinguisher is continually blocked. This low cost, simple to install program saves inspection time and allows this office to focus valuable resources on other pressing issues while remaining compliant with NFPA 10 and NFPA 72. The new North Concourse connector between the hospital and clinic will implement a video smoke monitoring system. The system provides a critical advantage for early warning fire detection by visually detecting the presence of fire or smoke at its source, independent of airflow in the area in the earliest stages thereby protecting lives and property.

SPECIAL EVENT FIRE SAFETY COMPLIANCE:

This program improved dramatically since the inception of the Special Event Operating Instruction. Fire Safety staff worked closely with other campus groups to ensure safety and compliance for over 600 campus events during this fiscal year.

Safety Fair

In June, Fire Safety staff participated in a very well attended Safety Preparedness Fair at the Washington Duke Inn. A display booth with fire safety information brochures and gadgets was staffed. The purpose of the fair was to educate staff, faculty, and visitors on home and workplace fire safety preparedness and how to respond to emergencies when they occur. An estimated 1000 people from throughout the campus and local area attended. Several smaller-scale events were coordinated in October throughout the campus, hospital, and clinics in conjunction with the NFPA Fire Prevention Week.

Winner of the NFPA Industrial Fire Protection Section Fire Prevention Week Award 2009

Duke University/Duke University Health System OESO Fire Safety Division was named the winner of the NFPA Industrial Fire Protection Section Fire Prevention Week Award. Duke won the honor for carrying out the best program to coincide with NFPA’s 2009 Fire Prevention Week theme, “Stay Fire Smart, Don’t Get Burned.”

The division reached out to students at Duke University by providing fire safety literature, conducting fire drills in every resident hall dorm on the campus, displaying messages on Duke TV and on the web, and by producing Fire Prevention Week vehicle magnets, which were displayed on department vehicles traveling all over North Carolina doing Joint Commission Mock Inspections.

The division worked to ensure that patients leaving Duke Hospital were provided the essential knowledge to enable them to return home and maintain a fire-safe environment.
STATUS OF PROGRAMS:

Fires are among the most common hazards on college campuses. Even when extensive fire prevention measures are in place, fire can strike anywhere, at anytime. According to the National Fire Protection Association, colleges and universities across the United States average more than 3,300 fires per year, most of which occur due to a general lack of knowledge about fire safety and prevention.

Great strides were made during the past year in fire safety awareness and emergency preparedness. Staff has initiated many key programs and projects, and the department's efforts were acknowledged with the recognition from Campus Watch program and the NFPA. As such, the progress has taken the university approximately halfway to the goal of comprehensive preparedness, and much remains to be done in the coming two years.

Therefore, Duke University has implemented a wide range of safeguards to lower the risk and the potential repercussions of fire on campus. The OESO, the Fire Safety Division, the Division of Student Affairs, the DUPD, the Durham Fire Department, and Residence Life & Housing Services all work in concert to help ensure a fire-safe environment for students, faculty, staff, and campus visitors. Still, it is everyone's responsibility to reduce fire hazards and keep Duke University as safe as possible from the threat of fire.

Current status can be summarized below:

• Emergency management: emergency management teams are in place and trained, but more training is needed to ensure that teams are well prepared to implement all required emergency action plans, and that sufficient backup personnel for emergency managers and key executives are in place.

• Emergency response in departments: Outstanding progress has been made in training emergency response in departments, but some departments are not as well prepared and trained as others, and the preparedness effort needs to continue.

• Emergency equipment and supplies: The University now has most of the needed emergency equipment and supplies in place.

• Building emergency floor wardens: Several Duke University buildings now have individuals trained in basic emergency procedures and floor warden duties; however, these individuals remain in need of annual training to ensure they react properly in an emergency; training can also extend to new employees to keep up with the average staff turnover ratio.

• Public education on emergency procedures: In this area a great deal has been accomplished; many students, staff, and faculty are aware of basic emergency procedures, and much has been developed in terms of publications, websites, or other educational campaigns for the campus community. Because of the average student and staff turnover ratio, a continued effort remains.
• Business continuity: This program has been initiated, but has a long way to go in terms of reaching the numerous departments, schools, and units that must have recovery and continuity plans in place.

• Although emergency preparedness needs to remain a top priority, fire prevention and safety programs also need to be strengthened over time to ensure optimal life safety and compliance. As we move forward, we must continue to make progress toward becoming a disaster-resistant university, and build a reputation as one of the safest campuses in America.

FUTURE CHALLENGES:

Key challenges include:

• Ensuring preparation for a major emergency disaster at Duke University; previous events around the United States at college campuses require increased concern that this could occur in the coming years, and the university must be prepared to ride out the event and promptly recover.

• It is critical that programs be extended to the research facilities, clinics, and the hospital to ensure adequate fire, life safety, and emergency response in these vital areas of the university.

• Evacuation Assembly Point (EAP) Designated Zones planning must be finalized to ensure continuity of the university and its mission.

• As the university continues to grow, there is a challenge in providing service to more units and locations.

• As the university is a 24/7 campus, there is a challenge in ensuring coverage of the myriad of after-hours and weekend activities.
### DEPARTMENT OF EDUCATION 2009-REPORTED STATISTICS:

Table 3 displays the fire incidents that occurred in Resident Halls in 2009. This information is required to be submitted to the Department of Education. Additional information on the Campus Fire Safety Right to Know Act as well as current and previous years’ statistics can be found by visiting the OESO Fire Safety Division website at [www.safety.duke.edu/FireSafety/RightToKnow](http://www.safety.duke.edu/FireSafety/RightToKnow).

Table 3 Department of Education 2009-Reported Statistics

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Nature</th>
<th>Cause</th>
<th>Injuries</th>
<th>Deaths</th>
<th>Property Repair Costs</th>
<th>Personal Property Damages</th>
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<td>9:28</td>
<td>Accidental</td>
<td>Heat Lamp Thermostat Failure</td>
<td>0</td>
<td>0</td>
<td>$7,946.28</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>11-Apr-09</td>
<td>2:07</td>
<td>Accidental</td>
<td>Trash can fire</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>23-Apr-09</td>
<td>18:21</td>
<td>Accidental</td>
<td>Undetermined</td>
<td>0</td>
<td>0</td>
<td>$6,893.12</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>29-Aug-09</td>
<td>14:02</td>
<td>Accidental</td>
<td>Cooking with grease</td>
<td>0</td>
<td>0</td>
<td>$243.50</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>21-Oct-09</td>
<td>10:22</td>
<td>Accidental</td>
<td>Sofa cushion</td>
<td>0</td>
<td>0</td>
<td>$150.00</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>4-Dec.-09</td>
<td>19:04</td>
<td>Accidental</td>
<td>A paper bag on the stove</td>
<td>0</td>
<td>0</td>
<td>$0.00</td>
<td>$-</td>
<td></td>
</tr>
</tbody>
</table>

Total Costs: $15,232.90
Total Loss: $1,500