

2025 | William Peace University Annual Fire Safety Report





Purpose

This annual report is published to meet the requirements of the Higher Education Opportunity Act of 2008, including the Campus Fire Safety Right-to-Know Act (34 CFR 668.49). It describes the University's fire safety policies and procedures and reports fire statistics for on-campus student housing for calendar years 2023, 2024, and 2025.

A paper copy of this report is available free of charge from the Office of Public Safety, Main Hall Room 121, 919-508-2401. The University's Annual Security Report, which includes crime statistics and campus security policies, is available at [\[link\]](#) or from the Office of Public Safety.

Campus Fire Safety Right-to-Know Act

The Campus Fire Safety Right-to-Know Act became law as part of the Higher Education Opportunity Act of 2008, signed on August 14, 2008. It requires colleges and universities with on-campus student housing to publish annual fire safety information, including fire statistics, fire safety systems, and fire safety policies, so that current and prospective students and their families can make informed decisions about campus fire safety.

The Higher Education Opportunity Act sets two fire safety requirements for institutions that have on-campus student housing and participate in federal student financial aid programs:

1. **Fire Log:** Institutions must keep a fire log recording every fire in on-campus student housing, including the nature of the fire, the date and time it occurred, the date it was reported, and its general location. William Peace University records fires in its combined Daily Crime and Fire Log, maintained by the Office of Public Safety. Entries are added within two business days of a report, and the most recent 60 days are open for public inspection during normal business hours.
2. **Annual Fire Safety Report:** Institutions with on-campus student housing must publish an annual fire safety report by October 1. William Peace University publishes this Annual Fire Safety Report separately from its Annual Security Report.

This report includes fire statistics for each residence hall, fire safety systems, fire drills, fire safety policies, evacuation procedures, fire safety education and training, how to report a fire, and plans for future improvements.

POLICIES AND PROCEDURES

FIRE ALARMS AND EVACUATION

In the event of a fire, the most important thing is for you to evacuate the building safely. Familiarize yourself with the evacuation routes in your area.

Fire emergency response is defined by the acronym **R.A.C.E.**

IF YOU DISCOVER A FIRE, SEE A FLAME OR SMOKE, follow the RACE procedures:

R = Remove all persons in immediate danger to safety.

A = Activate the nearest fire alarm pull station and call, or have someone call, 911.

C = Close doors and windows to prevent the spread of smoke and fire.

E = Extinguish the fire only if it is small, you have been trained, and you have a clear exit behind you. Otherwise, evacuate.

Never assume that a fire alarm is a drill or a false alarm. Remain calm and evacuate the facility. When the fire alarm sounds, evacuation is mandatory for all individuals. Anyone who fails to evacuate may face disciplinary action. Follow the instructions of 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.

Everyone evacuating the building should go to the assigned **Evacuation Assembly Area** as directed by their supervisor, Resident Assistant, or Area Coordinator.

UPON DISCOVERY OF A FIRE

If a fire occurs in any building, pull the nearest fire alarm, leave the building, and call 911. Then notify the Office of Public Safety at 919-833-2277. When calling, state that you are at William Peace University and give the building name. Report fires that have already been put out to the Office of Public Safety so they can be investigated and recorded. Fires in residence halls should also be reported to Residence Life and Housing.

Use a fire extinguisher only if the fire is small, you have been trained, and you have a clear exit behind you. Never put yourself at risk. When using a fire extinguisher, follow the acronym P.A.S.S.

P = Pull the Pin

A = Aim the nozzle at the base of the fire

S = Squeeze the handle

S = Sweep using a side-to-side motion

WHEN THE FIRE ALARM SOUNDS

Close all windows and doors (leave the overhead light on).

DO NOT use elevators. If hallways or exit stairwells are inaccessible due to heavy smoke, return to your room and close the door. Open the window, hang a sheet or other light-colored object out of the window to attract emergency personnel's attention, then close the window. Call 911 from your cell phone 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 you have exited the facility, stand clear of the building and report to your designated **Evacuation Assembly Area**. Use caution in and around driveways and fire lanes. Emergency apparatus may be maneuvering around the building.

Follow the directions of fire and Public Safety personnel and never re-enter the building until they give permission.

SAFETY WITHIN STUDENT HOUSING FACILITIES

ELECTRICAL WIRING and APPLIANCES

Tampering with electrical wiring, including but not limited to the installation of direct-wired ceiling fans and unauthorized entry into electrical panel boxes, is prohibited. Residents are responsible for any damage caused by electrical appliances not owned by WPU.

All electrical appliances shall be UL listed and maintained in good condition. Plugging multiple electrical devices into one outlet through an outlet cube or extension cord may overload a circuit or cause appliances to overheat, resulting in a fire. Therefore, using outlet cubes or extension cords with electrical appliances is prohibited. Use a power strip with a built-in circuit breaker.

Heat-producing appliances (e.g., coffee pots, steam irons, hair curling irons, etc.) should never be plugged into multi-plug adapters, extension cords, or power strips and should never be left unattended.

Portable space heaters are prohibited unless authorized by the Office of Residence Life and Housing or the Office of Buildings and Grounds.

HALOGEN LIGHTS and LAVA LAMPS

Residence Life and Housing prohibits halogen lights and lava lamps in residential areas. The bulbs' high temperatures pose a fire hazard and a potential burn risk. In addition, the geometry of floor model lamps tends to make them unstable and easy to tip over.

SMOKING and VAPING

William Peace University is committed to a living and working environment that supports the health and well-being of all community members. Neither smoking nor vaping of any substance is permitted in any University building, including student housing. Smoking is only permitted in designated smoking areas.

OPEN FLAMES

It violates University policy to light any material on fire on campus. Candles, other open-flame devices, and incense are strictly prohibited inside University facilities. Battery-operated or electric candles must be used instead. Any exception for a religious observance that requires a live flame in a non-residential University facility must be approved in advance by the Director of Public Safety. Students and groups will be held financially accountable for any damage they cause due to violating this policy and will be referred for disciplinary action under the Community Conduct Code. Additionally, students who violate this policy may lose University housing.

Candles are not permitted in residential facilities. Requests for using live-flame candles in outdoor locations must be submitted to the Director of Public Safety and are subject to approval on a case-by-case basis. All personnel should know the location of building fire equipment, including fire extinguishers and manual fire alarm pull stations.

DAMAGING OR TAMPERING WITH FIRE SAFETY EQUIPMENT

Relocating, removing, tampering with, or destroying smoke detectors or fire safety equipment is strictly prohibited. Damage or theft of fire equipment is punishable under North Carolina law.

Intentional false alarms, damage, theft, and misuse of fire detection, alarm, and extinguishing equipment are punishable under North Carolina law (N.C.G.S. § 14-286) and may result in the loss of housing privileges and disciplinary action.

In addition, residents will be charged for fire damage resulting from neglect or intentional actions. If a resident or staff member notices any damaged, missing, or malfunctioning equipment, they should immediately report the deficiency to Residence Life and Housing or the Office of Public Safety.

EMERGENCY RESPONSE

INCIDENT REPORTING AND RESPONSE

Students, employees, and visitors must report any fire or other emergency directly to the Office of Public Safety at 919-833-2277.

Likewise, if a member of the Peace community finds evidence of a fire that has been extinguished and is unsure whether Public Safety has already responded, they should immediately notify Public Safety to investigate and document the incident. Residence Life and Housing should also be notified.

For non-emergency calls to Public Safety, dial 919-508-2401. We encourage students and employees to save this non-emergency number as a speed-dial entry on their cell phones.

TRAINING AND EDUCATION

STUDENT TRAINING

The Office of Public Safety and Residence Life and Housing provides fire drill education and fire safety training for RAs. The training covers the appropriate response to a fire, the use of a fire extinguisher, and notification procedures.

FIRE DRILL TRAINING

The Office of Public Safety conducts four student housing fire drills per year per residence hall. Public Safety staff supervise all aspects of the drills, including observation, evaluation, and documentation. The standard procedure is to activate the fire alarm system, usually by having a student volunteer use a manual fire alarm pull station.

All students, faculty, staff, and visitors must exit the building and meet at the **Evacuation Assembly Area**. Occupants are then briefed on their evacuation performance, ways to improve evacuation, how to activate a manual fire alarm pull station, and what to do in a real fire.

FIRE SAFETY SYSTEMS

STUDENT HOUSING FIRE SAFETY EQUIPMENT

Each student housing area has fire extinguishers in the corridors, kitchens, and laundry rooms. Manual fire alarm pull stations are located by each required exit and stairwell door. Automatic smoke detectors protect all corridors and are tied directly to the building fire alarm system. Activating the fire alarm system will annunciate the notification devices: strobes and horns. An automatic sprinkler system also protects all student housing areas. Central Station, an independent monitoring company, monitors the fire alarm system and notifies Public Safety when an alarm is activated.

PLANS FOR FUTURE IMPROVEMENTS

The University has not identified any fire safety improvements as necessary at this time. Fire safety systems in student housing are inspected and evaluated each year, and any planned improvements will be reported here.

Fire Safety Data

Building Name	Address	Sprinklered	Fire Extinguishers	Fire Alarm	Fire Drills (2025)
Bingham Hall	15 E. Peace St.	Yes	Yes	Yes	4
Davidson Hall	15 E. Peace St.	Yes	Yes	Yes	4
Finley Hall	15 E. Peace St.	Yes	Yes	Yes	4
Frazier Hall	15 E. Peace St.	Yes	Yes	Yes	4
Main Hall	15 E. Peace St.	Yes	Yes	Yes	4
Ross Hall	15 E. Peace St.	Yes	Yes	Yes	4

Fire Statistics: On-Campus Student Housing, 2023 – 2025

Residence Hall	Year	Fires	Cause of Fire	Injuries Requiring Treatment at a Medical Facility	Deaths	Value of Property Damage
Bingham Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0
Davidson Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0
Finley Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0
Frazier Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0
Main Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0
Ross Hall	2023	0	N/A	0	0	\$0
	2024	0	N/A	0	0	\$0
	2025	0	N/A	0	0	\$0

No fires were reported in on-campus student housing facilities in 2023, 2024, or 2025.