



# University-sanctioned Housing Fire and Safety Protection Report 2013

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## I. Introduction

The Board of Regents approved the establishment of Regents Policy RP-6.4.9 Fire Safety and Protection, September 6, 2007. The policy requires a yearly report including designation of a Campus Fire Safety Officer, student conduct regulations, and confirmation of inspection to assure compliance with state law and Board of Regents policies.

### Summary of Changes During 2013

- A. UNK: Centennial Towers East began renovation May 2013. Planned completion August 2013 will add 396 sprinkled beds.
- B. UNL Housing: Carbon Monoxide Detectors were installed next to all gas fired appliances.
- C. UNL Greek Housing: There are thirty-three privately owned and operated Greek living units on campus. Of these, five sorority and eighteen fraternity chapter houses are sanctioned by UNL. All sorority houses are sprinkled as well as thirteen of the fraternity houses. One fraternity chapter added a sprinkler system as part of a major renovation project, and two chapters completed construction on new living units, increasing the number of sprinkled beds by 215.
- D. UNMC: All housing units are sprinkled or centrally monitored and contain carbon detectors. No changes.
- E. UNO: All buildings sprinkled. No changes.
- F. NCTA: East Residence Hall is in the planning stages for sprinkling and West Residence Hall sprinkling was completed in 2013.

### Housing Stock and Protection by Campus

A. University Housing at UNK is comprised of the following:

- Traditional Halls 880 beds
  - Greek 402 beds
  - Semi-suite 800 beds
  - Suite-style 448 beds
- TOTAL* 2,530 beds

As of December 31, 2013, 1,808 beds (72% of available beds) were sprinkled. All residence halls are equipped with fire extinguishers.

A. University Housing at the University of Nebraska - Lincoln is comprised of the following:

- Traditional residence halls 5,287 beds
  - Apartment-style residence halls 1,004 beds
  - Suite-style residence halls 1,198 beds
  - Non-traditional coop/coop halls 130 beds
- TOTAL* 7,619 beds

- Family Housing (151 apartments)
  - 76 apartments on East Campus
  - 75 apartments on City Campus
- Dining Centers – Four (4)

As of December 31, 2013, 6,798 beds (96% of total occupancy) were sprinkled. Except in Burr and Fedde (308 beds), all fire alarm systems are installed with speakers in each student room. All facilities have fire extinguishers as determined by the Nebraska State Fire Marshal.

UNL Housing maintains carbon monoxide detectors in all housing units that are heated with individual gas furnaces. These units are all in family housing apartments:

- Colonial Terrace (36 units)
- 2222 Vine Street (29 units)
- 2244 Vine Street (23 units)
- 2224 U Street (23 units)

C. UNL Sanctioned Greek Housing is comprised of the following:

- Twenty-four privately owned and operated houses are UNL sanctioned, for a total of 1554 beds

As of December 31, 2013, 1065 beds (68% of total occupancy) were sprinkled. All houses are equipped with a fire alarm system and fire extinguishers as dictated by code and the Lincoln Fire Department. Chapter houses with a fuel burning heating system have carbon monoxide alarms on every level of the chapter house, including habitable portions of basements and attics. Chapter houses with all-electric heating systems and fuel-burning kitchen appliances are required to have a carbon monoxide alarm in the kitchen only.

D. University Housing at UNMC is comprised of the following:

- Student Apartments 60 units
- Single family housing units 2 buildings
- Duplex 4 buildings (11 units)
- 11-plex apartment 1 building
- 6-plex apartment 1 building

Student Apartments are equipped with sprinklers & panels, fire and smoke monitors wired to Omaha Fire Department, three smoke detectors per floor, and two fire extinguishers per floor.

Single family, duplexes, six and eleven-plex apartments are equipped with fire extinguishers in each kitchen and have centrally monitored wireless detection systems. The centrally monitored wireless detection systems connect directly to UNMC Campus Security.

Detectors are installed in each bedroom, hallways and living room areas of the individual units as well as in the common hallways of the six and eleven plex apartment buildings. Carbon monoxide detectors are also located in each individual housing unit.

E. University Housing at UNO is comprised of the following:

- Apartment-style residence halls 2,084 beds

Residence halls are equipped with sprinklers, smoke detectors, fire alarm system and fire extinguishers as dictated by code and the Omaha Fire Department. Smoke detectors in the student housing units alarm in the room only. All other fire pulls, sprinkler alarms are hard wired to the panel, Campus Security and alarm detection company S.E.I.

F. Housing at NCTA is comprised of the following:

- Traditional residence halls (East 80 and West 76) 156 beds
- Traditional residence hall, Aggie West 68 beds
- Apartment-style residence hall, Aggie Central 80 beds
- TOTAL* 304 beds

Note: Various student room occupancy options are available.

Residence halls are equipped with a fire alarm system and fire extinguishers as dictated by code. Aggie West, Aggie Central and West Traditional are equipped with a fire alarm system, fire extinguishers, and sprinklers.

## II. University Staff Responsible for Fire and Life Safety

Responsibility for student housing resides at the Vice Chancellor level. With the exception of UNL, where the Vice Chancellor for Student Affairs is the responsible party, the Vice Chancellors of Business and Finance are the primary persons in charge of fire safety. Those responsible are:

- UNK: Barbara Johnson
- UNL: Juan Franco
- UNMC: Don Leuenberger
- UNO: Bill Conley
- NCTA: Ron Rosati

In addition, the campuses have the following structure:

A. Within UNK, the following people have secondary responsibility:

- Dean, Student Affairs, Joseph Oravec, Director, Office of Residence Life, C. Anthony Earls and Department of Facilities, Lee McQueen.

B. Within UNL, the following people have secondary responsibility:

- Housing: Larry Shippen, Associate Director of University Housing/Facilities Operations, Keith Zaborowski, Associate Director of University Housing/Residence Life, and Jeanne Keyser, Assistant Director of Residence Life for Systems Management and Projects.
- Building System Maintenance: (BSM) Director, Jim Jackson, and Assistant Manager of Operations, Jeff Lamp. Jackson and Lamp are responsible for overseeing daily maintenance, inspections, documentation and regulatory code communication with the State Fire Marshal's (SFM) office.

C. Within UNMC, the following people have secondary responsibility:

John Hauser, Safety Manager, Deb Thomas, Asst. Vice Chancellor, Keith Swarts, Director of Business Services and Esther Collins, Coordinator

- D. Within UNO, the following people have secondary responsibility:  
Dan Shipp, Associate Vice Chancellor for Student Affairs, Bill Pickett, Senior Director Student Development and Stan Schleifer, Director, Support Services
- E. Within NCTA, the following people have secondary responsibility:  
Matt Allbright, Residence Life Manager, and Ken Russell, Campus EHS Officer.

### **III. External Parties Responsible for Fire and Life Safety**

- A. UNK: University of Nebraska at Kearney currently utilizes the Deputy State Fire Marshall Todd Wright, Nebraska Fire & Sprinkler Company, Electronic Systems, Central Fire and Safety, and Global Risk Consultants to inspect fire alarm, sprinkler systems and fire extinguishers.
- B. UNL contracts with Nifco Mechanical Systems for inspections and repairs of sprinkler systems and General Fire for inspection of all fire extinguishers.
- C. The UNL Greek Houses contract with various vendors:  
NECO inspects and monitors fire alarms for Alpha Gamma Nu, Alpha Gamma Rho, Alpha Gamma Sigma, Alpha Phi, Alpha Tau Omega, Beta Theta Pi, Delta Tau Delta, Delta Upsilon, Farmhouse, Gamma Phi Beta, Kappa Delta, Kappa Kappa Gamma, Lambda Chi Alpha, Phi Delta Theta, Phi Kappa Psi, Phi Kappa Theta, Phi Mu, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Nu, Sigma Phi Epsilon, and Theta Xi, Continental Fire Sprinkler Co monitors fire alarms for Farmhouse, General Fire & Safety Equipment Co. monitors fire alarms for Acacia, Security Equipment, INC. (SEI) monitors fire alarms for Phi Gamma Delta
- D. UNMC: University of Nebraska Medical Center contracted with S.E.I. (Security Equipment Inspection) for fire alarms until September 2013. Associated Fire Protection took over the contract as of October 2013. General Fire & Safety for fire extinguishers, and Ahern Fire Protection for sprinkler inspection.
- E. UNO contracts with Midwest Fire Protection, General Fire and Safety, Continental Fire Sprinkler to inspect and repair sprinkler, fire alarm systems and fire extinguishers. S.E.I. monitors alarms from Residential Housing.
- F. NCTA contracts with Nebraska Safety and Fire for fire alarm inspection and service. Fire extinguishers are tested by North Platte Fire Equipment through the Curtis Volunteer Fire Department. Alarms are monitored at the Frontier County Sheriff's Office with the Sheriff's office dispatching the Curtis Volunteer Fire Department.

### **IV. Campus Regulations and Procedures**

- A. UNK: Excerpts relating to fire and life safety issues from UNK's Office of Residence Life Handbook are included in Appendix 1. UNK conducts one fire drill per semester.
- B. UNL: Excerpts relating to fire and life safety issues from UNL's Student Code of Conduct, University Housing Contract Policies booklet, University Housing Contract Policies Apartment-Style Choices

booklet, Fire Drill Procedures and Fire/Fire Alarm Evacuation and Response Procedures are included in Appendix 2.

- Each hall conducts a Fire Drill evacuation once a semester. The fall semester fire drill is completed by October 1<sup>st</sup>, and the spring semester fire drill by February 1<sup>st</sup>. Summer fire drill dates are determined by the complex staff.

- C. UNL Greek Housing: Excerpts relating to fire and life safety issues are included in Appendix 3.
- D. UNMC: Excerpts relating to fire and life safety issues from UNMC Rental Property Policies are included in Appendix 4.
- E. UNO: Excerpts from the lease contract and resident handbook for Scott Village, Scott Hall, Scott Court, Maverick and University Villages are included in Appendix 5. A minimum of one fire drill is required per semester per unit.
- F. NCTA: Adheres to UNL policies in accordance with Executive Memorandum #12. Excerpts relating to fire and life safety issues are included in Appendix 6.

## **V. Reports**

- A. Annual Inspection Report for each building

See Appendix 7, which contains the University Housing Fire Alarm System Inspection Report, 2013. This report includes documentation of fire alarm, sprinkler and smoke detector inspections, as well as any corrective/disciplinary action taken as a result of the inspection findings.

- B. Records of Fire Alarms, Fire Drills, Deficiencies and Corrective Action

See Appendix 8, which contains the University Housing Fire Alarm Report, 2013. This document includes information about planned drills, alarm malfunctions, false alarms, station pulls, working fires, and corrective/disciplinary action taken as a result of the alarm.

- C. Annual Building Fire Report

See Appendix 9, which contains statistics concerning the number and cause of each fire; the number of injuries related to a fire that result in treatment at a medical facility; the number of deaths related to a fire; and the value of property damage caused by a fire.

## **VI. Future Plans and Work Completed**

- A. UNK Planning and Work Completed

UNK is proceeding with sprinkling as well as additional residence hall work. The following table summarizes the proposed phasing of this work:

<b>BUILDING/COMPLEX</b>	<b>PLANNED</b>	<b>ESTIMATE</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
Mantor Hall	Completed	4,000,000	4,000,000	0
Men's + Randall	Completed	4,960,000	4,960,000	0
Centennial Towers West	05/12 – 08/13	6,000,000	5,850,000	(150,000)
Centennial Towers East	05/13 – 07/14	6,000,000		
Conrad	To be demolished	150,000		
University Heights	Prior to 12/2017	TBD		
CM Detectors	TBD	TBD		
	<b>TOTAL</b>	21,110,000	14,810,000	(150,000)

Based on this phasing, most residence halls would be sprinkled by fall, 2014.

During 2014, UNK will be installing carbon monoxide detectors in boiler rooms in the following locations:

University Heights	Boiler room
University Residence Hall North	Boiler room
University Residence Hall South	Boiler room

**B. UNL Planning and Work Completed**

1. 2222 Vine Street Apartment project was completed in 2013.
2. The three four-plexes at Colonial Terrace are currently under fire and other code related review. We are currently undergoing a reassessment of this project in cooperation with the University Code Compliance officer. Once the scope of the work is determined, the budget will be updated, with all work to be completed by 2017.

The tentative schedule and budget (based on 2011 costs) are as follows:

<b>BUILDING/COMPLEX</b>	<b>PLANNED</b>	<b>ESTIMATE</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
Selleck Quadrangle (4000, 5000 and 6000 buildings)	Completed	445,000	129,000	(316,000)
Colonial Terrace – 3 four-plexes	2017	120,000		
2222 Vine Street Apartments	2013	170,000	117,748	(52,252)
Burr Hall	2017	175,000		
Fedde Hall	2017	70,000		
Carbon Monoxide Detectors (21)	2013	1,500	1,050	(450)

During 2013, UNL Housing installed carbon monoxide detectors in boiler rooms and above gas fireplaces in the halls and locations listed below.

Abel Sandoz Welcome Center	Fireplace
Abel Hall	Boiler room & fireplace
Sandoz Hall	Boiler room & fireplace
Abel Sandoz Dining Center	Boiler room
Knoll Residential Center	Boiler room & fireplace
Harper Schramm Smith Complex	Fireplaces (3)
Husker Hall	Boiler room



Kauffman Residential Center	Fireplace
Village	Fireplace
University Park Apartments	Mechanical Rooms (4)
Vine Street Apartments	Boiler rooms (2)
“U” Street Apartments	Hot Water Heater

C. UNL Sanctioned Greek Planning and Work Completed

Of the 23 University-approved Greek living units, the five sanctioned sorority chapters are fully sprinkled. Ten fraternity chapters are fully sprinkled, 1 is partially sprinkled. Three fraternities have set tentative dates to install sprinkler systems prior to the first semester of the 2016-17 academic year. Five chapters have not finalized plans for meeting the 2017 deadline.

Greek Organization	House Capacity	Monitored Fire Alarm	Sprinkler System	Projected Installation
Acacia	45	Yes	No	Unsure
Alpha Chi Omega *	58	Yes	Yes	Complete
Alpha Gamma Nu	72	Yes	No	Unsure
Alpha Gamma Rho	75	Yes	Yes	Complete
Alpha Gamma Sigma	74	Yes	Partial – New Addition	Unsure
Alpha Omicron Pi*	55	Yes	Yes	Complete
Alpha Phi	65	Yes	Yes	Complete
Alpha Tau Omega	50	Yes	No	2016
Alpha Xi Delta*	65	Yes	Yes	Complete
Beta Theta Pi	72	Yes	Yes	Complete
Chi Omega*	72	Yes	Yes	Complete
Delta Delta Delta*	67	Yes	Yes	Complete
Delta Gamma*	60	Yes	Yes	Complete
Delta Tau Delta	81	Yes	Yes	Complete
Delta Upsilon	70	Yes	Yes	Complete
Farmhouse	82	Yes	Yes	Complete
Gamma Phi Beta	68	Yes	Yes	Complete
Kappa Alpha Theta*	68	Yes	Yes	Complete
Kappa Delta	64	Yes	Yes	Complete
Kappa Kappa Gamma	64	Yes	Yes	Complete
Lambda Chi Alpha**	72	Yes	Yes	Complete
Phi Delta Theta	68	Yes	Yes	Complete
Phi Gamma Delta	60	Yes	Yes	Complete
Phi Kappa Psi	40	Yes	Yes	Complete
Phi Kappa Theta	68	Yes	Yes	Complete
Phi Mu	40	Yes	Yes	Complete
Pi Beta Phi*	65	Yes	Yes	Complete
Pi Kappa Phi	66	Yes	No	Unsure

Greek Organization	House Capacity	Monitored Fire Alarm	Sprinkler System	Projected Installation
Sigma Alpha Epsilon	74	Yes	No	2015
Sigma Chi ***	52	Yes	Yes	Complete
Sigma Nu	58	Yes	No	2015
Sigma Phi Epsilon	76	Yes	Yes	Complete
Theta Xi	50	Yes	No	Unsure

\*Chapters declined to seek University recognition and are no longer sanctioned housing by the University.

\*\*Chapter was recognized from January-July of 2013. Recognition was rescinded in August 2013.

\*\*\* Chapter is suspended through April of 2014

#### D. NCTA Planning and Work Completed

New fire alarms and sprinklers were installed in West Residence Hall in 2013. The West Hall construction project is in the close out phase. East Residence Hall is phase scheduled to begin spring 2014 on pre-construction work with installation planned spring and summer 2015, and tentatively planned to complete no later than spring 2016, depending on budget. An electrical and fire code plant project was required on both traditional dorms, due to the age of the buildings. Estimated costs exclude construction contingencies and non-construction costs.

<b>BUILDING/COMPLEX</b>	<b>PLANNED</b>	<b>ESTIMATE</b>	<b>ACTUAL</b>	<b>VARIANCE</b>
West Residence Hall	2013	870,000	659,722	(210,278)
East Residence Hall	2014-2016	1,057,300		

Carbon monoxide detectors are now installed in all existing residence halls in accordance with current regulations.

## **APPENDIX 1**

### **UNK Excerpts from Office of Residence Life Information and Procedures**

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#### **Emergency Policies and Procedures**

##### **In Case of Emergency**

In case of life-threatening emergencies, call 911. If possible, also contact the staff member on duty (402-440--3547) and Police & Parking Services. For non-life-threatening emergency situations please contact an Office of Residence Life staff member and Police & Parking Services.

##### **Fire Alarms**

State law, as well as residence hall policy, requires that all students leave their room and/or public areas when a fire alarm is sounded. Failure to evacuate during an alarm will subject the student to University disciplinary action and/or civil action. If the fire alarm sounds, take the following action:

- 1 Leave lights on.
- 2 Wear a coat or blanket and hard soled shoes.
- 3 Leave room, close and lock the door.
- 4 Go to the exit. Walk swiftly and do not run or push.
- 5 Assemble outside of the hall at a safe distance from the building (in extreme weather conditions, waiting in the lobby of the nearest hall).
- 6 Do not return to the hall until an all-clear signal has been given by a University official.

##### **Smoke Detectors**

Smoke detectors are provided for your safety in each room/apartment and should not be tampered with or disconnected.

- 1 Smoke detectors become activated when too many combustible particles accumulate in the air.
- 2 A loud, high pitched noise will alert you to evacuate.
- 3 If you determine that there is no fire or danger, air out your room/apartment by opening a window and fanning the smoke detector to stop the alarm. Do not open your door to the hall, as it could set off the fire alarm for the whole building. It is important that you be aware that the smoke detector does not automatically alert the fire department.
- 4 If your smoke detector goes off repeatedly when there is no fire or makes other unusual noises, please fill out a work request form, available at the front desk.
- 5 It is a serious violation to disconnect or tamper with a smoke detector. Disciplinary action will be taken if detectors are found damaged or removed due to vandalism.

#### **STUDENT RIGHTS AND RESPONSIBILITIES**

Residency on campus carries with it the presumption that you will conduct yourself as a responsible member of the residence hall community. By signing the Office of Residence Life contract, you agree to abide by all published University policies, rules and regulations.

##### **Candles and Incense**

Due to the potential fire hazard, candles (decorative ones included, lit or unlit) and incense are not permitted in the residence halls under any circumstances. Candles and incense will be confiscated (see Confiscation policy). Repeat violations could result in removal from housing due to the extreme fire danger and potentially endangering the lives of fellow community members.

## APPENDIX 2

### UNL *Student Code of Conduct and University Disciplinary Procedures*

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**Office of the Dean of Students** (formerly known as the Office of Student Judicial Affairs)

#### ***Mission Statement***

The Office of the Dean of Students addresses the needs of the institution for: developing, disseminating, interpreting, and enforcing campus regulations for students; dealing with student behavioral problems in a fair, effective manner; and protecting relevant legal rights for students.

This program is committed to providing learning experiences for students that facilitate and encourage respect for campus and community governance as well as the conventions and expectations of adulthood in American culture. Further, we seek to impart an understanding of the importance of promoting a dignified environment for teaching and learning. Through the services provided to resolve student behavioral problems or interpersonal conflict on campus, we strive to educate students on the values of personal integrity, civility, tolerance and respect for the diversity found within humanity.

#### ***Introduction\****

University students are both citizens and members of the academic community. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the University is part, students are entitled to all the rights and protections enjoyed by other members of that community. By the same token, students are also subject to all civil laws, the enforcement of which is the responsibility of duly constituted civil authorities. When a student violates a University regulation, he/she is subject to disciplinary action by the University whether or not his/her conduct violates civil law. If a person's behavior simultaneously violates both a University regulation and the civil law, the University may take disciplinary action independent of that taken by civil authorities. When a student violates civil law off campus, he/she may incur penalties prescribed by civil authorities. University discipline may also be initiated in instances of off campus student misconduct which adversely affects the University's pursuit of its recognized educational purposes.

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\*Information from the printed version of *University Documents Concerning Student Rights and Responsibilities: The Student in the Academic Community; Student Code of Conduct and Disciplinary Procedures, and Student Records Policy*.

#### ***Student Code of Conduct\****

##### **1. General**

Students at the University of Nebraska-Lincoln are members of both the University community and the larger community of which the University is a part. Students are entitled to all of the rights and protections enjoyed by members of the larger community. At the same time, as members of the University community, students have the responsibility to conduct themselves in a lawful manner and in compliance with the University's standards for student conduct. The purpose of this Code is to specify acts of student misconduct for which an offending individual or student organization will be subject to disciplinary sanctions under the University Disciplinary Procedures.

## 2. Definitions

The following definitions shall apply to the Student Code of Conduct and to the University Disciplinary Procedures:

- **4.12 Dangerous Conduct:** Conduct which is unreasonably dangerous to the health or safety of other persons or oneself.
- **4.16 Fires:** Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires.
- **4.17 False Alarm:** Turning in a false fire alarm or bomb threat or misusing fire safety equipment on the campus or on the premises of any student housing unit.
- **4.18 Failure to Report Fire:** Failing to report a fire or any other extremely dangerous condition when known or recognized on the campus or on the premises of any student housing unit.
- **4.20 Obstruction of Law Enforcement Officers, Firefighters or University Officials:** Obstructing or failing to comply with the directions of a law enforcement officer, firefighter or University official in the performance of his or her duty on the University campus, on the premises of any student housing unit or at any activity or event sponsored by the University or an organization.

## 3. University Disciplinary Jurisdiction

- **3.1 Applicability of Code and Disciplinary Procedures** - The provisions of this Student Code of Conduct and the University Disciplinary Procedures shall apply to individual students and to student organizations.
- **3.2 On-Campus Jurisdiction** - University disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring on the campus.
- **3.3 Student Housing Unit Jurisdiction** - University disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring on the premises of any student housing unit.
- **3.4 Off-Campus Jurisdiction** - University disciplinary jurisdiction shall extend to any case of alleged misconduct by any student or organization occurring at an off-campus activity or event of or sponsored by the University or an organization. Other alleged misconduct by any student or organization occurring off-campus shall not be subject to University disciplinary jurisdiction unless the misconduct adversely affects the educational interests of the University. Off-campus misconduct in violation of a criminal law or involving falsification, alteration or fraudulent use of any University document, record or instrument of identification may, depending upon the nature and gravity of the circumstances, constitute misconduct adversely affecting the educational interests of the University for which an offending student or organization will be subject to disciplinary proceedings and sanctions under the University Disciplinary Procedures. Any misconduct associated with the use of a University vehicle shall be subject to disciplinary proceedings and sanctions. The Vice Chancellor for Student Affairs and the Judicial Officer shall be the University officials having authority to determine on a case-by-case basis whether University disciplinary proceedings shall be instituted for off-campus misconduct adversely affecting the educational interests of the University.
- **3.5 University Disciplinary Proceedings Independent of Civil or Criminal Proceedings.** - University disciplinary proceedings may be instituted against a student or organization charged with violation of a law which is also misconduct under this Code without regard to the pendency of civil litigation or criminal prosecution. University disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

## 4. Misconduct

The following acts constitute misconduct under this Student Code of Conduct and the University Disciplinary Procedures:

- **4.12 Dangerous Conduct:** Conduct which is unreasonably dangerous to the health or safety of other persons or oneself.
- **4.14 Property Damage:** Damaging or attempting to damage property of the University or of another individual.
- **4.15 Fireworks and Explosives:** Using or possessing bombs, explosives, incendiary devices, or fireworks.
- **4.16 Fires:** Setting or attempting to set any fire on the campus or on the premises of any student housing unit, except in fireplaces or other facilities designated for fires.
- **4.17 False Alarm:** Turning in a false fire alarm or bomb threat or misusing fire safety equipment on the campus or on the premises of any student housing unit.
- **4.18 Failure to Report Fire:** Failing to report a fire or any other extremely dangerous condition when known or recognized on the campus or on the premises of any student housing unit.
- **4.20 Obstruction of Law Enforcement Officers, Firefighters or University Officials:** Obstructing or failing to comply with the directions of a law enforcement officer, firefighter or University official in the performance of his or her duty on the University campus, on the premises of any student housing unit or at any activity or event sponsored by the University or an organization.
- **4.27 Regulations Pertaining to Student Housing Units:** Violation of any student housing unit policy, rule or regulation.
- **4.29 Abuse of Disciplinary Proceedings:** Abuse of University disciplinary proceedings shall include the following:
  - a. Failure to obey a request to appear before a judicial officer or a judicial board.
  - b. Falsification of testimony before a judicial officer or a judicial board.
  - c. Disruption or interference with the orderly conduct of any judicial board hearing.
  - d. Attempting to discourage any person from using University Disciplinary Procedures or participating in any disciplinary proceeding.
  - e. Filing a malicious or frivolous complaint under the University Disciplinary Procedures or subordinate judicial board disciplinary procedures.
  - f. Attempting to influence the impartiality of a member of a judicial board prior to or during any disciplinary proceeding.
  - g. Verbal or physical harassment or intimidation of a member of a judicial board prior to, during or after any disciplinary proceeding.
  - h. Failure to comply with any sanction imposed under the University Disciplinary Procedures or under any subordinate judicial board disciplinary procedures.
  - i. Violation of the privacy rights of any student or University employee in regard to any disciplinary proceeding.
  - j. Influencing or attempting to influence another person to commit an abuse of disciplinary proceedings.
- **4.30 Other Unlawful Acts:** Any act by a student which occurs on the campus, on the premises of any student housing unit or at any activity or event sponsored by the University or an organization which is in violation of any law of the State of Nebraska or of the United States, or in violation of any ordinance of the City of Lincoln, shall constitute misconduct.

## 5. Disciplinary Sanctions

One or more of the following disciplinary sanctions may be imposed as provided in the University Disciplinary Procedures whenever a student or student organization is found to be guilty of misconduct under this Code of Conduct or under other published policies or regulations of the University prescribing standards of student conduct:

- **5.1 Warning** Written notice to the student or organization that continuation or repetition of specified misconduct may be cause for other disciplinary action.
- **5.2 Restitution** Reimbursement for damage to or misappropriation of property or reimbursement for medical expenses incurred by a third party as a direct result of misconduct. Reimbursement may take the form of service, other indirect compensation or direct financial compensation.
- **5.3 Confiscation of Dangerous Weapons.** Weapons, firearms, ammunition or other dangerous weapons possessed, used or stored on the campus in violation of the Code of Conduct may be confiscated.
- **5.4 Probation** A specified period of time during which a student or organization is warned that any further violation of the Code of Conduct will be cause for further disciplinary action. During the period of probation the student or organization may be prohibited from participating in specified activities.
- **5.5 Behavioral Requirement** Written conditions imposed by a judicial board or a judicial officer which establish specified requirements for the student or organization.
- **5.6 Suspension** Exclusion from all or specified classes and/or exclusion from all or specified privileges or activities of the University and/or exclusion from the campus for a specified period of time. In cases involving organizations, suspension may include loss of all privileges, including loss of University recognition for a specified period of time.
- **5.7 Expulsion** Permanent termination of student status or organizational status at the University.

## 6. Referral to Civil Authorities

When circumstances warrant, the University administration will refer acts of misconduct to appropriate civil or criminal justice authorities.

*Information from the printed version of University Documents Concerning Student Rights and Responsibilities: The Student in the Academic Community; Student Code of Conduct and Disciplinary Procedures, and Student Records Policy.*

## *University Disciplinary Procedures*

### 1. General

- **1.1 Right to Disciplinary Proceeding** Except in cases of temporary suspension ordered by the Chancellor as hereafter provided, suspension, expulsion or other disciplinary sanction for misconduct may not be imposed without a disciplinary proceeding in accordance with the following University Disciplinary Procedures, hereafter referred to as these Disciplinary Procedures.
- **1.2 Student Court Jurisdiction** Nothing in these Disciplinary Procedures shall affect the jurisdiction of the Student Court of the Association of Students of the University of Nebraska (ASUN) with respect to ASUN constitutional matters, student organizations and other non-disciplinary student matters.
- **1.3 Disciplinary Procedures of Subordinate Judicial Boards.** All subordinate judicial boards shall model their disciplinary procedures insofar as possible after these Disciplinary Procedures. See Sections 12.1 and 12.2 relating to subordinate judicial boards.

### 2. Initiation of Disciplinary Proceedings

- **2.1 Complaint** Any member of the University community may file a written misconduct complaint against a student or organization alleging misconduct under the Student Code of Conduct or other published University policy or regulation prescribing a standard of student conduct. Misconduct complaints shall be filed in the Office of Student Judicial Affairs.

- **2.2 Responsibility of Judicial Officer** If the Judicial Officer determines that the misconduct alleged in a complaint warrants the institution of disciplinary proceedings, he or she shall insure compliance with these Disciplinary Procedures.
- **2.3 Disqualification of Judicial Officer** In the event the Judicial Officer may be a material witness in any disciplinary proceeding or for any reason cannot perform his or her duties under these Disciplinary Procedures, the Vice Chancellor for Student Affairs shall appoint an acting Judicial Officer to perform such duties.
- **2.4 Review of Complaint** The Judicial Officer shall make a preliminary investigation of each complaint to determine whether it may be disposed of without institution of disciplinary proceedings. Within 20 school days after receipt of a written misconduct complaint against a student or student organization, the Judicial Officer must decide on one of three courses of action: (a) dismiss the complaint, (b) propose an administrative disposition to the student, or (c) initiate a disciplinary proceeding before the University Judicial Board or a subordinate judicial board.
- **2.5 Informal Meeting** The Judicial Officer may conduct an informal meeting with a student or organization accused of misconduct to discuss the misconduct alleged. Prior to any such informal meeting the student or organization accused of misconduct shall be apprised in writing of the following:
  - a. The source and nature of the misconduct complaint which has been filed.
  - b. That the student or organization is entitled to be accompanied by counsel or an adviser at the expense of the student or organization at any meeting or hearing relevant to the misconduct alleged in the complaint.
  - c. That the student or organization is under no obligation at any time to admit the misconduct alleged or to make any other statement at any meeting or hearing relevant to the misconduct alleged.
  - d. That any statement that the student or any representative of the organization may make can be used against the student or organization under these Disciplinary Procedures. During any such informal meeting the Judicial Officer may proceed with administrative disposition of a complaint pursuant to Section 4.2 of these Disciplinary Procedures if the Judicial Officer determines that administrative disposition is appropriate and if the same is accepted by the student or organization as provided in Section 4.2.
- **2.6 Failure to Appear** If a student or organization accused of misconduct fails to appear at an informal meeting requested by the Judicial Officer pursuant to Section 2.5; the Judicial Officer may initiate disciplinary proceedings before the University Judicial Board or a subordinate judicial board.

### 3. Temporary Suspension

Pending initiation of disciplinary proceedings by the Judicial Officer, the Chancellor may at any time temporarily suspend a student from the University or deny a student readmission when the Chancellor finds and believes from information coming to his or her attention that the presence of the student on the University campus would seriously disrupt the University or constitute a danger to the health, safety or welfare of persons on the campus. If a student is temporarily suspended by the Chancellor, the Chancellor shall promptly instruct the Judicial Officer to initiate appropriate disciplinary proceedings against the student within two (2) working days after temporary suspension is imposed. If a student placed on temporary suspension is ultimately found not guilty of misconduct, such student shall be allowed if at all possible to make up academic work missed while on suspension.

### 4. Administrative and Judicial Board Disciplinary Proceedings

- **4.1 General** If the Judicial Officer determines that the institution of a University disciplinary proceeding for alleged misconduct is necessary, such proceeding shall be instituted against the student or organization



accused of misconduct in accordance with the procedures for administrative disposition or the procedures for judicial board disposition hereinafter provided.

- **4.2 Administrative Disposition** The Judicial Officer, in the exercise of his or her professional judgment and when agreed to in writing by the student or organization, shall have authority by administrative disposition of a disciplinary proceeding to impose any of the disciplinary sanctions provided in Sections 5.1 through 5.6 of the Student Code of Conduct. The proposed administrative disposition shall list all Student Code of Conduct violations with which the student or organization is being charged as a result of the alleged misconduct. Where an administrative disposition proposed by the Judicial Officer is not accepted in writing by the student or organization, the student or organization shall have the right to have the matter of the alleged misconduct referred to the University Judicial Board. The student or organization shall have three (3) school days within which to accept or reject an administrative disposition proposed by the Judicial Officer. If the student or organization fails to accept or reject the proposed administrative disposition within such three day period, rejection will be presumed and the matter shall be referred to the University Judicial Board or a subordinate judicial board as provided in Section 4.3.
- **4.3 Judicial Board Disposition** If a student or organization rejects administrative disposition of a disciplinary proceeding proposed by the Judicial Officer, the Judicial Officer shall institute a disciplinary proceeding against the student or organization before the University Judicial Board or before a subordinate judicial board for the misconduct alleged in the complaint. The disciplinary proceeding so instituted shall be limited to those Student Code of Conduct violations listed in the rejected administrative disposition, unless new evidence becomes available after the administrative disposition was rejected. Further, the Judicial Officer in the exercise of his or her professional judgment may institute a disciplinary proceeding for alleged misconduct directly before the University Judicial Board or before a subordinate judicial board without first offering administrative disposition to a student or organization accused of misconduct.
- **4.4 Jurisdiction** The University Judicial Board shall have general original jurisdiction under these Disciplinary Procedures to hear and decide any disciplinary proceeding against a student or organization accused of misconduct. Subordinate judicial boards shall have limited original jurisdiction to hear and decide disciplinary proceedings according to their respective disciplinary procedures. (See Section 13.1(e) relating to jurisdiction of subordinate judicial boards.)

## 14. Disciplinary Records

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Transcripts of University academic records will not include information concerning disciplinary action, except in cases of expulsion. Information from disciplinary and counseling files will not be made available to unauthorized persons without the express written consent of the person involved or as otherwise authorized or required by law. Disciplinary records shall be destroyed seven years after the last sanction was imposed, except in case of expulsion, where disciplinary records shall be permanently maintained. Notwithstanding the foregoing, records of Honor Code violations of the College of Law shall be maintained only as provided by said Honor Code.

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## UNL University Housing Policies – Traditional Residence Halls

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### Housing Policies Contract Booklet, traditional halls

The following is an excerpt from the University Housing Contract Policies booklet, explaining fire and safety policies and procedures related to living in the traditional residence halls.

### Candles and Kitchen Appliances

You may not have lighted candles, burn incense, or use open heating coil appliances within the residence halls. For safety reasons, toaster ovens, electric skillets and electric grills (e.g. George Foreman grills) are not permitted. Please feel free to bring popcorn poppers, toasters, blenders, small microwaves (750 watts), small electric sandwich makers or coffee pots.

### **Holiday Decorations**

Combustible decorations present a fire hazard in a residence hall room; therefore, prudent use of such decorations is strongly encouraged. Cut greenery, trees or branches are NOT permitted in rooms, and light strings are not allowed in hallways.

### **Safety and Security**

Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make living in the residence halls at UNL a safe and pleasant experience, here are some reminders:

#### **Familiarize yourself with the emergency procedures in your hall.**

- Contact your RA, RD, Health Aide, or University Police if you need emergency assistance.
- According to the State Fire Marshal, the residence halls at UNL meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in high-rise halls.
- Any person who misuses fire safety equipment (including smoke detectors and sprinkler systems) will be subject to severe disciplinary action and/or arrest. If you are aware of anyone tampering with the equipment and report this to the staff, you may receive a cash reward provided by the Residence Hall Association.
- Follow posted procedures for evacuation during fire alarms or tornados.

You will receive further information about safety when you arrive on campus.

## **UNL University Housing Policies – Apartment-Style Buildings**

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### **University Housing Contract Policies booklet, apartment-style buildings**

The following is an excerpt from the University Housing Contract Policies Apartment-Style Choices booklet, explaining fire and safety policies and procedures related to living in apartment-style buildings.

#### **Holiday Decorations**

Combustible decorations present a fire hazard. Therefore, use of such decorations is strongly discouraged. Cut greenery, trees or branches are NOT permitted in The Courtyards/Village. All items placed on the door of the unit must be above the doorknob to comply with Fire Code Standards.

#### **Safety & Security**

Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make living in the residence halls at UNL a safe and pleasant experience, here are some reminders:

Familiarize yourself with the emergency procedures in your hall.

- Contact your RA, RD, Health Aide, or University Police if you need emergency assistance.
- According to the State Fire Marshal, the residence halls at UNL meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in high-rise halls.

- Any person who misuses fire safety equipment (including smoke detectors and sprinkler systems) will be subject to severe disciplinary action and/or arrest. If you are aware of anyone tampering with the equipment and report this to the staff, you may receive a cash reward provided by the Residence Hall Association.
- Follow posted procedures for evacuation during fire alarms or tornados.

You will receive further information about safety when you arrive on campus.

### **Fire Safety Equipment/Evacuation**

According to the State Fire Marshal, the Courtyards and Village meet the state fire and life safety codes. The buildings are equipped with safety equipment including smoke detectors and sprinklers in each room. As a member of The Courtyards/Village community, you are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector (s) in your unit inoperable, and you should report any malfunctions or inoperable smoke detector(s) to the facilities staff as soon as possible. Any person who misuses fire safety equipment (including smoke detectors and sprinkler systems) will be subject to severe disciplinary actions and/or arrest. If you are aware of anyone tampering with the equipment and report this to the staff, you may receive a cash reward provided by the Residence Hall Association.

Objects are not to be hung on or within six inches of the sprinkler heads. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas, and a prompt and thorough investigation.

### **Fire Hazard Warning**

Please DO NOT store any items in the furnace closet area of your apartment or block air intake vents outside of the furnace closet area. Failure to comply can result in a fire that endangers not only your life, but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of any flammable materials in the units is allowed. Fire regulations state that hallways shall not be used for storage of any personal property at any time. Never prop open any door for any reason.

### **Unit Lighting**

Contact the Facilities Operations office if it is necessary to replace burned-out light fixtures within your unit. Use of colored light bulbs in any exterior fixture is prohibited. Because there are no exterior electrical outlets, you may not place extra lighting (such as holiday lights) outside of your unit, nor can interior outlets be used to support this type of lighting, since opening and closing of doors can cause light cords to become frayed.

## **UNL Rights and Responsibilities as a Resident**

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### Housing Policies Contract Booklet, traditional halls

- The University Housing Contract Policies booklet explains the rights and responsibilities of students living in the traditional residence halls.
- The entire document can be found at <http://housing.unl.edu/contracts/index.shtml>

### Housing Policies Contract Booklet, apartment-style buildings

- The University Housing Contract Policies Apartment-Style Choices booklet explains the rights and responsibilities of students living in apartment-style buildings.
- The entire document can be found at <http://housing.unl.edu/contracts/index.shtml>

Both contract booklets contain the same information, as explained below.

We expect you to read this information because you are held accountable for your behavior and the choices you make. When there are large groups of people living together, there is a need for community standards so everyone has the same opportunities and everyone is treated with respect. University Housing reserves the right to alter your room assignment or cancel your contract if, in the University's opinion, you are unable to adjust to the community standards necessary for a group living environment.

### **Step-by-Step Process of the Behavioral, Alcohol and Drug Intervention Plan**

Discretionary responses will be applied according to displayed attitude, cooperation level and severity of violation. Failure to comply with the sanctions will result in a hold being placed on your future registration and may result in termination of your Housing Contract. Any deviations from the sanctions must have prior approval from the Associate Director of University Housing for Residence Life. Initial response by the University includes an administrative hearing with a student judicial officer. Documentation regarding all sanctions will be recorded in the University of Nebraska–Lincoln Office of Student Judicial Affairs or with the Assistant Director of Residence Life for Conduct.

### **Violation**

#### Dangerous Behavior Not Tolerated In Approved Housing

- First offense possession or in the presence of illicit drug(s) other than marijuana
- Acute alcohol intoxication
- Dangerous conduct to self
- Repeated episodes of intoxication
- Drug dealing, distribution, and sale of illicit drugs
- Threatening physical harm to the life and safety of another e.g., sexual assault, battery, intention to commit assault with a weapon
- Tampering with fire safety equipment.

### **Consequence**

#### Minimum Response

- Educational Requirement: Mandatory participation in Brief Alcohol Skills Intervention for College Students (BASICS) and Drug Education, and follow through on recommendations, if not assessed for prior violation(s);
- Conduct probation;
- Referral to Judicial Affairs Office;
- Attempt at parental notification (to solicit their assistance as appropriate);

#### Discretionary Response

- Substance abuse evaluation and follow through on recommendations;
- Housing Contract cancellation (regular cancellation fees will apply);
- Housing relocation.

#### Additional Consequence

- University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), procuring for a minor, possession of a controlled substance\*\*;
- Behavioral Requirement\* for 40-100 hours.

\*Behavioral or Educational Requirements should fit the violation in terms of kind and severity; e.g., shadow duty RAs; apologize to residents and custodians affected; spend a Friday night monitoring intakes at Cornhusker Place

Detoxification Center; accompany the on-call custodian for clean-up in hall bathrooms, floors, and stairwells; work with staff to do community education program, or various assigned responsibilities.

**\*\*Controlled substances include the use of prescription drugs without the appropriate prescription.**

Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or Residence Director/Manager.

## **UNL Fire Drill Procedures**

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### ***Fire Drill Preparation Information***

Each hall will participate in a Fire Drill evacuation once a semester. The fall semester fire drill should be completed by October 1, and the spring semester fire drill by February 1. Summer fire drill dates will be determined by the complex staff.

When planning a fire drill, the following people/agencies should be informed in writing at least 1 1/2 weeks in advance of the fire drill. Include the place, date, and time of the planned drill:

Complex Assistant Director of Residence Life	Residence Life Services Supervisor
Complex Residence Directors	Complex RA Staff
Complex Facilities Operations Manager	Complex Dining Services Manager
Desk Assistant and Night Clerk staff	University Housing Office
Hall residents (signs)	UNL Police Department
University Operator	Lincoln Fire Department
Environmental Health and Safety	

Call the Lincoln Fire Department Alarm Office (402-441-7253) and the University Operator (7211) immediately prior to initiating the fire drill.

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## **SAMPLE LETTER**

**TO:** Lincoln Fire Department Administration, 1801 Q Street, 402-441-7363  
UNL Facilities Management & Planning Department, 1901 Y Street (0605), (3131)  
Operator Services Manager, UNL Telecommunication Services, 211 Nebraska Hall (0522),  
Dispatch, UNL Police Department, 300 North 17<sup>th</sup> Street (0634), (3555)

**FROM:** Name, Assistant Director of Residence Life; telephone number

**DATE:**

**RE: Fire Drill Notification**

This memo serves to inform your office that a practice fire drill is scheduled to occur on \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ am/pm in the \_\_\_\_\_ residence hall complex (include residence hall names and street addresses). The Residence Directors of these buildings will activate the practice/drill function on the fire alarm panel, and coordinate the drill for their building.

In addition to this memo, your office will receive telephone notification on the morning prior to the fire drill actually taking place. This will allow for notification of personnel to avoid dispatch when the alarm sounds.

Thank you for your assistance. Please call if you have any questions.

*pc: Residence Directors, Facilities Operations Manager, Dining Service Manager, Residence Life Services Supervisor, Associate Director of University Housing/Residence Life, Associate Director of University Housing/Facilities Operations*

## **UNL Fire/Fire Alarm Evacuation and Response Procedures – Residence Halls**

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The following Fire/Fire Alarm Evacuation procedures are general information for all University Housing residence halls. Each residence hall complex will have specific procedures particular to their complex/hall situation.

Note: The fire alarm bell rings in a continuous tone.

1. Instruct the Desk Assistant/Night Clerk to call the Lincoln Emergency number, 9-911. The 911 Operator will alert the Lincoln Fire Department. The Desk Assistant/Night Clerk should then contact the University Operator by dialing 0.
2. Students should be alerted. Resident Assistants (RAs) should inform students to evacuate the building as they evacuate to the fire panel box.
  - Physically disabled students should be assisted in evacuating. See related section for more specifics.
3. Secure the elevators on first floor. Residents should not use elevators during an alarm due to the danger of a possible working fire.
  - Elevators should remain secured until 5 minutes after the Fire Captain has informed staff that residents may enter the building. Staff may elect to instruct students to use the stairs when returning to the building to prevent elevator congestion or damage.
4. Check the Fire Alarm Notifier panel in the lobby to identify where the alarm was initiated.
  - The alarm can be initiated by someone either tripping an alarm box, tampering with the sprinkler system, a mechanical malfunction or if an actual fire is detected by the system.
5. When fire personnel arrive, the fire captain will be wearing a white hat.
  - The Duty Residence Director (RD) should quickly introduce him/herself, and follow the directions of the fire personnel. The fire personnel are then responsible for the building.
6. The fire captain will notify the Duty RD/RM when it is safe to silence the bells.
  - Each complex Facilities Operations manager will train their RD's on how to silence the bells for the purpose of conducting a fire drill. However, RD's should never reset the system for any reason.
7. The fire captain will notify the Duty RD when it is safe for students to enter the building. The Duty RD will then notify the RAs posted at the security doors that students may return to the building. The elevators can be activated at this time, or staff may instruct students to use the stairs in order to avoid elevator congestion or damage.

8. University Building Systems Maintenance (BSM) staff will reset all fire alarm systems. They will be notified by the University operator when an alarm sounds, and will come to the building to reset the alarm. RD's should not reset the fire alarm system for any reason.
9. When residence halls have fire drills at the beginning of each semester, Facilities Operations staff will be on hand to reset the system.
10. The Duty RD should contact the Assistant Director of Residence Life and the Complex Facilities Operations Manager to notify them of the situation if a working fire exists. The Assistant Director will advise the Associate Director of University Housing/Residence Life of the situation.
11. The Duty RD should complete a Fire Alarm report, with a copy given to the complex ADRL (who will make a copy for the Associate Director of University Housing/Residence Life and the Complex Facilities Operations Manager). This report is done for fire drills, false alarms, malfunctions, and working fires.
12. Specific responsibilities may be assigned to RAs. For example, calling 9-911, evacuating lobby and basement areas, securing the elevators, monitoring fire log, crowd control, maintaining security doors, etc. Please refer to the specific fire tags for your building/complex.
  - Most complexes use a fire card system, which includes a series of cards with tasks on them. The first RA to the fire box is responsible for distributing the fire cards, and opening the fire panel for the fire department.
13. Whenever things are not working or a concern arises, call the following in order until you get a response:
  - Complex Facilities Operations Manager
  - Assistant Director of Facilities Operations/Facilities Management/Maintenance
  - Associate Director of University Housing/Facilities Operations

### *Evacuation of Physically Challenged/Handicapped Residents for Fires, Tornadoes, and other Emergencies*

1. Each complex is responsible for developing their own specific procedures for evacuation of physically challenged/handicapped residents. As this is done, consideration needs to be given to those residents who qualify as handicapped on both a permanent and temporary (i.e. broken foot, eye surgery, etc.) basis.
2. We cannot mandate that staff members or other residents place their life at risk to assist in the evacuation of a handicapped resident. It is, however, acceptable for floor members to volunteer to be a "buddy" for individuals with handicaps (visually and hearing impaired, on crutches, etc.) and be willing to go to their room to assist in building evacuation.
3. The floor RA should attempt to briefly visit the rooms of those who have disabilities to insure that they are awake, have heard the alarm, and are receiving the necessary assistance to vacate their room.
4. Residents who are confined to wheelchairs need to have their names and room numbers placed in a prominent location inside the hall fire panel. This list of names and room numbers will be utilized by the Fire Department to evacuate residents in wheelchairs.

- Under No Circumstances are residents or RAs/other staff members to lift students in wheelchairs and try to carry them down stairwells. The Fire Department is responsible for providing evacuation of residents in wheelchairs.
  - In the case of a fire alarm sounding, the floor RA should briefly visit the rooms of those in wheelchairs (if on the floor and available) and assure them that help is being summoned.
5. In the case of tornado watches, students in wheelchairs need to be visited by their RA or the RA on duty to determine the resident's wishes for evacuation.
    - If the hall has an elevator and basement, the resident and RA may choose to go to the shelter location in advance if it appears that a tornado warning is imminent.
    - If the hall does not have an elevator or basement, residents in wheelchairs are moved to interior portions of hallways and bathrooms, away from windows.
    - Residents are always strongly encouraged to evacuate, but cannot be forced to evacuate. At no point should a staff member place their safety in jeopardy by trying to "convince" a handicapped resident to evacuate.
  6. When physically challenged/handicapped residents are living in a complex (even if the disability is only temporary) all duty staff should have a list of those individuals to consult in the case of an emergency.
    - The professional staff member on duty should specifically check with RA to assure that these residents have been contacted and offered assistance.
    - Some complexes ask that the "buddy" assisting a resident's evacuation check in at the desk with the professional staff duty person to let them know that this resident has been evacuated as they leave the building or go to the basement.

### **UNL Fire Panel Alarm Response Procedures – Apartment-style Buildings**

**The following Fire Panel Alarm Response Procedures are applicable only to apartment-style buildings (The Courtyards and The Village).**

The desk/night clerk staff will respond to fire panel alarms, which indicate an alarm in a specific building unit.

If you are working the desk and the fire panel sounds, follow these instructions to respond when you hear a fire panel alarm sound (a panel alarm, not a building alarm).

1. Once you are aware that the fire panel alarm is sounding, get the emergency key ring and go to the panel and follow the instructions on it to silence the alarm. **DO NOT RESET THE ALARM.**
2. Write down the unit number that is coming up on the display and call the unit. Make sure you note whether it's in the north building or the south building.
3. Assuming that someone answers the phone in the unit and tells you everything is okay, go to the panel again and re-set it. To do so, start at the top and work straight down the row of buttons—pressing each button—top to bottom.
4. Log the alarm on the clipboard that is kept at the front desk.
5. If no one answers the phone of the unit in question, then a Resident Assistant (RA)/Residence Director (RD) must go to the unit and physically investigate.



6. Before keying into a unit to investigate (assuming that no one answers the unit door), staff must:
  - Call a back-up staff member to accompany on the investigation. This person must physically be with the staff member at the time of unit entrance.
  - The staff member should announce himself/herself and knock on the unit door. If there is still no response, key into the unit and investigate.
    - RAs on duty should carry a two-way radio with them so should they need additional assistance, they can radio the desk and request that emergency services are contacted immediately.
7. Once staff has investigated all rooms in the unit, and have ascertained that there is no type of fire risk or source of fire, complete a room entry report and leave a copy on the kitchen counter in the unit.
8. Go to the panel and re-set it (start at the top and work straight down the row of buttons—pressing each button—top to bottom). Thank the back-up person for their time.
9. Log the alarm on the clipboard at the front desk.

Obviously, should staff enter the unit and find an apparent source of fire/risk of fire, then ascertain that no one is occupying the unit (assuming that can be done safely), exit the unit, pull a fire alarm station and contact emergency services.

## APPENDIX 3

### UNL Request for Recognition of Greek Approved Housing

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#### Request for Recognition as a University-Approved Housing Unit from February 1, 2013 through December 31, 2013 Chapter Officers and Chapter Advisor(s) Certification

As undergraduate officers of \_\_\_\_\_ at the University of Nebraska-Lincoln, we certify that all pledged and active members of the undergraduate chapter will be fully informed of all the regulations and policies of the University of Nebraska-Lincoln which pertain to University-approved housing units. We understand that our chapter and its individual members and pledges are required to comply with:

- 1) The Student Code of Conduct as it pertains to student conduct on the premises of our chapter house as well as at any off campus event that is University or Chapter sponsored.
- 2) The University's policy regarding opposite sex visitation hours in University-approved housing. (Note: Unless a specific plan has been approved by the University, no member of the opposite sex is allowed in a Greek house between 2:00 a.m. and 7:00 a.m.)
- 3) All University policies regarding the presence, possession, and dispensing of alcoholic beverages, as well as all laws regarding illegal substances and alcohol usage.

***All members will be informed that it is illegal to possess or consume alcohol if they are under the age of 21, and that the presence of alcohol on any property associated with our chapter will not be tolerated without proper prior authorization.***

- 4) Our chapter agrees to comply with the University of Nebraska-Lincoln Tobacco Free Campus Policy by maintaining smoke-free living units which do not allow the smoking of tobacco, or any other substance.

The Student Code of Conduct is printed in the current Undergraduate Bulletin and the coed visitation and alcohol policies are available in the UNL Office of Greek Affairs. We shall exert our best leadership efforts to see that this chapter maintains an environment that is consistent with the standards of our fraternity/sorority, enhances the quality of the lives of our members and provides admirable contributions to the local and campus communities.

We understand that our house corporation has agreed to provide and maintain the following:

- smoke detectors in every sleeping room
- fire extinguishers located in hazardous areas
- power strips, power taps or surge protectors equipped with current protection in place of extension cords and multiple plug adaptors
- no window air-conditioning units in sleeping rooms where the window is the only means of a second exit route
- no candles or incense allowed in the chapter house
- conduct four fire drills per year, one of which must be scheduled within the first ten days of the beginning of the fall semester

As undergraduate officers we agree to educate our members on the importance of maintaining, in proper working order, the above mentioned life safety systems. We further agree to hold accountable any member, guest or employee, who willfully tampers, disables or destroys any life or fire safety systems. Additionally, we will report any life safety system issues to the appropriate house corporation member and will work with him/her to ensure replacement or repair in a timely manner.

Our chapter agrees to provide the Office of Greek Affairs a roster of current chapter members which indicates those members residing in the chapter house. This roster is due each semester by the Friday of the first week of classes.

Our chapter agrees to employ a House Mother/Parent(s)/Director who resides on the property and whose official responsibilities include liaison with the University's Office of Greek Affairs. These responsibilities will be stated in our contract of employment with her/him/them.

Appended to this request form is a copy of the chapter's policies regarding the use of alcohol in living units. These policies are consistent with the Student Code of Conduct and alcohol policies of the University and include member consequences for non-compliance.

*(Continued on reverse side)*

Appended to this request form is the chapter's plan for educating all current and prospective members about policies, policy enforcement within the chapter's living units, the adjudication process and probable sanctions for members who violate chapter policy regarding alcohol consumption.

Appended to this request form is a copy of the housing contract that is utilized by the chapter for contract members who reside in the group housing unit, which includes stipulations regarding alcohol use in the facility.

For the purpose of assuring compliance with this agreement our chapter agrees to provide unscheduled access to all areas of our chapter house, with the exception of individual rooms, to the following officials: the Director of Greek Affairs, the Director of Student Judicial Affairs, the Vice Chancellor and Assistant/Associate Vice Chancellors for Student Affairs, graduate assistants employed by these offices, and any security officer employed by the University or contracted by the University to provide security services. It is further understood that failure to provide such access upon request will be considered to be a violation of Sections 4.20 and 4.27 of the UNL Student Code of Conduct. If one of the above-specified officials has reason to believe that University policies are being violated in a restroom, he or she may enter the restroom: (1) if of the same sex as those for whom the restroom is provided, or (2) if verbal notification is given three minutes in advance of an entrance by an official of the opposite sex.

We understand that if the chapter and/or any of its individual members do not follow these University policies, we jeopardize our designation as University-approved housing and our recognition by the University. In signing this document, we agree to abide by these policies and take reasonable efforts to enforce compliance by our entire membership.

We also understand that if other members replace us as officers during the period of this agreement, an updated version of this request form with the new officers' signatures must be submitted in order for University-approved housing status to continue throughout the period.

Undergraduate Chapter Executive Officers:

Typed or Printed Name	Signature	Date
_____ President	_____	_____
_____ Vice President	_____	_____
_____	_____	_____
_____	_____	_____

Chapter Advisor:

As an alumnae/alumni volunteer advisor, I agree to cooperate with and assist the University in obtaining compliance with University regulations.

Typed or Printed Name	Signature	Date
_____	_____	_____

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This form must be returned to the Office of Greek Affairs (332 Nebraska Union) no later than 5:00 p.m. on March 15, 2013.

**The University of Nebraska-Lincoln**  
**Request for Recognition as a University-Approved Housing Unit**  
**from August 16, 2013 through August 15, 2013**  
**House Corporation Certification of Insurance**  
**and Compliance with Applicable Laws and Regulations**

1. Fraternity/ sorority House Corporation shall carry general liability insurance in the amount of \$1,000,000 combined single limit for personal injury, bodily injury, and property damage. The University of Nebraska shall be named as an Additional Insured on said policy or policies. The Additional Insured protection shall extend to the legal defense only of The University of Nebraska for allegations of negligence by the University of Nebraska. The defense of the University of Nebraska will be under the direction of the Insurer of the Fraternity / sorority house corporation and the obligation to provide a defense will cease at the time when the Fraternity / sorority house corporation is either dismissed or settles the legal matter on its behalf. The Fraternity / sorority House Corporation shall furnish the University with a certificate from the company carrying such insurance showing issuance and duration of same. Said certificate shall also provide that the University shall be notified in the event the policy is terminated, and the Fraternity / sorority house corporation further agrees to notify the University within twenty four (24) hours if said policy is terminated. Failure to insure or keep the Fraternity / sorority house corporation insured shall result in automatic loss of "approved housing" status and the right to house first-year undergraduates.

2. The Fraternity / sorority house corporation agrees that it shall constantly carry workers' compensation and employer's liability insurance for all employees of the fraternity/ sorority house corporation employed during the term of this agreement. The fraternity/ sorority house corporation further agrees that in the event repairs or alterations are made to the premises, to carry workers' compensation and employer's liability insurance covering the workers employed by the fraternity / sorority house corporation and to require any contractor hired by the fraternity/ sorority house corporation to carry workers' compensation and employer's liability insurance.

3. The fraternity/ sorority house corporation agrees that the Fraternity / sorority house corporation shall comply with all applicable laws, rules and regulations of the United States, the State of Nebraska, University of Nebraska and local government agencies.

4. The fraternity/sorority house corporation shall pay UNL a risk management fee of \$7.00 per bed. This amount is comparable to what UNL Housing contributes to the pool. Each Fraternity / sorority house corporation will receive an invoice with the amount due. For 2013-2013 the fee payment is due on September 15, 2013.

Typed or Printed Name

Signature

Date

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House Corporation Board  
President or Chairperson

## **APPENDIX 4**

### **UNMC Excerpts from Rental Property Policies**

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#### **SAFETY AND SECURITY**

The safety of Rental Property tenants, their personal belongings and furnishings is of utmost importance to UNMC Rental Property Management. Conduct by tenants or their guests which jeopardize safety and security of others will not be tolerated. The following guidelines are reference for tenants in cooperation with Rental Property management.

#### **Holiday Decorations**

Combustible decorations present a fire hazard. Use of such decorations in the rental units is strongly discouraged. Cut greenery, trees or branches are NOT permitted in the apartments or hallways.

#### **Fire Safety**

Rental property units are equipped with fire safety equipment and carbon monoxide detectors.. Tenants are held responsible for keeping the equipment in their unit in working order. You must not render the smoke detector(s) or carbon monoxide detector in your unit inoperable. You must immediately report any malfunctions or inoperable smoke detectors (including low batteries) to Rental Property Maintenance. Any tenants or their guests who misuse the fire safety equipment will be subject to lease termination and or arrest.

## APPENDIX 5

### UNO Excerpts from Residential Policies

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#### **Scott Housing Policies**

##### **SAFETY AND FIRE HAZARDS**

One of our main concerns at Scott Campus Hall and Scott Village is to provide residents with a safe living environment. It is important to realize that many of our rules exist for this purpose. Although some rules may seem petty, they are all designed to help prevent accidents Injuries and create an overall safe living environment.

DECORATIONS ~ Decorations can make your room look great, but small things like posters on doors and hanging items from the ceilings are potential fire hazards. For example, exits could be obstructed if the posters were in flames. Please, think twice when personalizing your room and choose safe areas to decorate. Christmas trees are strictly prohibited since they are a fire hazard. **All holiday decorations must be removed after the holiday which they occur or you may be charged a minimum administrative fee of \$25.00 to have decorations removed.** When in doubt, ask your RA.

NIGHT PROCEDURES~ The Scott Village / Scott Court Commons Building is open 24 hours with full services to vending machines, laundry facilities, study room, and mailboxes. However the lounge and Front Desk close at 10:00 pm throughout the week.

LOST AND FOUND~ If you find a lost item, bring it to the front desk at Scott Residence Hall /J Scott Village/ Scott Court where the owner may reclaim it. If you have lost something, and it was turned in, you may claim it at the front desk at SRH or SV by properly describing the Item to the front desk staff. All items are kept at the front desk for a period of 30 days, after which they are considered, abandoned and may be donated to a local charity.

OPEN FLAMES~ Burning candles, fireworks, firecrackers, barbecues, incense or any open flames are not allowed in Scott Residence Hall/ or Scott Village/Scott Court. Accidents happen because a combustible item was too close to a flame, or a candle was resting on an unbalanced surface. Please help avoid these potential disasters by not using any of the above items in your room or any other place in the building or on property.

OVERLOADING OUTLETS~ Overloading outlets is dangerous. The circuit strains when it feeds the extra plugs that in turn causes conductors, plugs, and receptacles to overheat. This may lead to melting wires and could start a fire.

FIRE EQUIPMENT TAMPERING~ We at Scott Housing consider any form of tampering with fire equipment to be a direct threat to the safety of all residents. Residents and guests are advised that anyone who is suspected of or caught tampering with fire equipment (smoke detectors, fire extinguishers, fire hoses, pull stations, etc.) will be actively pursued to the maximum penalties that the law provides.

Fire extinguishers are not toys. If the supply of water or extinguisher is exhausted you could be left helpless in the event of a fire. Likewise, tampering with smoke detectors and pull stations is very dangerous. False alarms could cause the unnecessary panic of fellow residents as well as the unneeded attention from the Fire Department. Violators will risk eviction as well as criminal prosecution.

**SPRINKLER SYSTEMS~** A sprinkler system has been installed for safety reasons. Objects are not to be hung on or six inches within the sprinkler heads. Any tampering with the system will be treated as a criminal offense and the person or persons responsible will be treated accordingly and held responsible for all damages and fees related. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas and a prompt and thorough investigation.

Please remember that these devices are installed for your safety and anyone tampering with this equipment should be reported immediately to the Front Desk or staff member.

**APPLIANCES ~** Small appliances, such as televisions, toasters, coffee makers, and irons are permitted. Space heaters, certain large appliances (freezers, portable range tops, etc., and other similar items present a fire hazard and are not allowed. Ask your RA or staff member if you are not sure.

**CAMPUS SECURITY ESCORT~** Campus Security has officers available 24 hours every day to escort individuals who may feel uncomfortable walking or riding alone. If at any time you are involved in an incident, fill out an incident report with Campus Security as well as the Scott Village or Scott Residence Hall Front Desk.

Escort Services: Campus Security 402 554-2648

**ELEVATORS~** Tampering with Scott Residence Hall or Scott Court elevators, including falsely sounding the alarm bell, removing the elevator permits, forcing the doors or otherwise hindering or threatening elevator operation is extremely dangerous and will be considered a criminal offense. Smoking is not allowed in the elevators. If you are found to have tampered with the elevators or found smoking in the elevators, you will be subject to disciplinary action, including possible lease cancellation and eviction.

**FIRE EMERGENCY –** If a fire alarm sounds, exit from the nearest stairwell. If at Scott Hall or Scott Court **DO NOT** use the elevators. Failure to evacuate is against the law. Please follow all the directions issued by the fire department and the Residential Life or Management Staff. Your RA will cover the designated zone in which you are to proceed during such an event.



## **Maverick Village/University Village Community Policies**

**CANDLES, APPLIANCES & EXTENSION CORDS** - You may not light candles or burn incense anywhere in the apartment. If the power goes out, use flashlights only. Kitchen appliances with an open flame will not be permitted. Housing staff will use their discretion if they see a kitchen appliance that might be considered a fire hazard. Grills designed for outdoors use, including gas and electric, are not permitted within or outside the suite. Grilling facilities are available in the courtyard area. Lighter fluid should not be stored in any apartment. All extension cords must be U.L. approved. Multiple outlet "octopus" plugs must be in good working order and have a self-contained circuit breaker or surge protector.

**FIRE SAFETY EQUIPMENT/EVACUATION** - Buildings are equipped with safety equipment including smoke detectors and sprinklers in each room. As a member of the university housing community you are relied upon and held responsible for keeping the fire safety equipment in good working order. Therefore, you may not render any life safety equipment in your room/suite or anywhere in the housing complex inoperable, and you should report any malfunctions or inoperable smoke detectors or sprinklers to the housing staff as soon as possible. Any person who misuses fire safety equipment will be subject to severe disciplinary action and/or arrest.

Objects are not to be hung on, or within six inches of, the sprinkler heads or on the ceiling or ceiling light/fan. Any sprinkler head discharge will lead to immediate dispatch of the Omaha Fire Department, evacuation of the affected areas and a prompt and thorough investigation. Students who violate this policy will be responsible for any damage done to university property and the personal property of any other residents/guests. Please notify the RA on duty if you set off a building fire alarm for any reason.

**FIRE HAZARD WARNING** - You **MAY NOT** store any items in the furnace closet area of your suite or block air intake vents outside the furnace closet area. Failure to comply can result in a fire that endangers not only your life but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the buildings is allowed. Fire regulations state that hallways may not be used for storage of any personal property at any time. Never prop open any door for any reason. Never block your utility door in the kitchen area. We do not allow any type of space heaters in the bedrooms or apartments.

**HOLIDAY DECORATIONS** - Combustible decorations present a fire hazard and the use of them is strongly discouraged. Cut greenery, trees or branches are **NOT** permitted. All items placed on doors must be above the doorknob to comply with Fire Code Standards. Nothing may be hung from the ceiling, sprinkler heads or on the ceiling lights/fan. No banners or decorations can be hanging across hallways or entrances and exit points in the building.

**TOBACCO** - All UNO buildings (including patios and balconies) are tobacco free. Residents and their guests must dispose of tobacco materials in the receptacles provided. Smoking areas are located outside each residence hall.

## APPENDIX 6

### NCTA Excerpts from Office of Residence Life Information and Procedures

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#### NCTA Residence Life Fire Evacuation/Drill Procedures

**The following Fire/Fire Alarm Evacuation procedures are general information for all NCTA Residence Halls.**

**Note:** The fire alarm bell rings in a continuous tone.

1. The Resident Advisor will call the Frontier County Sheriff at 911. The 911 Operator will alert the Curtis Volunteer Fire Department.
2. Students should be alerted. Resident Advisors (RA's) should inform students to evacuate the building as they evacuate to the fire panel box.
  - Physically disabled students should be assisted in evacuating. See related section for more specifics.
3. Secure the elevators on first floor. Residents should not use elevators during an alarm due to the danger of a possible working fire.
  - Elevators should remain secured until 5 minutes after the Residence Life Manager has informed staff that residents may enter the building. Staff may elect to instruct students to use the stairs when returning to the building to prevent elevator congestion or damage.
4. Check the Fire Alarm Panel in the lobby to identify where the alarm was initiated.
  - The alarm can be initiated by someone either tripping an alarm box, tampering with the sprinkler system, a mechanical malfunction or, if an actual fire is detected, by the system.
5. When fire personnel arrive, the Residence Life Manager should quickly introduce him/herself, and follow the directions of the fire personnel. The fire personnel are then responsible for the building.
6. The fire captain will notify the Residence Life Manager when it is safe for students to enter the building. The Residence Life Manager will then notify the RA's posted at the security doors that students may return to the building. The elevators can be activated at this time, or staff may instruct students to use the stairs in order to avoid elevator congestion or damage.
7. NCTA Maintenance or After Hours Security will reset the Fire Panel. **RAs are not to reset the fire alarm system for any reason.**
8. When residence halls have fire drills each semester, Maintenance or Campus Security staff will be on hand to reset the system.

9. The Residence Life Manager should contact the Associate Dean to notify him of the situation, if a working fire exists.
10. The RA on Duty should complete a Fire Alarm report, and submit it to the Residence Life Manager immediately following the incident. This report is done for fire drills, false alarms, malfunctions, and working fires.
11. Specific responsibilities may be assigned to RA's. For example, calling 911, evacuating lobby and basement areas, securing the elevators, crowd control, maintaining security doors, etc.
12. The following areas have been designated as evacuation sites in the case of Fire Alarms:
  - Aggie Central – South end of parking lot south of Aggie Central (along East Hall)
  - East Hall – Far side of parking lot east of East Hall (along Learning Resource Center)
  - West Hall – Parking lot across the street south of West Hall
  - Aggie West – West Hall parking lot
  - In the case of extreme weather, students will be escorted to the nearest building to wait for the “all clear” to be given.

### **NCTA Fire Drill Procedures**

Each hall will participate in a Fire Drill once a semester. The fall semester fire drill should be completed by October 15, and the spring semester fire drill by February 15. Summer fire drill dates will be determined by the Residence Life staff.

When planning a fire drill, the following people/agencies should be informed in writing at least 1 week in advance of the fire drill. Include the place, date, and time of the planned drill:

Hall residents (signs)

Curtis Volunteer Fire Department

Frontier County Sheriff

Immediately prior to a Fire Drill contact the Frontier County Sheriff's Office (308-367-4411).

**NCTA RESIDENCE HALL FIRE ALARM REPORT**

**Residence Hall:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Weather Conditions: \_\_\_\_\_

Alarm Time: \_\_\_\_\_ Evacuation Time: \_\_\_\_\_

Did all residents evacuate? \_\_\_\_\_ (if no, please explain)

Alarm Type: (please describe incident for types other than drill)

Drill \_\_\_\_\_ False Alarm \_\_\_\_\_ Fire \_\_\_\_\_ Malfunction \_\_\_\_\_

Vandalism \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Location of Alarm: \_\_\_\_\_

Were there any reset difficulties? Yes \_\_\_\_\_ (please explain) No \_\_\_\_\_

Was the Frontier County Sheriff's Office Involved: Yes \_\_\_\_\_ No \_\_\_\_\_

Officer name: \_\_\_\_\_

Was maintenance staff called? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Maintenance staff: \_\_\_\_\_

Comments:

Reported by: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**PLEASE FORWARD A COPY TO THE RESIDENCE LIFE MANAGER IMMEDIATELY  
FOLLOWING THE FIRE ALARM.**

## **AGGIE CENTRAL**

### **Fire alarms**

In the event of a fire alarm you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor of the building using the staircases.
3. Everyone must exit the building and proceed down the hill to the parking lot.
4. One staff member should call the Frontier County Sheriff's Office to ensure they are aware the alarm is going off, and the Residence Life Manager. This is usually the RA on duty.
5. Be sure to move the residents away from the building. (RAs are to be close enough to the building so law enforcement can easily use you as a resource, if necessary.)
6. Wait outside until the "all clear" is given.
7. Please stand outside and hold the doors open for the residents as they return to the building.
8. RAs are responsible for filling out the fire alarm report immediately after the alarm.
9. Turn the report into the Residence Life Manager right away!!!

### **Tornado Warning**

In the event of a tornado warning you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor.
3. Residents will wait until the radio station or law enforcement gives the "all clear".

### **Evacuation Process**

In the event that the building needs to be evacuated you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor.
3. Everyone must exit the building and proceed down the hill to the parking lot.
4. RAs are to be near the outside of the group so that Law Enforcement can easily use you as a resource, if necessary.
5. Wait outside until Law Enforcement/Administrator gives the "all clear".
6. RAs are responsible for filling out report(s) immediately after the evacuations.
7. Turn the report(s) into the Residence Life Manager right away!!!

## **AGGIE WEST**

### **Fire alarms**

In the event of a fire alarm you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor of the building using the staircases.
3. Everyone must exit the building and proceed to the parking lot by West Hall.
4. One staff member should call the Frontier County Sheriff's Office to ensure they are aware the alarm is going off, and the Residence Life Manager. This is usually the RA on duty.
5. Be sure to move the residents away from the building. (RAs are to be close enough to the building so law enforcement can easily use you as a resource, if necessary.)
6. Wait outside until the "all clear" is given.
7. Please stand outside and hold the doors open for the residents as they return to the building.
8. RAs are responsible for filling out the fire alarm report(s) immediately after the alarm.
9. Turn the report into the Residence Life Manager right away!!!

### **Tornado Warning**

In the event of a tornado warning you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the restrooms.
3. Residents will wait until the radio station or law enforcement gives the "all clear".

### **Evacuation Process**

In the event that the building needs to be evacuated you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must exit the building and proceed to the parking lot by West Hall.
3. RAs are to be near the outside of the group so that Law Enforcement can easily use you as a resource if necessary.
4. Wait outside until Law Enforcement/Administrator gives the "all clear."
5. RA's are responsible for filling out report(s) immediately after the evacuations.
6. Turn the report(s) into the Residence Life Manager right away!!!

## **EAST HALL**

### **Fire alarms**

In the event of a fire alarm you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor of the building using the staircases.
3. Everyone must exit the building and proceed down the hill to Ag Hall.
4. One staff member should call the Frontier County Sheriff's Office to ensure they are aware the alarm is going off, and the Residence Life Manager. This is usually the RA on duty.
5. Be sure to move the residents away from the building. RA's are to be close enough to the building so law enforcement can easily use you as a resource, if necessary.)
6. Wait outside until the "all clear" is given.
7. Please stand outside and hold the doors open for the residents as they return to the building.
8. RAs are responsible for filling out the fire alarm report(s) immediately after the alarm.
9. Turn the report into the Residence Life Manager right away!!!

### **Tornado Warning**

In the event of a tornado warning you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor.
3. Residents will wait until the radio station or law enforcement gives the "all clear".

### **Evacuation Process**

In the event that the building needs to be evacuated you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor.
3. Everyone must exit the building and proceed down the hill to Ag Hall.
4. RAs are to be near the outside of the group so that law enforcement can easily use you as a resource if necessary.
5. Wait outside until Law Enforcement/Administrator gives the "all clear".
6. RAs are responsible for filling out report(s) immediately after the evacuations.
7. Turn the report(s) into the Residence Life Manager right away!!!

## **WEST HALL**

### **Fire alarms**

In the event of a fire alarm you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor of the building using the staircases.
3. Everyone must exit the building and proceed down the hill to Eighth Street.
4. One staff member should call the Frontier County Sheriff's Office to ensure they are aware the alarm is going off, and the Residence Life Manager. This is usually the RA on duty.
5. Be sure to move the residents away from the building. RAs are to be close enough to the building so law enforcement can easily use you as a resource, if necessary.
6. Wait outside until the "all clear" is given.
7. Please stand outside and hold the doors open for the residents as they return to the building.
8. RAs are responsible for filling out the fire alarm report(s) immediately after the alarm.
9. Turn the report(s) into the Residence Life Manager right away!!!

### **Tornado Warning**

In the event of a tornado warning you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the basement.
3. Residents will wait until the radio station or law enforcement gives the "all clear".

### **Evacuation Process**

In the event that the building needs to be evacuated you are expected to:

1. Walk your floor, knock on doors, and give EXTRA verbal warning of danger. (Of course your personal safety should be put first!!)
2. Everyone must proceed down to the first floor.
3. Everyone must exit the building and proceed down the hill to Eighth Street.
4. RAs are to be near the outside of the group so that law enforcement can easily use you as a resource, if necessary.
5. Wait outside until Law Enforcement/Administrator gives the "all clear".
6. RAs are responsible for filling out report(s) immediately after the evacuations.
7. Turn the report(s) into the Residence Life Manager right away!!!



## **NCTA Residence Life Evacuation Plan for Physically Challenged/Handicapped Residents**

1. We cannot mandate that staff members or other residents place their life at risk to assist in the evacuation of a handicapped resident. It is, however, acceptable for floor members to volunteer to be a “buddy” for individuals with handicaps (visually and hearing impaired, on crutches, etc.) and be willing to go to their room to assist in building evacuation.
2. The floor RA should attempt to briefly visit the rooms of those who have disabilities to ensure that they are awake, have heard the alarm, and are receiving the necessary assistance to vacate their room.
3. Residents who are confined to wheelchairs need to have their names and room numbers placed in a prominent location inside the hall fire panel. This list of names and room numbers will be utilized by the Fire Department to evacuate residents in wheelchairs.
  - Under No Circumstances are residents or RAs or other staff members to lift students in wheelchairs and try to carry them down stairwells. The Fire Department is responsible for providing evacuation of residents in wheelchairs.
  - In the case of a fire alarm sounding, the floor RA should briefly visit the rooms of those in wheelchairs (if on the floor and available) and assure them that help is being summoned.
4. In the case of tornado watches, students in wheelchairs need to be visited by their RA or the RA on duty to determine the resident’s wishes for evacuation.
  - If the hall has an elevator and basement, the resident and RA may choose to go to the shelter location in advance, if it appears that a tornado warning is imminent.
  - If the hall does not have an elevator or basement, residents in wheelchairs are moved to interior portions of hallways and bathrooms, away from windows.
  - Residents are always strongly encouraged to evacuate, but cannot be forced to evacuate. At no point should a staff member place their safety in jeopardy by trying to “convince” a handicapped resident to evacuate.
5. When physically challenged/handicapped residents are living in a complex (even if the disability is only temporary) all duty staff should have a list of those individuals to consult in the case of an emergency.
  - The Residence Life Manager should specifically check with RAs to ensure that these residents have been contacted and offered assistance.
  - The “buddy” assisting a resident’s evacuation is asked to check in with the Residence Life Manager to let them know that this resident has been evacuated as they leave the building or go to the basement.

**APPENDIX 7**  
**NU Housing Annual Inspection Report, 2013**

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Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
Cather	2-Jan	0	x			No violations
Cather/Pound Food Service	2-Jan	0	x			No violations
Courtyards	2-Jan	0		x		No violations
Kauffman	2-Jan	0	x			No violations
Pound	2-Jan	0	x			No violations
2244 Vine	3-Jan	0	x			No violations
Harper	3-Jan	0		x		No violations
Knoll	3-Jan	0	x			No violations
Schramm	3-Jan	0		x		No violations
Selleck	3-Jan	0	x			No violations
Smith	3-Jan	0		x		No violations
Harper Dining	4-Jan	0		x		No violations
Love Memorial	4-Jan	0			x	No violations
Abel	9-Jan	0			x	No violations
Sandoz	9-Jan	0			x	No violations
602 S 38th Ave.	21-Jan	0	x			No violations
608 S 38th Ave.	21-Jan	0	x			No violations
2222 Vine	11-Feb	0	x			No violations
Abel Sandoz Welcome Center	11-Feb	0	x			No violations
University Housing	26-Feb	0		x		No violations
Alpha Tau Omega	4-Mar	0				No violations
Phi Delta Theta	4-Mar	5	x	x	x	doors closed, detectors working, exits clear, extinguishers charged, hook-ups capped
Phi Gamma Delta	4-Mar	3	x			plan posted, exits clear, extinguishers charged
Theta Xi	4-Mar	2		x	x	doors closed, exits clear
Lambda Chi Alpha	5-Mar	6	x	x	x	doors closed, plan posted, exits clear, extinguishers charged, hood checked, gas appliance vented

Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
Alpha Phi	6-Mar	2	x	x	x	doors closed, exits clear
Gamma Phi Beta	6-Mar	0	x	x	x	No violations
Phi Kappa Psi	6-Mar	3	x	x		doors closed, exits clear, hood checked
Pi Kappa Phi	6-Mar	2		x	x	doors closed, plan posted
Sigma Nu	6-Mar	0				No violations
Delta Tau Delta	7-Mar	3	x	x	x	plan posted, exits clear, hood checked
Delta Upsilon	7-Mar	0				No violations
Kappa Kappa Gamma	7-Mar	0	x	x	x	No violations
Phi Mu	7-Mar	1	x	x	x	exits clear
Acacia	8-Mar	1		x	x	doors closed
Alpha Gamma Nu	8-Mar	2		x		doors closed, plan posted
FarmHouse	8-Mar	0				No violations
Alpha Gamma Sigma	9-Mar	2	x	x	x	doors closed, plan posted
Sigma Alpha Epsilon	11-Mar	3		x	x	doors closed, plan posted, extinguishers charged
Sigma Phi Epsilon	12-Mar	4	x	x	x	plan posted, exits clear, doors closed, elec. panels clear
Kappa Delta	13-Mar	0	x	x	x	No violations
Abel	18-Mar	0			x	No violations
Burr	18-Mar	1			x	repaired mount
Burr	18-Mar	1			x	plugged back in
Burr	18-Mar	1			x	replaced base
Burr	18-Mar	1			x	replaced
Pound	18-Mar	0			x	No violations
Sandoz	18-Mar	0			x	No violations
Selleck	18-Mar	1			x	replaced
Selleck	18-Mar	4			x	replaced
Antelope Hall	19-Mar	0	x	x	x	No violations
Cather	19-Mar	1			x	removed flag
Cather	19-Mar	2			x	removed plastic
Cather	19-Mar	1			x	reconnected
Centennial Towers East	19-Mar	0	x	x	x	No violations

Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
Conrad Hall	19-Mar	1		x	x	to be demolished
Mantor Hall	19-Mar	0	x	x	x	No violations
Martin Hall	19-Mar	2		x	x	to be renovated
Mens Hall	19-Mar	1	x	x	x	replaced batteries
Nester Hall North	19-Mar	0	x	x	x	No violations
Nester Hall South	19-Mar	0	x	x	x	No violations
Randall Hall	19-Mar	0		x	x	No violations
University Residence North	19-Mar	3	x	x	x	replaced batteries
University Residence South	19-Mar	1	x	x	x	to be renovated
Fedde	21-Mar	0			x	No violations
Neihardt	21-Mar	0			x	No violations
Love Memorial	22-Mar	0			x	No violations
Maverick Village	11-Apr	0		x		No violations
University Village	11-Apr	0		x		No violations
602 S 38th Ave.	3-May	0		x	x	No violations
608 S 38th Ave.	3-May	0		x	x	No violations
Schramm	6-May	2			x	replaced
Schramm	6-May	1			x	replaced
Harper	9-May	0			x	No violations
Abel	10-May	0			x	No violations
Sandoz	10-May	0			x	No violations
411 S 41st	14-May	0		x	x	No violations
415 S 41st	14-May	0		x	x	No violations
Burr	14-May	0	x			No violations
Fedde	14-May	0	x			No violations
Love Memorial	14-May	0	x			No violations
Selleck	14-May	5			x	replaced
2224 "U" St.	15-May	0	x			No violations
3905 Dewey Ave.	15-May	0		x	x	No violations
Husker	15-May	0	x			No violations
Smith	15-May	0			x	No violations
3861/63 Dewey	16-May	0		x	x	No violations
3865/67 Dewey	16-May	0		x	x	No violations
3869/71 Dewey Ave.	16-May	0		x	x	No violations
3873/75 Dewey Ave.	16-May	1		x	x	c/o detector replaced
Cather	16-May	0	x			No violations
Cather/Pound Food Service	16-May	0	x			No violations
Pound	16-May	0	x			No violations
Village North	16-May	0		x		No violations

Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
Village South	16-May	0		x		No violations
Kauffman	17-May	2		x		replaced/adjusted
Burr	21-May	0		x		No violations
Fedde	21-May	0		x		No violations
Love Memorial	21-May	0		x		No violations
Village North	21-May	0			x	No violations
Courtyards	22-May	0	x			No violations
Abel	23-May	0	x			No violations
Courtyards	23-May	0		x		No violations
Sandoz	23-May	0	x			No violations
Village South	27-May	0			x	No violations
Harper	28-May	0	x			No violations
Schramm	28-May	0	x			No violations
Smith	28-May	0	x			No violations
University Suites	28-May	0	x			No violations
Abel	30-May	0		x		No violations
Abel Sandoz Welcome Center	30-May	0		x		No violations
Sandoz	30-May	0		x		No violations
Burr	1-Jun	0			x	No violations
Fedde	2-Jun	0			x	No violations
University Village	3-Jun	0	x			No violations
University Village	4-Jun	0	x			No violations
Courtyards	5-Jun	1			x	replaced
Courtyards	5-Jun	2			x	replaced
Husker	10-Jun	0			x	No violations
Kauffman	11-Jun	0	x			No violations
Selleck	12-Jun	0	x			No violations
2222 Vine	24-Jun	0	x			No violations
2222 Vine	26-Jun	0		x		No violations
Knoll	11-Jul	0	x			No violations
602 S 38th Ave.	22-Jul	0	x			No violations
608 S 38th Ave.	22-Jul	0	x			No violations
Cather	22-Jul	1			x	replaced
Harper	22-Jul	0			x	No violations
Knoll	22-Jul	1			x	reprogrammed
Pound	22-Jul	1			x	replaced
Knoll	23-Jul	0		x		No violations
University Suites	23-Jul	0		x		No violations
Village North	23-Jul	0	x			No violations
Village South	23-Jul	0	x			No violations

Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
Cather	24-Jul	0		x		No violations
Cather/Pound Food Service	24-Jul	0		x		No violations
Pound	25-Jul	0		x		No violations
Village South	25-Jul	0			x	No violations
Schramm	26-Jul	0			x	No violations
2224 "U" St.	31-Jul	0		x		No violations
2244 Vine	31-Jul	0		x		No violations
Husker	31-Jul	0		x		No violations
Husker	31-Jul	2			x	replaced battery
Love Memorial	31-Jul	0			x	No violations
Burr	1-Aug	0			x	No violations
Abel	2-Aug	2			x	changed batteries
Abel	2-Aug	1			x	replaced
Sandoz	5-Aug	1			x	plugged in
Smith	5-Aug	0			x	No violations
Fedde	8-Aug	0			x	No violations
Village North	12-Aug	0			x	No violations
Antelope Hall	14-Aug	0	x			No violations
Centennial Towers West	14-Aug	0	x			No violations
Mantor Hall	14-Aug	0	x			No violations
Nester Hall North	14-Aug	1	x			repaired
Nester Hall South	14-Aug	1	x			hanger repaired
Randall Hall	14-Aug	0	x			No violations
Abel Sandoz Welcome Center	20-Aug	0	x			No violations
East Dorm	20-Aug	1		x	x	strobe remounted
Selleck	20-Aug	0		x		No violations
Aggie Central	21-Aug	0	x	x	x	No violations
Selleck	21-Aug	10			x	detectors replaced
Selleck	21-Aug	1			x	uncovered
Aggie West	22-Aug	1	x	x	x	redirected head
Antelope Hall	21-Oct	1	x	x	x	replaced batteries
Centennial Towers West	21-Oct	0	x	x	x	No violations
Centennial Towers West	21-Oct	0	x	x	x	No violations
Conrad Hall	21-Oct	2		x	x	to be demolished
Mantor Hall	21-Oct	1	x	x	x	replaced batteries
Martin Hall	21-Oct	2		x	x	to be renovated
Mens Hall	21-Oct	1	x	x	x	replaced batteries
Nester Hall North	21-Oct	0	x	x	x	No violations
Nester Hall South	21-Oct	0	x	x	x	No violations
Randall Hall	21-Oct	1	x	x	x	replaced batteries

Building	Date	Deficiencies	Sprinkler Inspection	Fire Alarm Inspection	Room Smoke Detector Inspection	How Corrected
University Residence North	21-Oct	0	x	x	x	No violations
University Residence South	21-Oct	1	x	x	x	replaced batteries
University Village	5-Nov	0		x	x	No violations
University Village	6-Nov	0		x	x	No violations
602 S 38th Ave.	21-Nov	0		x	x	No violations
608 S 38th Ave.	21-Nov	0		x	x	No violations
Burr	21-Dec	0			x	No violations
Sandoz	21-Dec	0	x			No violations

\*\*\*Note: In all UNL family housing locations, there are 2-5 smoke detectors in each apartment, depending on the number of bedrooms/apartment type. These are checked on the first Thursday or Friday of each month and replaced as needed.

See APPENDIX I, #5 for further information about the UNL disciplinary process.

Greek living units must be in compliance with all city and state fire regulations. Chapter living units are inspected annually by a fire inspector/investigator from the City of Lincoln Building and Codes Department. If there are violations, the chapter will receive written notice and given a deadline by which to remedy any infractions. A re-inspection is scheduled and if there are still violations, the chapter is granted a 10-day grace period. If the violation is not corrected within the 10-day grace period, a report is filed with the city attorney. The city attorney may levy a fine against the chapter or an individual or may revoke the chapter's "residential congregate living" license.

**APPENDIX 8**  
**NU Housing Annual Fire Alarm Report, 2013**

<b>Color Code:</b>	<b>Fire Drill</b>		<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
Nester South	2-Jan	14:50		x				detector	reset
Antelope	4-Jan	13:20		x				trouble	reset
Randall	4-Jan	15:15		x				detector	reset
Randall	4-Jan	15:50		x				electrical	reset
Nester North	5-Jan	10:10					x	unknown	reset
Nester North	6-Jan	16:20					x	cooking	reset
415 S 41st Street #9	6-Jan	19:08					x	cooking	reset
Maverick Village Bldg S	10-Jan	10:00					x	HVAC	reset
University Village Bldg 7	10-Jan	13:15					x	construction	reset
Nester North	13-Jan	14:30					x	cooking	reset
Nester South	14-Jan	19:45					x	cooking	reset
Martin	14-Jan	20:45	x					fire drill	reset
Courtyards	15-Jan	13:15	x					fire drill	reset
Nester North	15-Jan	16:00					x	cooking	reset
Nester South	15-Jan	19:45	x					fire drill	reset
Nester North	15-Jan	20:00	x					fire drill	reset
Antelope	15-Jan	20:15	x					fire drill	reset
Conrad	15-Jan	21:00	x					fire drill	reset
URS	16-Jan	16:00	x					fire drill	reset
CTE	16-Jan	19:00	x					fire drill	reset
URN	16-Jan	20:45	x					fire drill	reset
Nester North	17-Jan	0:45		x				detector	reset
Randall	17-Jan	18:30	x					fire drill	reset
Mens	17-Jan	19:45	x					fire drill	reset
3861 1/2 Dewey Ave	17-Jan	20:25					x	cooking	reset
Mantor	17-Jan	20:30	x					fire drill	reset
411 S 41st Street #5	19-Jan	12:02					x	cooking	reset
Farm House Fraternity	21-Jan	2:00				x		unknown	reset
Antelope	21-Jan	12:15					x	cooking	reset
Nester North	21-Jan	14:10					x	cooking	reset
Nester South	23-Jan	8:40					x	cooking	reset
Nester South	24-Jan	12:00					x	cooking	reset
Sandoz Hall	26-Jan	18:45					x	cooking	reset
Sandoz Hall	26-Jan	18:45					x	cooking	reset
Nester South	26-Jan	22:25					x	cooking	reset
Alpha Tau Omega	1-Feb	1:13					x	extinguisher	reset
CTE	1-Feb	21:15					x	cooking	reset



<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
The Village	2-Feb	3:48					x	cooking	reset
Village	2-Feb	3:48					x	cooking	reset
415 S 41st Street #9	3-Feb	23:02					x	cooking	reset
Knoll Residential Center	4-Feb	1:58					x	water	reset
University Village Bldg 5	6-Feb	8:30					x	construction	reset
Nester South	7-Feb	7:45					x	steam	reset
Nester South	7-Feb	11:00					x	cooking	reset
Sigma Nu	7-Feb	17:50				x		accidental	reset
Antelope	8-Feb	14:20					x	construction	reset
Abel Hall	12-Feb	9:00	x					fire drill	reset
University Village Bldg 7	14-Feb	10:45					x	construction	reset
Aggie West	15-Feb	1:00					x	cooking	reset
Cather Hall	15-Feb	1:30	x					fire drill	reset
Pound Hall	15-Feb	2:15	x					fire drill	reset
Neihardt Hall	15-Feb	13:45	x					fire drill	reset
3871 Dewey Ave.	15-Feb	20:33					x	cooking	reset
Burr Hall	18-Feb	16:45	x					fire drill	reset
Fedde Hall	18-Feb	16:45	x					fire drill	reset
Love Memorial Hall	18-Feb	16:45	x					fire drill	reset
Smith Hall	20-Feb	15:08				x		accidental	reset
Smith Hall	20-Feb	15:08				x		accidental	reset
Selleck Hall	25-Feb	15:00	x					fire drill	reset
Kauffman	25-Feb	15:30	x					fire drill	reset
Harper Hall	26-Feb	11:00	x					fire drill	reset
Schramm Hall	26-Feb	11:00	x					fire drill	reset
415 S 41st Street #11	14-Mar	22:26					x	cooking	reset
Maverick Village	19-Mar	9:00	x					fire drill	reset
Husker Hall	21-Mar	14:30	x					fire drill	reset
URS	28-Mar	7:45					x	fumes	reset
CTE	31-Mar	7:30					x	steam	reset
415 S 41st Street #5	5-Apr	17:10					x	cooking	reset
415 S 41st Street #5	5-Apr	18:00		x				sensor	replaced
Sigma Phi Epsilon	6-Apr	2:11					x	extinguisher	reset
Antelope	9-Apr	22:30					x	testing	reset
Antelope	10-Apr	14:40		x				trouble	batteries
Maverick Village A,V,I,K	10-Apr	20:30		x				panel	repaired
University Village Bldg 2	10-Apr	20:30		x				panel	repaired
University Village Bldg 7	10-Apr	20:30		x				panel	repaired
Phi Delta Theta	14-Apr	3:43					x	extinguisher	reset
University Village	19-Apr	9:00	x					fire drill	reset

<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
415 S 41st Street #5	20-Apr	19:28					x	cooking	reset
3865 Dewey Ave.	22-Apr	17:50					x	cooking	reset
415 S 41st St. #7	25-Apr	14:18					x	cooking	reset
3875 Dewey Ave.	25-Apr	17:38					x	cooking	reset
Sigma Nu	27-Apr	1:23				x		pull	reset
411 S 41st Street #6	27-Apr	8:48					x	cooking	reset
411 S 41st Street	27-Apr	14:40			x			unknown	reset
415 S 41st St. #11	29-Apr	20:59					x	cooking	reset
Nester North	30-Apr	20:40		x				unknown	reset
Abel Hall	3-May	11:39				x		accidental	reset
415 S 41st ST. #11	4-May	13:15					x	cooking	reset
Nester North	6-May	18:20		x				unknown	reset
Aggie West	8-May	3:00		x				sensor	repair/reset
Mantor	9-May	7:00					x	fumes	reset
Abel Hall	9-May	8:09				x		unknown	reset
Sigma Nu	9-May	12:00					x	steam	reset
Neihardt	9-May	12:23				x		accidental	reset
Antelope	13-May	16:45		x				detector	reset
411 S 41st St. #2	16-May	15:04					x	cooking	reset
Alpha Gamma Sigma	21-May	22:33					x	cooking	reset
Sigma Nu	22-May	13:06					x	dust	reset
Sigma Phi Epsilon	27-May	7:10					x	water	reset
CTW	28-May	16:15					x	construction	reset
Nester South	29-May	6:25		x				detector	reset
Knoll Residential Center	2-Jun	1:50					x	water	reset
Alpha Tau Omega	2-Jun	15:43					x	cooking	reset
Nester South	8-Jun	23:00		x				detector	replaced
3869 Dewey Ave.	12-Jun	18:40					x	cooking	reset
UNIH	14-Jun	15:10					x	fumes	reset
Alpha Chi Omega	15-Jun	9:54					x	dust	reset
Aggie West	21-Jun	13:05		x				sensor	repair/reset
415 S 41st St. #11	4-Jul	20:22					x	cooking	reset
Sigma Alpha Epsilon	8-Jul	11:50					x	aerosol	reset
Mantor	8-Jul	13:45		x				detector	replaced
Alpha Gamma Sigma	13-Jul	22:32					x	water	reset
Nester South	14-Jul	3:00		x				detector	reset
CTW	22-Jul	23:00					x	construction	reset
Antelope	25-Jul	13:30		x				panel	reset
Sigma Phi Epsilon	29-Jul	19:20					x	fumes	reset
CTW	1-Aug	10:00		x				detector	reset

<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
Mantor	3-Aug	9:20		x				detector	reset
Mantor	3-Aug	10:45		x				detector	reset
Mantor	3-Aug	13:40		x				detector	reset
CTW	5-Aug	9:00		x				detector	reset
Nester North	6-Aug	7:20					x	cooking	reset
CTW	6-Aug	14:40		x				detector	reset
Nester South	7-Aug	4:50		x				detector	reset
Antelope	8-Aug	17:50					x	steam	reset
Alpha Tau Omega	8-Aug	22:24					x	fumes	reset
Antelope	9-Aug	0:00					x	alarm	reset
CTW	9-Aug	3:00		x				detector	reset
CTW	9-Aug	8:30		x				detector	reset
CTW	9-Aug	9:00		x				detector	reset
CTW	9-Aug	12:30		x				detector	reset
Antelope	9-Aug	22:00					x	detector	reset
Mantor	11-Aug	10:20		x				detector	reset
UNK Campus	12-Aug	18:17					x	power outage	reset
Delta Upsilon	14-Aug	9:33					x	dust	reset
CTW	14-Aug	15:00		x				construction	reset
415 S 41st Street	14-Aug	15:29					x	cooking	reset
WLCH	16-Aug	10:05		x				construction	reset
Nester South	19-Aug	18:00					x	testing	reset
Nester South	19-Aug	18:10					x	testing	reset
Nester South	19-Aug	19:35					x	testing	replaced
415 S 41st Street	22-Aug	11:02					x	cooking	reset
Delta Tau Delta	24-Aug	2:02					x	cooking	reset
CTW	24-Aug	17:05					x	detector	replaced
415 S 41st Street #9	24-Aug	22:18					x	cooking	reset
Abel Hall	25-Aug	5:35					x	fumes	reset
Abel Hall	25-Aug	17:35				x		fumes	reset
CTW	25-Aug	22:50					x	alarm	reset
415 S 41st Street #11	28-Aug	20:29					x	cooking	reset
Alpha Tau Omega	29-Aug	16:08					x	cooking	reset
Farm House Fraternity	30-Aug	5:57					x	unknown	reset
Antelope	31-Aug	7:05					x	cooking	reset
2224 U Street	31-Aug	17:51				x		accidental	reset
Antelope	2-Sep	10:10					x	detector	Reset
Antelope	2-Sep	20:05	x					fire drill	reset
Conrad	2-Sep	20:05	x					fire drill	reset

<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
Martin	2-Sep	20:05	x					fire drill	reset
Nester North	2-Sep	20:05	x					fire drill	reset
Nester South	2-Sep	20:05	x					fire drill	reset
Selleck Hall	3-Sep	15:00	x					fire drill	reset
Kauffman	3-Sep	15:30	x					fire drill	reset
Mens	3-Sep	19:00	x					fire drill	reset
Mantor	3-Sep	19:10					x	sensor	replaced
Randall	3-Sep	19:20	x					fire drill	reset
Mantor	3-Sep	19:50	x					fire drill	reset
URN	3-Sep	21:20	x					fire drill	reset
Lambda Chi Alpha	4-Sep	10:04					x	cooking	reset
CTW	4-Sep	18:50	x					fire drill	reset
URS	4-Sep	20:00	x					fire drill	reset
Nester South	5-Sep	15:05					x	cooking	reset
Lambda Chi Alpha	7-Sep	5:44		x				detector	replaced
411 S 41st Street #5	8-Sep	19:44					x	cooking	reset
608 S 38th Ave. #105	9-Sep	20:50					x	cooking	reset
CTW	10-Sep	7:45		x				sensor	reset
Mens	10-Sep	19:10		x				sensor	reset
Nester North	11-Sep	3:00					x	unknown	reset
Antelope	11-Sep	18:15					x	steam	reset
Sigma Nu	13-Sep	12:24					x	dust	reset
Harper Hall	16-Sep	11:00	x					fire drill	reset
Schramm Hall	16-Sep	11:00	x					fire drill	reset
Smith Hall	16-Sep	11:00	x					fire drill	reset
Village	16-Sep	11:00	x					fire drill	reset
Mantor	22-Sep	15:15		x				sensor	reset
Burr Hall	23-Sep	16:00	x					fire drill	reset
Fedde Hall	23-Sep	16:00	x					fire drill	reset
Love Memorial Hall	23-Sep	16:00	x					fire drill	reset
East Hall	24-Sep	16:00	x					fire drill	reset
Aggie Central	24-Sep	16:40	x					fire drill	reset
Aggie West	24-Sep	16:50	x					fire drill	reset
Knoll Residential Center	25-Sep	2:00	x					fire drill	reset
Cather Hall	25-Sep	14:15	x					fire drill	reset
Neihardt Hall	25-Sep	14:30	x					fire drill	reset
Pound Hall	25-Sep	14:30	x					fire drill	reset
Courtyards	26-Sep	14:30	x					fire drill	reset
Abel Hall	26-Sep	14:50	x					fire drill	reset
Sandoz Hall	26-Sep	15:05	x					fire drill	reset

<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
Lambda Chi Alpha	27-Sep	9:36					x	cooking	reset
Pi Kappa Phi	27-Sep	22:36					x	fog machine	reset
Antelope	27-Sep	23:45					x	unknown	reset
Aggie West	28-Sep	15:00					x	dust	reset
602 S 38th Ave. #208	28-Sep	19:48					x	cooking	reset
Antelope	2-Oct	23:45		x				sensor	reset
Mens	2-Oct	23:45		x				sensor	reset
Nester North	2-Oct	23:45		x				sensor	reset
Mantor	3-Oct	0:00		x				sensor	reset
Randall	3-Oct	10:05		x				sensor	reset
411 S 41st St. #6	4-Oct	18:53					x	cooking	reset
Antelope	6-Oct	17:45		x				sensor	reset
Farm House Fraternity	8-Oct	7:14					x	ice maker	reset
Nester South	8-Oct	9:45					x	unknown	reset
Nester South	8-Oct	12:00					x	unknown	reset
URS	8-Oct	23:00		x				detector	reset
Nester South	9-Oct	7:15					x	unknown	reset
Nester South	11-Oct	3:30					x	HVAC	replaced
415 S 41st St.	12-Oct	11:15			x			unknown	reset
Selleck	13-Oct	2:59				x		unknown	reset
415 S 41st St. #5	15-Oct	18:57					x	cooking	reset
Antelope	16-Oct	6:00					x	cooking	reset
415 S 41st St.	17-Oct	11:00			x			unknown	reset
Antelope	21-Oct	16:15					x	testing	reset
CTW	21-Oct	17:00					x	testing	reset
Maverick Village	22-Oct	9:00	x					fire drill	reset
Mens	22-Oct	11:23					x	testing	reset
University Village	22-Oct	13:00	x					fire drill	reset
Mantor	22-Oct	19:45		x				sensor	reset
Nester North	23-Oct	18:15		x				sensor	reset
Nester North	24-Oct	0:10		x				sensor	reset
Martin	28-Oct	23:05		x				sensor	replaced
Nester South	29-Oct	1:35					x	cooking	reset
3873 Dewey Ave	29-Oct	18:58			x			unknown	reset
Conrad	29-Oct	19:35					x	cooking	reset
Phi Kappa Psi	29-Oct	21:39					x	cooking	reset
Mantor	30-Oct	19:06					x	cooking	reset
2244 Vine Street	31-Oct	17:29					x	cooking	reset
415 S 41st T. #7	3-Nov	11:17					x	cooking	reset

<b>Color Code:</b>	<b>Fire Drill</b>								
			<b>Reason for Alarm</b>						
<b>Hall/Location</b>	<b>Date of Alarm</b>	<b>Time of Alarm</b>	<b>PD</b>	<b>AM</b>	<b>FA</b>	<b>SP</b>	<b>AT</b>	<b>Reason</b>	<b>Corrective Action</b>
Nester South	3-Nov	13:30					x	cooking	reset
415 S 41st Street	5-Nov	11:02			x			unknown	reset
415 S 41st Street	9-Nov	11:24			x			unknown	reset
2224 U Street	11-Nov	23:44					x	cooking	reset
Antelope	13-Nov	23:15					x	cooking	reset
Aggie West	14-Nov	23:45					x	aerosol	reset
Husker Hall	18-Nov	21:00	x					fire drill	reset
University Suites	20-Nov	14:00	x					fire drill	reset
Pound Hall	21-Nov	9:35				x		accidental	reset
415 S 41st Street #11	1-Dec	18:28					x	cooking	reset
Phi Kappa Psi	2-Dec	23:13					x	cooking	reset
Randall	2-Dec	23:28					x	fireworks	reset
Antelope	4-Dec	21:35				x		pull	reset
Nester South	11-Dec	21:35					x	cooking	reset
Nester North	12-Dec	6:30					x	cooking	reset
CTW	12-Dec	10:00					x	testing	reset
Mantor	12-Dec	14:00		x				sensor	reset
Mantor	12-Dec	15:20					x	testing	reset
Mantor	12-Dec	19:15		x				sensor	reset
Pi Beta Phi	14-Dec	21:21					x	unknown	reset
2244 Vine Street	15-Dec	10:07					x	cooking	reset
Mantor	21-Dec	13:30					x	water	reset
415 S 41st Street	22-Dec	15:59					x	electrical	reset
415 S 41st Street #5	22-Dec	19:14					x	cooking	reset
Lambda Chi Alpha	23-Dec	10:50					x	dust	reset
Randall	23-Dec	13:00					x	testing	reset
Nester South	24-Dec	13:50					x	water	reset
CTW	27-Dec	0:10					x	smoke	reset
Nester South	28-Dec	13:15					x	HVAC	reset
CTW	28-Dec	15:40					x	HVAC	reset

Note: NCTA West Hall did not have a planned drill, due to being offline for mandatory sprinkling project.

**APPENDIX 9 - NU Housing Annual Building Fire Report, 2013**

Building	Date of Fire	Time of Fire	Time of Report of Fire	Cause of Fire	Injuries treated at Medical Facility	Number of Deaths	Value of Property Damage
Fedde Hall	3-Jan	17:54	17:54	lit poster	0	0	\$2,500
3333 Starr St. #2	30-May	5:20	5:20	water heater pilot light	0	0	\$120
The Village (outside)	24-Jun	21:58	21:58	electrical transformer	0	0	\$0
Lambda Chi Alpha	21-Aug	1:15	1:15	lit paper towels	0	0	\$0
CTW	24-Aug	14:30	14:30	refrigerator fire	0	0	\$195
Alpha Tau Omega	29-Aug	16:08	16:08	cooking	0	0	\$0
CPN Complex (outside)	2-Oct	12:08	12:08	discarded cigarette	0	0	\$0
Selleck Quad (outside)	7-Oct	23:15	23:59	lit socks	0	0	\$0
Delta Delta Delta	8-Oct	17:30	19:45	lit mattress	0	0	\$0
Pound Hall (outside)	8-Nov	9:07	9:07	discarded cigarette	0	0	\$0