



2011 Fire Safety Report

AIB Website Location: <http://www.aib.edu/support/pdf/consumerinfo/Fire-Safety-Report-2011.pdf>

The College

AIB is an independent, non-profit, co-educational college of business, located in Des Moines, Iowa. The college, which has an enrollment slightly fewer than 1000 students, was founded in 1921, and offers associate and bachelor degrees for those seeking careers in business, industry, and government. Accredited by the Higher Learning Commission, the college has a 20-acre campus with 16 buildings overlooking the downtown Des Moines skyline and the state capitol. The campus includes 9 apartment-style residence halls (1 building is used for guests), which have the capacity of housing approximately 360 single students and married couples. Full and part-time faculty and staff number about 140.

Safety Records and Equipment Tests

The Safety department performs monthly tests and inspections of the following equipment:

- **Emergency lights**
- **Exit lights**
- **Fire extinguishers**
- **Alarm panels**
- **Defibrillators**

Work orders are submitted to the college's Facilities Department when emergency lights and exit signs need repaired or replaced. Extra fire extinguishers are available in the Safety office to replace extinguishers that need recharged or replaced. Monthly inspection records are maintained for seven years.

Fire protection companies using certified technicians are hired to perform the following tests:

- Quarterly wet sprinkler tests
- Semi-annual kitchen range hood and duct ansul wet chemical suppression system.
- Semi-annual I.T. server Ecaro 25 FIKE HFC-25 FM-200 suppression system.
- Annual fire alarm system and fire extinguisher certification.
- Stand pipe certification (every 5 years)

These companies are on call for after hours service when needed.

The college utilizes the expertise of the DesMoines Fire Prevention Bureau for fire extinguisher training and assistance with fire drills. The DMFD inspects our building annually to make sure the college meets or exceeds NFPA standards.

Fire Safety Information

During Fire Prevention week, fire safety tips and videos that describe the importance of being aware of all potential causes of fires are posted on the front page of AIB's portal. These tips and video links are also posted on the Campus Safety portal site. For example, be sure to keep an open flame away from flammable materials and to be cautious of where you are throwing a cigarette butt. Those are both causes of fires that many people fail to take seriously.

Policies for possession of burning candles, incense, open flame, smoking and electrical appliances

Possession or burning of candles or incense in the residence halls is strictly prohibited. Small electrical appliances such as space heaters and hot plates are not allowed. Microwave ovens and small electrical grills are permissible, nevertheless, should electrical overloads occur due to the appliance, residents will be asked to remove the appliance. Residents may have television sets, small stereos, and other small appliances. Large stereos, electric heaters, food freezers, portable dishwashers, clothes dryers, waterbeds, or other large pieces of furniture are not permitted. The college is also tobacco free and in compliance with the Iowa Smoke Free Air Act. Students and guests violating the Iowa's smoke free law are generally informed about the law and asked to extinguish their tobacco product and to refrain from smoking on our campus. Persons that disregard the law are fined \$25 per smoking violation.

Number of Fires on Campus

Date of Fire	Date/Time Reported	Deaths	Injuries	Nature of Fire	Location	Damage
11/6/10	11/6/2010 3:55 pm	0	0	Balcony fire Discarded cigarettes	Opie Hall 2716 Fleur Dr	\$100-\$999

Students and Employees Fire Reporting Requirements

AIB College of Business is required by federal law to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below is a **non-emergency** number to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure if the AIB College of Business was made aware. If you find evidence of such a fire or if you hear about such a fire, please report the information to campus safety ext. 5300 or one of the following people by calling (515)-244-6703:

- Chris Schmidt, Chief Facilities Officer
- Kris Perales, Director of Student Life
- Karl Fenton, Risk Manager

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

Fire Drills

AIB holds at least one fire drill a year to practice correct emergency exiting procedures for classrooms and offices. The last Fire Drill for our public buildings and the largest residential building, Fenton Hall at AIB was October 6, 2010. Due to an AIB alcohol awareness program fire drills for the remaining resident halls were rescheduled and held on November 30, 2010.

Times for the evacuation of each building on October 6, 2010:

- **Academic Center**
 - Approximately 90 seconds
- **Activities Center**
 - Approximately 60 seconds
- **Court Reporting Building**
 - Approximately 60 seconds
- **Fenton Hall**
 - Approximately 4 minutes
- **Johnson Admission Center (Alumni Hall)**
 - Approximately 60 seconds
- **Keith Fenton Administration Building**
 - Approximately 2 minutes
- **Wells Hall**
 - Approximately 70 seconds

Times for the evacuation of each resident hall on November 30, 2010:

- **Dalton Hall**
 - less than 10 minutes
- **Davidson Hall**
 - Temporary guest housing-vacant, not tested
- **Eagles Hall**
 - less than 5 minutes
- **Honors Hall**
 - less than 10 minutes
- **Merk Hall**
 - less than 10 minutes
- **Opie Hall**
 - less than 10 minute
- **Power Hall**
 - less than 10 minute

Evacuation Plans

Procedure for evacuation:

1. Feel door from top to bottom. If it is hot, do not proceed; go back.
2. If door is cool, crouch low and open door slowly. Close door quickly if smoke is present so you don't inhale smoke and fumes.
3. If it is clear, exit via nearest stairwell. Stay low if smoke conditions exist.
4. Never use the elevator.
5. If you encounter heavy smoke in a stairwell, go back and try another stairwell.
6. If trapped in a room, do the following:
 - a. Stuff wet towels or clothing under the door to keep the smoke out.
 - b. Open windows. Wave something out of the window and yell for help.
 - c. If possible call the desk and report your situation and apartment.
 - d. Keep a soaked towel over your head.
 - e. Stay low; breathe fresh air near a window.

Fire extinguishers, fire alarms and smoke detectors are placed in the halls for the safety of the residents. Misuse or damage to any of this equipment is a serious violation of both the College and Residence Life policies. Individuals responsible for the damage will also be subject to the laws of the city and state and likely be expelled from the College.

Emergency Actions if fire occurs or detect smoke or burning odor:

- Pull the closest fire alarm to initiate building evacuation.
- Call 911 and report:
 - Location of fire
 - Name and phone number
 - The suspected cause and location of the fire
- If time allows--Call Emergency Contact Desk at 515-246-5300.
- Follow instructions from fire department, police, emergency personnel, and campus safety.
- Do not use elevators.
- If situation warrants--use proper fire extinguisher to fight fire **only** if there is no risk or danger.
- Upon arrival of the fire department, notify them of any person or persons with disabilities that are located in stairwells (Please note the paragraph below).
- Reconvene employees/students when the emergency has passed to make sure everyone is safe.
- Do not go back into the building. Re-enter only after an all clear has been given by the fire department.

It is important to move away from the building so there will be no interference with others exiting or with the fire department's equipment and efforts.

Evacuation of Persons with Disabilities

There are specific procedures that exist for the evacuation of individuals requiring special assistance in the event of a fire alarm or similar emergency. In the event of evacuation from an upper floor of any AIB building is required, persons with a disability need to proceed or be taken to the nearest safe stairwell. Emergency medical personnel will locate and evacuate those individuals. A list of persons with disabilities living in campus housing is maintained in the campus safety office.

Fire Evacuation Procedures

Academic Center/Library

First Floor:

Exit through the doors on the east side of the building.

Second Floor:

Exit down the stairwell and out the doors on the west side of the building.

Activities Center/Gym

Exit through the north door on the lower level or the stairs on the south and through the south door. Four exit doors are located inside the Gymnasium.

Administration Building

Rooms 301, 302, 303, 304, 305, 306, 308:

Exit down the front stairs to the second floor and out through the front doors.

Rooms 307, 311, 313, 315, 316:

Exit down the back stairs to the first floor and out through the north doors adjacent to the elevator. Do not use elevators.

Room 211:

Exit through the front doors of the building.

Room 213, 215:

Exit down the back stairs to the first floor and through the north doors adjacent to the elevator. Do not use elevators.

Staff office areas on second floor:

Exit through the front doors of the building.

Room 111:

Exit through the south doors.

Rooms 113, 115, 116:

Exit through the north doors adjacent to the elevator.

Cafeteria and faculty lounge:

Exit through the north cafeteria doors or through the west doors by the bookstore.

Court Reporting/Real-Time Building

First Floor:

Exit through the doors on the first level or the west end of the building.

Second Floor:

Exit through the doors on the second level or the east end of the building.

Dalton Hall

Rooms 131-134:

Exit down the west stairwell and out the door to the north.

Rooms 231-234:

Exit down the west stairwell and out the door to the north.

Rooms 331-334:

Exit down the west stairwell and out the door to the north.

Rooms 135-138:

Exit down the middle stairwell and out the doors to the north.

Rooms 235-238:

Exit down the middle stairwell and out the doors to the north.

Rooms 335-338:

Exit down the middle stairwell and out the doors to the north.

Davidson Hall

Rooms 1, 2, 5, 6, 9, 10:

Exit down the stairs (if needed) and out the north end doors.

Rooms 3, 4, 7, 8, 11, 12:

Exit down the stairs (if needed) and out the south end doors (pool side).

Eagles Hall

Rooms 1, 2, 5, 6, 9, 10:

Exit down the stairs (if needed) and out the north end doors (pool side).

Rooms 3, 4, 7, 8, 11, 12:

Exit down the stairs (if needed) and out the south end doors.

Fenton Hall

Rooms 518-523 (West):

Exit down the west stairwell and out the door to the north.

Rooms 512-517 (West):

Exit down the middle stairwell and out the doors to the north.

Rooms 506-511 (East):

Exit down the middle stairwell and out the doors to the south.

Rooms 500-505 (East):

Exit down the east stairwell and out the doors to the north.

Rooms 418-423 (West):

Exit down the west stairwell and out the door to the north.

Rooms 412-417 (West):

Exit down the middle stairwell and out the doors to the north.

Rooms 406-411 (East):

Exit down the middle stairwell and out the doors to the south.

Rooms 400-405 (East):

Exit down the east stairwell and out the doors to the north.

Rooms 318-323 (West):

Exit down the west stairwell and out the door to the north.

Rooms 312-317 (West):

Exit down the middle stairwell and out the doors to the north.

Rooms 306-311 (East):

Exit down the middle stairwell and out the doors to the south.

Rooms 300-305 (East):

Exit down the west stairwell and out the door to the north.

2nd Floor (West):

Exit out the doors on the west side of the building to the north.

Rooms 206-211 (East):

Exit out the doors to the middle south.

Rooms 200-205 (East):

Exit out the doors to the middle north.

1st Floor:

If there is a patio door nearby, exit out that.

Rooms 100, 102, 104:

Exit out the doors to the west.

Rooms 106, F2, F4:

Exit out the middle south doors.

Honors Hall

Rooms 1, 2, 5, 6, 9, 10:

Exit down the stairs (if needed) and out the east end doors (pool side).

Rooms 3, 4, 7, 8, 11, 12:

Exit down the stairs (if needed) and out the west end doors.

Merk Hall

Rooms 141, 142, 241, 242, 341, 342:

Exit through the north doors.

Rooms 143, 144, 145, 146, 243, 244, 245, 246, 343, 344, 345, 346:

Exit through the middle doors to the west.

Rooms 151, 152, 153, 154, 251, 252, 253, 254, 351, 352, 353, 354:

Exit through the middle doors to the east.

Rooms 155, 156, 255, 256, 355, 356:

Exit through the south doors.

Opie Hall

Rooms 1, 2, 5, 6, 9, 10:

Exit down the stairs (if needed) and out the west end doors (pool side).

Rooms 3, 4, 7, 8, 11, 12:

Exit down the stairs (if needed) and out the east end doors.

Power Hall

Rooms 1, 2, 5, 6, 9, 10:

Exit down the stairs (if needed) and out the north end doors (pool side).

Rooms 3, 4, 7, 8, 11, 12:

Exit down the stairs (if needed) and out the south end doors.

Wells Hall

First Floor:

Exit through the doors on the first level or north end of the building.

Second Floor:

Exit through the doors on the second level or south end of the building.

Fire Detection and Suppression in Each Building**Administration Building**

- Pull stations
- Smoke detectors
- Kitchen range hood-Ansul wet chemical
- IT server room-Fike Single Hazard Panel/Ecaro 25 HFC-125 FM200 fire suppression
- Fire hoses
- Fire extinguishers

Fenton Hall

- G.E. Quickstart EST alarm panel (monitored)
- Partially Sprinkled
- Smoke detectors
- Pull stations
- Stand pipes
- Fire extinguishers

Activities Center

- Simplex alarm panel (monitored)
- Sprinkled
- Smoke heads
- Pull stations
- Fire extinguishers

Wells Hall

- Simplex alarm panel (monitored)
- Smoke heads
- Pull stations
- Fire extinguishers

Dalton Hall

- Ademco alarm panel
- Smoke detectors
- Pull stations
- Fire extinguishers

Merk Hall

- Notifier alarm panel
- Smoke detectors
- Pull stations
- Fire extinguishers

Court Reporting

- Ademco alarm panel
- Smoke detectors
- Pull stations
- Fire extinguishers

Academic Center

- EPC alarm panel
- Smoke Detectors
- Pull Stations
- Fire extinguishers

Opie Hall

- Fire Lite alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers

Power Hall

- Fire Lite alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers

Eagles Hall

- Fire Lite alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers

Honors Hall

- Silent Night alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers

Johnson Hall

- Fire Lite alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers

Davidson Hall (Non-Student Housing, Guest Apartments)

- Silent Night alarm panel
- Smoke heads
- Smoke detectors
- Pull stations
- Fire extinguishers