

Phillips Community College of the University of Arkansas

CLERY ANNUAL SECURITY & FIRE SAFETY REPORT

2025



INTRODUCTION

The Clery Annual Security and Fire Safety Report was developed to protect the safety and well-being of the campus community by preventing fire emergencies and reducing alarms. It provides clear procedures for responding to fire threats so residents can act quickly, calmly, and in coordination with campus emergency management. This report was derived from the campus Crisis Management Plan with specific information concerning residential safety. The Vice Chancellor of Student Services and Campus Life, the College's Crisis Management Team, the Campus Police Department, and the local Police and Fire Departments are responsible for overseeing fire safety for the PCCUA campus and community.

FIRE LOG

The fire log is a summary of any fires that occurred at Residential Housing, The Ridge Apartments for the past year. This information is reported annually with information detailing the date, time, location, estimate of property damage, number of injuries, and/or deaths associated with the fire. Requests to inspect the log are available within two business days. Fire logs contain each fire incident with details (location, date/time, incident description) as well as noting fire safety equipment, fire safety policies, and statistics concerning reported fires. The fire safety report also includes information about fire safety education and procedures related to reporting fires and evacuation.

The fire log records are filed for a period of seven years and is maintained by the Vice Chancellor of Student Services and Campus Life.

PREPARATION AND PREVENTION

Preparation and prevention come with unique safety challenges. Preparation and prevention are key to protecting yourself, your belongings, and your community. Follow these steps to assist in your preparation.

- Identify possible hazards (fire, severe weather, flooding, crime).
- Create a contact list that includes roommates, family, Resident Manager, local police, fire department, hospital, and Vice Chancellor of Student Services and Campus Life.
- Create emergency kit by purchasing water, non-perishable food, flashlight, batteries, fire-aid kit, phone charger, personal hygiene products, medicine, support items, and important documents.
- Do a safety check to ensure proper functioning of smoke/detector quarterly, know where fire extinguishers are, and ensure exits are clear.
- Report hazards like faulty wiring.

FIRE SAFETY

The safety and security of campus members, specifically residents is important to the College; therefore, residents must utilize reasonable care in ensuring fire safety and to participate in fire drills and to exit buildings in the event of a fire alarm.

Emergency Fire Instructions:

1. Call 911. Warn others.
2. Immediately pull the nearest fire alarm pull station as you exit the building.
3. Call the local police at 870-572-3441 and describe the problem and location. Additionally, contact the Resident Manager and he/she will immediately notify the emergency team. The emergency team leader will inform the emergency team by text or call if able.
4. Promptly locate a fire extinguisher and direct the charge of the extinguisher toward the base of the flame. If others are with you, have one person make the emergency call while another uses the fire extinguisher. Do not attempt to extinguish fires beyond the small or beginning stage.

To use the fire extinguisher (remember **PASS**):

- a) **P**ull the pin.
- b) **A**im at the base of the fire. Hold the extinguisher upright.
- c) **S**queeze the trigger. Be careful not to blow sparks and create a bigger fire.
- d) **S**weep the nozzle side to side. The extinguisher can be discharged in as little as 30 seconds.

Prior to leaving your room, feel the door with the back of your hand. If a portion of the door is hot, do not open it. Stay in your room! If it is cool, brace yourself against the door and get low to the floor prior to opening it. If you encounter smoke, crawl below it, as clean air is closest to the floor. Be prepared to reverse your direction and use an alternate exit or even return to your room if you encounter impassible smoke.

If you cannot leave a room due to smoke, block cracks around the door and other openings with towels. Contact the fire department at 911 and give your name and apartment number and advise them you are trapped in the room and cannot exit. The fire department will be notified immediately. Do not leave the room until you are told it is safe to do so. Firefighters will remove those in the most danger first, so you may not be evacuated immediately.

If smoke enters your room, lie down on the floor, as this is where the coolest and cleanest air will be. Keep one hand on the wall to prevent disorientation and crawl to the nearest exit. Open your window if there is no smoke visible on the outside and waive/hang a brightly colored item (towel, garment, etc.), or flashing the room lights at night to notify rescue personnel of your

location. Re-close your window so the fire cannot “breathe.” If conditions deteriorate and your window cannot be opened, break it with a chair and knock all of the glass out as this will let smoke out at the top and allow you to breathe fresh air from the bottom of the window. By following these suggestions, you will provide yourself with the best chance of surviving a fire.

5. Evacuate the Building: Make sure that all residents are out of the building.
6. Stay Clear: Get it least 300 feet (football field) away from the apartment building. Notify the fire department of any residents missing.
7. Stay in safe area: No one will be allowed back into building for any reason until the fire department officials declare the area safe.

Prevention tips:

- Never leave cooking unattended, especially at high heat.
- Keep areas clean of flammable items.
- Keep doorways, corridors, and egress paths clear and unobstructed.
- Keep candles in sturdy holders, away from combustibles, and never leave them burning.
- Avoid overloading outlets, use surge protectors with overload protection, and keep cords away from heat sources.
- Never store flammable materials in your room or apartment.
- Do not tamper with any fire system equipment such as smoke detectors, pull stations, or fire extinguishers. Doing so is a criminal offense.

COMPLIANCY

PCCUA will seek to remain in compliancy with all building standards with respect to fire safety. When buildings are renovated, upgrades to alarm and suppression systems will be performed as required.

HOUSING FACILITY OPERATIONS GUIDELINES – FIRE PREVENTION POLICIES

Emergency Equipment

Tampering with, damaging, or inhibiting the use of emergency equipment, including exterior doors, propping any exterior door, or tampering with any surveillance camera is strictly prohibited. Damage caused by the student’s action or negligence will be charged to the student. Fire extinguishers may only be used for their intended purpose. If a resident misuses a fire extinguisher, the resident will face the conduct process. If an alarm is triggered while one is cooking, residents are still responsible for making sure the alarm remains in working order. The detectors must always be working, and violations will go through the conduct process. Because

of the potential safety threat, residents found responsible for tampering with or damaging emergency equipment may be removed from student housing.

According to Arkansas Code 5-71-210, communicating a false alarm is a Class A misdemeanor if no one gets hurt or there is no damage to property. Two or more times, then it's a Class D Felony. It's a Class D felony if property damage results or if it is a bomb threat to a private or public educational institution. Communicating a false alarm is a Class C felony if there is physical injury.

Firearms, Explosives, Hazardous Materials

The possession or use of firearms on college property or at college-sponsored events is prohibited by state law and may result in suspension or expulsion from the college. The possession or use of fireworks, explosives, or other weapons on college property is also prohibited and may result in sanctions up to suspension or expulsion from the institution. The College will not be liable for any personal accident, injury or illness, including death, to any student or the occupants of student residence facilities, or guests.

The storage or use of the following items, but not limited to the following items, in and around college- provided housing is prohibited: fireworks, explosives, explosive materials, weapons, lighter fluid (used for grilling purposes), ammunition, devices capable of casting a projectile (such as bows and/or slingshots), swords, brass knuckles, or any type of gun (including but not limited to handguns, BB guns, stun guns, air guns, paint guns, pellet guns, or toy weapons that look like real weapons).

An exception under Arkansas law is that persons with a valid concealed-carry permit may have their licensed handgun on their person while inside their vehicle, even on campus or student housing areas, and they may leave the handgun inside their properly locked vehicle, even while on campus or student housing areas.

Projectiles

Darts and dartboards are not permitted in residential buildings due to the potential for personal injury and property damage.

Electrical Appliances

The following electrical appliances are **NOT** permitted in Residential Living and Housing:

- Open element appliances (such as hot plates, broilers, open grills)
- Space or kerosene heaters
- Air conditioners (personally owned units)
- Air fryers with the usage of oil

Candles and Incense

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, is prohibited on campus and in all student housing. Decorative candles must have non-burned, clipped wicks, or be wickless. Residents may use candle warmers as long as they are conscious of placement.

Decorating

Residents will be billed for holes found in the walls or doors of their apartment. Residents may adhere items to the wall ONLY via sticky tack or other removable sticky items. No holes are permitted. Also, any excessive paint chips will cause a painting bill to be charged to the residents.

Residents are encouraged to personalize their apartment; however, appropriate decorating guidelines must be followed.

- Items may not hang low in the rooms.
- Items may not protrude from doors into public space.
- Nothing may block a smoke detector in any way.
- Decorative lights may not be connected to another strand and must be plugged directly into the wall. Rope lights are the recommended holiday lights to be used.

Barbeque Grills

- Residents must receive authorization from the Vice Chancellor of Student Services and Campus Life.
- Grills must be set up on level ground at least 6 feet from sidewalks and 25 feet from buildings, structures and vehicles and cannot be set up under overhangs.
- Grills must be located so smoke does not enter nearby buildings.
- Charcoal must be completely extinguished and cold to the center of the charcoal before disposal. Charcoal may only be kept in storage areas identified by Resident Manager.
- Storing flammable liquids (including instant light charcoal) or gases is not permitted anywhere on the residential property.

Fireworks

Use or storage of fireworks of any kind is prohibited.

Fire Safety Training

The training program is based on the Helena-West Helena Fire Safety Training Guidelines. Residents and personnel receive on-site annual fire safety training. This training includes the following content:

- Fire Prevention
 - Electrical Hazards
 - Candle and Open Flame Devices
 - Cooking
 - Impact of Individual Behaviors on the Safety of Others
- Proper Survival Procedures
 - Exits
 - Proper Evacuation Procedures
 - Importance of Not Re-Entering Building after Evacuation
 - Reporting Emergencies
- General Fire Safety Awareness
 - Awareness of Exits
- Persons with Disabilities
 - Special Evacuation Provisions
 - Evacuation Assistance
 - Personal Awareness and Planning
- Personal Responsibility
 - Ultimate Responsibility for Fire Safety Behavior lies with the Individual

Fire Safety Inspections

PCCUA works with different entities to coordinate fire and building code inspections to promote code compliance, as well as conduct quarterly inspection of housing.

Fire Prevention and Safety Checklist

Unit	Distinguisher	Smoke Detector	Drills Conducted	Training
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

It is a typical operational standard by the Higher Education Opportunity Act (HEOA) of 2008 that colleges maintain and publish a fire log for campus housing.

PCCUA Fire Log

Name:

Date:

Time:

Location:

Fire Category (Intentional/Unintentional):

Property Damage:

Injuries:

Deaths:

Incident Details (Fire Cause):