Valdosta State University
2011-2012 Annual Fire Safety Report on Student Housing

Overview:

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related campus statistics. The following public disclosure report details all information required by this law as it relates to Valdosta State University.

General Statement of College Owned/Controlled Student Housing:

At Valdosta State University, fire safety is of paramount importance. The Environmental and Occupational Safety Department manages the campus fire safety program. Fire alarm systems report to Plant Operation and the University Police Communications Center and are monitored on a 24 hour per day, seven day per week basis. Any fire, smoke or suspicious odor condition should be immediately reported by calling 229-259-5555. Never hesitate to report these conditions, even if you are not sure there is a fire. If a fire condition existed but was extinguished, you must still notify University Police. If the emergency number 911 is called directly, make a follow-up call to University Police so they can meet and facilitate the Valdosta Fire Department response.

A fire log for residence hall facilities is maintained in the Environmental and Occupational Safety office located at 1504 N. Oak Street. This log can be viewed anytime during normal business hours, from 8:00 am – 5:30 pm Monday through Thursday and 8:00 am – 3:00 pm on Friday. The log records information concerning fires occurring inside a campus residence hall.

Residence Halls are all equipped with fire safety systems.

Please refer to the chart below for information on each residence hall and other campus facilities.

Valdosta State University Campus Fire Alarm System Overview

Updated 09/30/2013	Residence Hall	Building Number	Fire Alarm Addressable?		Smoke Detectors		Fire Alarm Pull Stations	Sprinkler system	Fire Pumps	Reports to University Police			
Building Name			Zone Addressable?	Point Addressable?	Battery Powered	Hard Wired					Comments	Model	Year Installed
Patterson Hall	Y			X		X	1	Wet	Yes	Yes		EST-3	2012
Brown Hall	Y			X		X	12	None	No	Yes		EST-3	2012
Lowndes Hall	Y			X		X	1	Wet/Dry	No	Yes	Attic Sprinkler = dry system	IRC	2012
Centennial Hall East and West	Y		X		X	X	10	Wet	No	Yes	Battery powered smoke detectors in the rooms, hardwired in the hallways	Notifier	2008
Hopper Hall	Y			X	X	X	41	Wet	No	Yes	Battery powered smoke detectors in the rooms, hardwired in the hallways	Notifier	2008
Converse Hall	Y		X			X	4	None	No	Yes		Johnson	1980
Reade Hall	Y			X		X	7	Wet/dry	No	Yes	Attic Sprinkler = dry system	EST-3	2009
Langdale Hall	Y			X		X	25	Wet	No	Yes		EST-3	2009
Georgia Hall	Y			X	X	X	30	Wet/Dry	Yes	Yes	Battery powered smoke detectors in the rooms, hardwired in the hallways Attic Sprinkler = dry system	Notifier	2009
West Hall				X		X	11	None	No	Yes		EST-3	2002
Odum Library New				X		X	25	Wet	Yes	Yes		EST-3	2003
Odum Library Old			X			X		Wet	No	Yes		EST-3	
Fine Arts				X		X	6	None	No	Yes		EST-3	2012
Speech				X		X	7	Wet	No	Yes		EST-3	2009
Bookstore				X		X	4	Wet	No	Yes		EST-3	2010

Updated 09/30/2013	Residence Hall	Building Number	Fire Alarm Addressable?		Smoke Detec-tors		Fire Alarm Pull Stations	Sprinkler system	Fire Pumps	Reports to University Police			
Building Name			Zone Addressable?	Point Addressable?	Battery Powered	Hard Wired					Comments	ERC= Notifier IRC= Edwards	Year Installed
Martin Hall						X	4	None	No	Yes		Notifier	1976
Bursary			X			X	2	None	No	No		Notifier	1974
University Ctr. #1,2,3				X		X	16	Wet	No	Yes		EST-3	2004
Continuing Ed								None	No	No		Edwards cam sys.	2011
Marriage and Family Therapy								None	No	No		EST-3	2011
Athletic Building				X		X	18	Wet	No	Yes		EST	2012
PE Complex				X		X	13	Wet	No	Yes		EST	2002
Rec Center				X		X	9	Wet	Yes	Yes		EST	2002
Sustella Parking				X		X	5	Wet	No	Yes		EST	2012
Ed Center				X		X	8	Wet	No	Yes		EST	2012
Pine Hall						X	5	None	No	Yes	Social Work only	Notifier	1999
Student Union				X		X	19	Wet	Yes	Yes		EST	2009
Psychology Building				X		X	14	Wet	No	Yes		EST-3	2011
Ashley Hall				X		X	4	Wet	No	Yes		EST-3	2012
Palms Dining			X			X	14	Wet	No	Yes		Notifier	2008
Farber				X		X	4	None	No	Yes		EST	2002
Powell Hall				X		X	13	Wet	No	Yes		EST	2009
Bailey Science Center				X		X	30	Wet	Yes	Yes		EST	2012
Nevins Hall				X		X	20	Wet	Yes	Yes		EST	2005
Student Health Ctr.				X		X	9	Wet	No	Yes		Notifier	2008

Updated 09/30/2013	Residence Hall	Building Number	Fire Alarm Addressable?		Smoke Detectors		Fire Alarm Pull Stations	Sprinkler system	Fire Pumps	Reports to University Police			
Building Name			Zone Addressable?	Point Addressable?	Battery Powered	Hard Wired					Comments	ERC= Notifier IRC= Edwards	Year Installed
Pound Hall				X		X	8	Wet	Yes	Yes	Attic Only	EST	2002
Thaxton Hall						X	9	None	No	Yes		EST	2012
Barrow Hall				N/A				None	No	No			
Physical Plant				N/A				Wet	No	No			
University Ctr. #4				X		X	11	Wet	Yes	Yes		EST	2004
Oak St. Parking				X		X	5	Wet/Dry	No	Yes	Wet in office area, dry in parking area.	EST	2012
Cont. Ed. Classrooms						X	1	None	No	No		Notifier	1998

Fire protection systems are tested annually under the supervision of Plant Operations. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists. Fire extinguishers are checked monthly and inspected annually by a contractor.

When a fire alarm is activated, the alarm simultaneously sounds at the location of origin and at the University Police Dispatch office, which is staffed 24/7. Officers respond immediately on such an alarm to determine the cause and notify the fire department.

Supervised Fire Drills

Mandatory, supervised, announced and unannounced fire drills are conducted for each residence hall at the beginning of each semester by campus safety officers. Because a fire can happen at any time, drills are conducted at various times, night and day.

Evacuation Policy and Procedures

The Emergency Response Plan and the Community Living Guide Book are available online. They provide instruction in the case of an evacuation or emergency:

Know the location of the nearest exits and fire alarm pull stations so that an alarm can be initiated. To activate the alarm, pull the handle until you hear the alarm sound. It may be necessary to break a pane of glass to reach the handle. Get out when the fire alarm sounds.

Know what to do if you are trapped. If the exits are blocked by heavy smoke or fire, retreat as far as you can, closing (but not locking) as many doors as you can between you and the fire. If possible, call the VSU police department (5555 from a campus phone) and give them your exact location. If smoke starts coming in, try to seal the door as best as you can. If you can open an exterior window, try to signal the fire department and be ready to close the window if smoke is drawn into your refuge.

If there is smoke, stay low; it will be easier to breathe.

Do not create a trap; keep your office safe; do not increase your risk by clogging your office with papers or other items. Simple good housekeeping is an important part of fire safety.

Evacuation Procedure for Disabled Persons

Persons whose mobility or who are impaired are individually responsible for informing their supervisors, residence life staff and University Police (229-333-7816) of their name, location and the nature of their disability. This information will be given to emergency responders during an emergency situation. The rescue of disabled persons who are unable to evacuate themselves will be an initial priority for responding fire units. Co-workers may assist in evacuating disabled persons only if this places them in no personal danger. Always ask someone with a disability how you can help before attempting any rescue technique. Ask the individual if there are any special considerations or items that need to come with the person. Mobility- impaired persons in wheelchairs on non-ground-level floors should proceed to the nearest enclosed stairwells and wait for responders to arrive. Someone should stay with the disabled person if it does not place them in additional danger, and someone should meet responding fire fighters to report the location of disabled persons. Visually impaired persons should have a sighted individual guide them to safety. Inform hearing-impaired persons of the nature of the emergency. Do not assume they know what is happening by watching others.

Fire Safety Violations and Prohibitions

Fire safety violations will result in fines, sanctions and possible revocation of the privilege of living in campus housing. Repeat or egregious offenses will result in heavier fines or sanctions and possible suspension or expulsion from the College.

Covering or tampering with smoke detectors and/or sprinkler heads creates life safety hazards and is strictly prohibited.

Residents may not have or use candles, incense, sterno, potpourri burners, hookahs or other items that function by burning. Candles may not be present in the room, even for decorative purposes.

No flammable liquids such as lighter fluid, kerosene, gasoline, etc., may be stored in rooms.

Flammable items such as sheets, cloth, fish net, etc., may not be hung or draped from the walls or ceiling. Light fixtures may not be covered with flammable items such as cloth, paper or cellophane.

No live Christmas trees or live greenery may be used in any building. All decorating materials used on floors where students live must be fireproof.

Residents and their guests and visitors shall not tamper with the fire alarm system, fire extinguishers, fire hoses, fire doors, residence hall room door closures, red phones, smoke detectors or other fire equipment.

Residents and their guests and visitors must evacuate the building immediately when a fire alarm sounds. Residents should always take a fire alarm seriously, never assuming that an alarm merely signifies a drill.

Stairway and hallway fire doors shall be kept closed at all times. Mandated by the state fire marshal, these closed doors can contain a fire long enough to allow the occupants to escape.

Residents may not leave items in the hallways.

Residents shall not use the elevator in the event of a fire or fire drill.

Residents may not leave an outside door propped open and unattended at any time; this endangers the safety and security of every resident of the building.

Under no circumstances may fireplaces be used.

Smoking

All campus facilities are nonsmoking buildings. All students and their guests and visitors are prohibited from smoking in any University-owned building at all times. This includes common areas and student rooms as well as porches, fire escapes and balconies.

Smokers who choose to smoke outside the residence halls must use the proper containers (ashtrays and metal trashcans) for disposing of cigarettes and ashes.

Fire Safety Education and Training Programs

All residence life staff receives fire safety training and are responsible for providing fire safety guidance to students. Prior to the first fire drill of the year, residence life staff conduct a mandatory house meeting for students during which evacuation procedures and fire safety rules are reviewed with new and returning residents.

Incident Report

All fire alarms, fires, fire drills and related incidents are documented on Incident Reports. Copies are maintained in our fire safety log book for easy public access and inspection.

FIRE STATISTICS LOG 2011							
Valdosta State Residential Facilities	Total Fires in Each Building	Date	Time	Cause of	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Georgia Hall							$0.00
Reade Hall							$0.00
Langdale Hall							$0.00
Hopper Hall							$0.00
Converse Hall							$0.00
Brown Hall							$0.00
Patterson Hall							$0.00
Centennial Hall							$0.00

FIRE STATISTICS LOG 2012							
Valdosta State Residential Facilities	Total Fires in Each Building	Date	Time	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Georgia Hall							$0.00
Reade Hall							$0.00
Langdale Hall							$0.00
Hopper Hall							$0.00
Converse Hall							$0.00
Brown Hall							$0.00
Patterson Hall							$0.00
Centennial Hall							$0.00

Fire Alarm Activity Log Sheet

Date	Time	Description and General Location	Name (Please print)

Sprinkler Activity Log Sheet

Date	Time	Description and General Location	Name (Please print)

Fire Safety Inspections and Improvements:

Fire protection systems are tested annually under the supervision of Plant Operations. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists. Notify Environmental and Occupational Safety whenever you notice damage or a possible problem with fire protection equipment. Each month, Environmental and Occupational Safety staff performs monthly general building fire safety inspections. In addition, Residence Life staff performs resident room inspections twice per semester and once over the summer. Any fire safety violations will be cited and referred for immediate correction. Violators may be judicially referred.

Specific Fire Safety Procedures:

* Be aware of the exit locations in your building.

* If a fire alarm is activated, immediately leave the building. Get others to do the same as you leave.

* Use the stairs, not the elevators, when evacuating the building.

* Move to your assembly point a safe distance away from the building, and do not congregate in roadways or service drives.
* If a person is disabled or in need of assistance, tell responding emergency services personnel. Use stairwells as a place of refuge until emergency personnel arrive to safely move the person from the building.

* Close all doors and windows. This will help contain any possible fire, smoke or poisonous gases.
* Use fire extinguishers only on small fires or only if it appears safe to do so.

* Do not put your own safety in danger.

* Never hesitate to activate a fire alarm system if you suspect fire, smoke or unusual heat.
* Provide emergency responders with any information you may have about the fire alarm condition or persons injured or needing assistance.
* Don't re-enter the building until the alarm stops and emergency personnel provide an "all-clear" message.

Definitions:

Fire – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill – Is a supervised practice of an evacuation of a building for a fire.

Fire-related injury – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death – Any instance in which a person is killed as a result of a fire; including death resulting from a natural or accidental cause while

involved in fire control; attempting rescue; or escaping from the dangers of a fire; or deaths that occur within 1 year of injuries sustained as a result of the fire.

Fire safety system – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

Value of Property Damage – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption

Valdosta State University Fire Response Plan

Created: October 2009 Reviewed: September 2013 Revised:

Overview

Fire can be one of the most dangerous events, which can occur on a university campus. Fire prevention is preferable to fire fighting and University staff will report all fire hazards to the University Police Department.

The University buildings vary in construction, internal fire suppression capabilities, and ease of access. It is imperative that in the event of a fire, that we work together to provide a coordinated response to assist fire fighters.

I. Training

All departments should train their personnel in fire prevention techniques, the use of portable fire extinguishers, and first aid. All staff should also be instructed in the location of fire exits in their building the exit plan for removing students and other personnel from the building in the event of a fire. Staff and faculty should pay special attention to any; disabled employees or staff that would need assistance in exiting a building in the event of fire or natural disaster.

II. Fire Response

A. University Police Officer locates fire

1. Evaluation

When an officer locates a fire, the officer will evaluate the extent of the fire and determine the following:

a. Will a fire extinguisher be able to suppress the fire rapidly and completely?
b. Is the fire contained in a room or area that it can be contained (fire and smoke) if the fire extinguisher fails to suppress?
c. Does the officer have a clear path of escape if the fire extinguisher fails to suppress?

2. Response

If the fire can be extinguished by the use of a fire extinguisher, the officer will do so. If the fire is located in a mattress the mattress will be removed from the building. If the fire was against a wall and the wall shows signs of burning, Plant Operations will be contacted to examine the area for damage to wiring and plumbing. If Plant is not available and the officer is concerned that the fire may have pierced the wall, the Valdosta Fire Department will be notified.

If the fire cannot be suppressed successfully, Dispatch will notify the Valdosta Fire Department to be in route. The responding officer will begin evacuation of the facility and coordinate fire department response.

B. Fire Reported to Dispatch: Dispatcher Duties

1. Fires may be reported to Dispatch in any of these four ways:
   a. Fire alarm system reports to University Police through the central monitoring station.
   b. Phone Call to emergency number (5555)

c. Person's coming to the police station to report the fire.
d. Direct call to 7816

2. When notified of a fire, the dispatcher will notify the duty Commander of the report and the method by which it was received (Alarm system; phone call, etc.). The dispatcher will immediately call the Fire Department. The duty commander and the Valdosta Fire Department will be given the following information.

a. The location and type of building involved; Academic, Residence Hall, Chemical storage area, etc);
b. The location of the fire (or alarm) in the building and how extensive the fire is.
c. The number and type of any injuries reported.
d. If any disabled persons are in the building.

Note: If additional, critical information becomes available the dispatcher will re-contact 911 and supply that information to them.

3. The Chief of Police and Director of Environmental and Occupational Safety will be notified once the Fire Department has been notified. The Chief of Police or designee is responsible for making calls to the University Administration.

C. Responding Officer(s) Duties:

1. Locating Fire - It is the officer's primary duty to see if there is a working fire in the building. The responding officer will enter the structure to determine the existence, location, and extent of a fire, and any injuries associated with it. All information discovered by the officer will be provided to Dispatch who will relay it to 911. Note: If officers can see heavy smoke or fire coming from a building they are not to enter the structure.

2. Fire Alarm - If a fire is located and the building alarm system has not been activated, the first officer on the scene will activate the alarm. Responding officers will assist in the evacuation of the building but will not enter smoke filled areas. Responding officers will not reset the fire alarm until a thorough inspection of the facility has been completed.

Note: Shutting off the alarm is a signal that it is safe for people to return to the building. There is no way to tell them otherwise once they have started going back in.

3. Request Additional Personnel - If in the opinion of the shift commander that additional manpower is needed, the Chief will be contacted and assistance requested.

4. Traffic Control - The supervisor on duty will direct officers to clear traffic from the affected areas so as to allow for rapid Fire Department response. Once the Fire Department has arrived all roads into the area are to be blocked to any motor vehicle traffic.

5. Access To Fire Scene - Police Line tape will be placed around the structure on all accessible sides. Officers will stand on each side of the facility to prevent non-emergency personnel from interfering with fire suppression activities.

6. Missing Persons - If the structure is a residence hall, officers will work with Housing staff to determine if anyone is not accounted for. In non- residence halls employees will be surveyed to determine if anyone may still be inside. If it is determined that someone may still be in the structure this information will be forwarded to the battalion chief on the scene. University staff will not enter the building in an attempt to rescue those who may be trapped.

7. Chain of Command - The Battalion Chief from the City Fire Department is in command of the scene until the fire is extinguished. All officers

will respond to requests from the Fire Chief as if it were a direct order from VSU PD supervisor. If directed by the fire department to perform a duty that takes an officer from a VSU Police assignment, the VSU supervisor is to be notified immediately.

8. Update Dispatch – The supervisor will keep the Dispatcher updated as to the progress of the fire, level of damage, fire suppression efforts, and injuries/fatalities.

III. Activation of Command Center

In the event a fire affects a major structure on campus, a Command Center will be activated.

1. **Direction and Control**
   The President of the University or his/her designee will exercise direction and Control of Disaster Operations at Valdosta State University. The VSU Chief of Police and the Director of Environmental and Occupational Safety (or their designee) will be utilized as Operational Disaster Coordinators for the President.

2. **Establishment of a Command Center**
   The Command Center will be established in close proximity to the fire scene.

   Staffing of Command Center – Depending on the severity of the disaster, the type of facility involved, the Command Center will be manned by some/all of the following personnel:
   a. President
   b. Command Group
   c. Emergency Coordinator
   d. Director of University Police or designee
   e. Director of Environmental and Occupational Safety or designee
   f. Director of Physical Plant or designee
   g. Public Relations Officer or designee
   h. Telecommunications Officer
   i. Human Resource Officer or designee

   If appropriate, the following agencies will also be included:
   j. Valdosta Police /Fire Department
   k. Lowndes County EMA
   l. GEMA

   Once the situation has stabilized, command personnel may leave the Center as long as a replacement with decision making authority is on site, or the person can be quickly located via radio or phone. Once the situation has stabilized, the Command Center will be activated in the Presidents Conference Room and University response will be coordinated from there.

   The following administrative personnel will be notified to respond to campus and activate their staffs as directed.
   a. Director of Food Service or designee
   b. Director of Health Services or designee
   c. Dean of Students or designee

3. **Communication Systems**
   The VSU PD Communications System the 800 MHz Facilities Radio System and other radio systems will be utilized to ensure contact with Campus Departments and assisting Agencies. Any radio system used during the operation will be registered with the Command Center and one of the radios assigned to the dispatchers in the Command Center.

4. **Use of University Resources and Mutual Aid**
   During the emergency or disaster, university departments will perform necessary emergency functions as provided in this plan. Mutual aid will not be requested until all available university resources and/or manpower have been depleted, or until resources are no longer available. All assistance provided to the University or by the University to the County or City will be in accordance with the Mutual Aid agreements signed by all three entities.

5. **Personnel Rosters**
   All responding emergency services personnel will report to the Command Center and sign in. It is important that an accurate roster be kept for all personnel who work during the crisis and recovery stage. The roster serves the following purposes:
   a. Make assignments and arrange for replacements.
   b. Allow communication operators to keep track of the on duty employees for safety reasons.
   c. Provide documentation for the University to be reimbursed for hours worked if the incident results in a disaster declaration.

IV. Relocation – Residence Halls and Academic Buildings

Residence Hall

In the event that a fire in a residence hall requires an extended period of time to extinguish, or is made uninhabitable, the residents will be transported to a temporary shelter site. From this location the University will coordinate a response to see that the residents are fed, arrangements are made to obtain clothing, replace books and other documents, and provide for the medical and psychological needs of the residents.

Shelter Sites

The locations for use as shelter sites are as follows:

1. University Center
2. Student Union
3. Student Recreation Center (SRC)
4. PE Complex

University Center will be considered the primary shelter site due to the availability of food service, parking, and limited access. The second choice will be PE Complex and then Student Recreation Center. If a shelter site is activated, the department responsible for the location will be informed as soon as possible.

Transportation

Residents will be transported by use of a shuttle bus. If it is a large group that needs transportation, the Parking Services Supervisor will be called for a rapid response to campus.

Multiple trips may be required and Housing or Student Life and University Police must coordinate the movement of the residents from the Hall to the shelter site.

Residents must not leave the area without checking- in with the Housing Staff. A list of all residents must be maintained showing who is in the shelter and those who have found shelter with friends. This list will be maintained so that the University can account for all residents.

Shelter Operations

Student Housing personnel will staff the shelter during the entire time that it is in operation. An information desk will be staffed so that residents can sign-in when they arrive, and parents can check-in upon their arrival.

Student Health will be available to deal with medical and psychological problems.

The shelter is considered a secure site and VSU Police will limit access and provide security until the shelter is closed. Only residents of the effected hall should be allowed in the shelter.

University Communications will coordinate media access and will have staff on site until the shelter is closed. Dining Services will be contacted to provide drinks and snacks during the time that the shelter is in operation.

Academic Buildings

In the event that an academic building is damaged or destroyed by fire, the Vice President for Academic Affairs, the dean for the respective college and Registrar will be notified as soon as possible.

Depending on the extent of the damage the President will either cancel classes for a period of time to allow for cleaning and repair, or relocate those classes to other facilities.

Whatever decision is made, flyers will be created and the staff from the effected College and VSU staff will distribute them over the next several days following the fire, outside the damaged structure.

Building Security

Once a fire has been extinguished and released by the fire department, the room/building will be physically secured by Facilities to maintain the integrity of the scene until our onsite Risk Insurance person, insurance investigators and the State Fire Marshall arrives, VSU Police will post an officer at the site. The campus locksmith, at the direction of the Chief of Police, will change the locks to a non-master lock to further restrict entry. A key will be provided to Risk Management.

V. Arson

If a fire is determined to be of suspicious origin, the following actions will be taken.

Dispatchers:

The following personnel will be notified immediately in the following order: Chief of University Police

a. President
b. Vice President
c. Director of Environmental and Occupational Safety
d. Risk Insurance Manager

Officers:

If an officer comes onto a fire scene and evidence exists which would indicate arson or if the cause of the fire is not readily apparent, the following actions will be taken.

Scene Security - secure the scene immediately after the fire has been extinguished.

Do not allow anyone into or around the scene after the overhaul is completed by the fire department. Tape off the scene with CRIME SCENE tape and post an officer(s) at the location until relieved

Field Interviews - Officers will attempt to interview any person who is at the scene as to what they know about the fire and if anyone was in the area prior to the fire. Officers make a special effort to interview anyone who has been seen at a previous fire or seems to be overly interested in the proceedings of the fire department activities. All field interviews will be recorded and turned over to Chief of Police at the end of the shift.

Investigators - All officers assigned to protect the scene will stand by for the arrival of the investigators. When the investigators arrive they will be in charge of the scene. Uniform personnel will be under the direction of the investigators until told by the investigator they may leave.

The investigator(s) will be responsible for evidence collection, follow-up interviews, and prosecution of the case.