

2017 Campus Fire Safety Annual Compliance Report

Introduction

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety compliance report. Contents of this report reflect the requirements outlined in HEOA, which are included in Colby Community College's (CCC) campus fire safety program. Elements of the campus fire safety annual compliance report consist of: fire prevention policies and practices, fire safety educational and training initiatives, description of fire protection equipment in the residence halls, emergency evacuation procedures, fire safety statistics, and proposed plans for future improvements to the residence hall campus fire safety program. The attached **2017 Fire Log Summary** provides descriptive statistics on fires that occurred in on-campus residential housing during the 2017 calendar year as well as the 2016 and 2015 calendar years.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at CCC, and the institution's state of readiness to detect and respond appropriately to fire related emergencies. This report can be viewed online at www.colbycc.edu under Security. Hard copies of the report are available for public review by calling 785.460.5495 or by visiting the Vice President of Student Affairs Office located in the student union. The office is open from Monday through Friday, 8 AM to 5:00 PM excluding holidays.

Program Objectives

It is the policy of CCC to endeavor through astute observation and established industry practices to promote safe environmental conditions for faculty, staff, students, and visitors that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by:

- Conducting periodic review and update of fire prevention policies,
- Conducting regularly scheduled fire drills in the residence halls,
- Promoting fire safety awareness for employees and students by conducting regularly scheduled training programs on fire prevention and emergency evacuation procedures,
- Inspecting, testing, and maintaining fire protection systems in accordance with National Fire Protection Association (NFPA) standards and Occupational Safety and Health Administration (OSHA) standards,
- Performing plan review, code consultation, and acceptance testing on construction, capital improvement and renovation projects.

Definition of Terms

- Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- 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: A supervised practice of a mandatory 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 a fire. The term “person” may include students, faculty, staff, visitors, firefighters, or any other individuals.
- **Fire-related death:** Any instance in which a person (1) 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 (2) dies within one year of injuries sustained as a result of a 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. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone 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. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however it does not include indirect loss, such as business interruption.

Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented in an effort to complement the program objectives. Applicable NFPA, OSHA, residence hall student regulations and the CCC Emergency Guide were referenced during the development of these policies. A summary of these policies is highlighted below:

Holiday Decorations

- All decorations and ornaments must be of fire-resistant or non-combustible material,
- The use of live or cut Christmas trees is prohibited in college buildings.
- Artificial trees made of fire retardant materials or non-combustible materials labeled with UL or Factory Mutual (FM) approval ratings are allowed. No natural trees, wreathes, boughs or other decorations constructed from the branches of natural trees may be used. Metallic trees may create electrical hazards when placed in close proximity to the electrical supply, therefore, the use of electric lights on metallic trees is prohibited.
- Trees and other decorations must be located so as not to obstruct exit corridors or the operation of fire protection equipment (*e.g.* fire extinguishers, sprinkler heads, exit signs, fire alarm pull stations, smoke alarms or heat detectors). Trees should also not be placed in any manner that could present a fall or trip hazard, impede egress, or block emergency egress from any room. Do not affix or tie decorations to such equipment.
- Electric light strings should carry a UL or FM approval label. These lights should be checked for fraying, bare wires, loose connections, and cracked plastic parts. If any of these conditions are present, the string or cord should not be used. Use of miniature electric lights are encouraged since they are both cooler and more energy efficient than regular size lighting. Unplug holiday lighting when the area is unoccupied. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce an electric shock.
- Light strings should not be placed in any manner that could present a fall or trip hazard, impede egress, block emergency egress from any room, or restrict access to fire protection equipment.

- Electrical cords (light strings or extension cords) should not be routed through doorways with doors, under rugs or loose carpeting or across work surfaces. Routing of cords through these areas may cause damage to the cord and create a tripping hazard.
- Do not plug cords and lights into an overloaded circuit. Multi-plug adapters are prohibited in college buildings. Use power strips with a fuse or integral circuit breaker when extra outlets are needed.
- Decorative displays should be compact. Garlands, streamers or displays that extend down a corridor should not be used because of their potential to spread fire, increase the fuel load, and impede egress. These displays should be confined to office areas (laboratories should not have any displays.) Displays are prohibited in stairwells and should be limited in corridors, lobbies, and common areas in the residence halls.
- All holiday decorations should be removed before leaving campus for the holidays and at the end of each semester.
- No candles, incense burners, potpourri pots, or scented oil warmers may be used at any time in the residence halls. Candles can be displayed in Menorahs and other religious articles but may not be used and should remain unlit with the wicks removed. Battery operated candles are also allowed.
- Decorations should not conceal the residence hall room number located on the exterior of the room door. This number needs to be visible and readily identifiable for first responders.
- Decorative materials including artificial snow, decorative sprays, ceiling/wall tapestries, and other highly flammable materials are strictly prohibited.
- Halogen lamps, torch lamps, and multi-headed lamps are prohibited.

Electrical Equipment and Appliances

- Use surge protectors/power strips for all electronics, particularly computers, televisions, DVD players, gaming systems, stereo equipment, and clock radios. Lightweight extension cords and multiple outlet plugs without surge protectors create a safety hazard and are discouraged.
- Open-ended heating elements and electrical appliances that may pose a fire hazard, such as hot plates, hot pots, electric or contact grills, and space heaters are prohibited in the residence halls. Electrical appliances with an enclosed heating element are permitted in the halls (e.g. popcorn makers and coffeepots) when used under continual supervision.

Prohibited Items

- Items that pose a danger to persons, damage to College property, a fire/safety hazard, and/or a public nuisance must not be used, possessed, or stored in residence halls (including student rooms). These include:
- Internal combustion engines, acids, automobile batteries, gasoline, torches, plastic trash containers, and flammable liquids.
- Charcoal and fire starter materials. Residents may store grills (but not combustible fuels) in their rooms, but may not use them indoors. Charcoal grills must be located at least 100 feet from any campus building when in use.

Tampering of Fire Protection Equipment

Students who are found tampering with fire protection equipment (e.g. fire extinguishers including cabinets and signage, fire alarms, smoke and heat detectors, pull stations, standpipe valves, and sprinkler heads) may be subject to fines and additional sanctions as outlined in the Student Code of Conduct policy.

Regularly Scheduled Fire Safety Inspections

- As part of scheduled semester safety inspections, designated residence hall staff inspect student rooms for the presence of fire safety hazards including, but not limited to:
- Non-polarized extension cords,
- Non-UL approved equipment,
- Multiple outlets without circuit breakers,
- Improper installation of microwave/refrigerator units,
- Use of non-metal trash cans,
- Decorations inconsistent with fire safety guidelines,
- Clearly observable room damage,
- Unauthorized furnishings,
- Other violations inconsistent with the college fire prevention policy,
- Candles with burned wicks.

Once identified, residence hall staff assists students in removing such hazards in accordance with the Student Code of Conduct policy. The College also has established a collaborative partnership with the Colby Fire Department and the college's property insurance loss control firm to promptly mitigate fire safety hazards if identified during routine life safety inspections.

Residential Facility Smoking Policy

- No smoke is allowed, including that created by cigarettes, cigars, pipes, candles, or incense.
- Smoking is not permitted inside any residence hall building, including student rooms, hallways, bathrooms, elevators, lounges, dining areas, and other public spaces.
- No smoking is permitted within 15 feet of, or next to, any door entrances, operable windows or air intake vents.

Policy on Renter's Insurance

CCC does not provide insurance coverage to protect contents and property owned by occupants residing in the residential facilities. Therefore, residents are strongly encouraged to obtain a renter's insurance policy so they can seek compensation for contents that are damaged and/or destroyed as a result of a fire or other related peril.

Fire Safety Education and Training Initiatives

- Residence hall staff including: resident advisors, residence hall coordinators, and student dining managers receive intensive and comprehensive fire safety training prior to the start of every fall semester. Topics and exercises include: a review of fire prevention policies listed therein, weather safety information, fire extinguisher training, emergency evacuation exercise, and a mock fire safety inspection.
- Every student room has an emergency evacuation map installed on the inside of the front door to direct occupants to primary and secondary exits. Two fire drills per residence hall are conducted each fall and spring semester in coordination with the Housing, Maintenance, and the City of Colby Fire Department. As outlined in the residence hall policy, participation in fire drills is mandatory and failure to evacuate the building during a fire alarm will result in disciplinary action. The Fire Department critiques the drills to identify problem areas, which are then discussed and resolved with Housing staff.
- Fire safety training programs are also provided to other student, staff, and faculty groups on campus by request. This training typically consists of a review of fire prevention policies, emergency evacuation procedures, and a fire extinguisher exercise.

Inspection, Testing, and Maintenance of Fire Protection Equipment

Residence Life staff and maintenance administer the campus fire safety program. All fire protection equipment in residential housing facilities is tested, inspected, and maintained in accordance with applicable NFPA standards.

Emergency Evacuation Procedures

If a fire occurs in a residence hall, the fire alarm response procedure is initiated by residence hall staff with support from first responders (e.g. Director of Security and the Colby Fire Department). Other departments including Division of Student Affairs and Maintenance may also provide support in the investigation, restoration, and cleanup efforts. Fire alarm systems notify building occupants of a potential fire, thus initiating a building evacuation sequence. As conveyed during fire drills, building occupants are directed to the nearest building exit upon activation of the fire alarm system. Use of the elevators is strictly prohibited and is controlled by the fire department to assist in fire fighting and rescue efforts. Building occupants cannot re-enter the building until either police or the fire department indicates that it is safe to do so. After every fire alarm activation or reported fire condition, the housing coordinator on duty is responsible for promptly submitting a fire alarm report to the Vice President of Student Affairs.

Residence Life coordinators maintain an active list on file of those occupants who may be permanently or temporarily disabled. The list is located behind the front desk at each residence hall for immediate access to the fire department so they can better prepare and strategize the potential rescue of physically disabled occupants.

Emergency evacuation procedures for students and employees occupying other campus buildings can be found in the *CCC Emergency Guide*. The emergency guides are posted in classrooms, offices, and other places of public assembly across campus.

Fire Safety Statistics

The data presented in the following tables summarize the reported fires that occurred in on-campus housing facilities between the years 2017-2015. There are no off-campus housing including rooming houses, private residence halls, and multi-family apartment dwellings, owned and operated by CCC and, therefore, fire statistics from off campus housing are not included in this report. Residence Hall Coordinators complete the “*Residence Hall Fire Alarm Incident Report*” to report all fire conditions to the Campus Fire Safety Manager, Scott Williams.

<i>Summary of 2017 Fire Safety Statistics (For Calendar Year 2017-18) Residence Hall</i>	Number of Fires	Causes	Injuries	Fatalities	Estimated Value of Property Damages
Living Center East	0	0	0	0	0
Living Center North/Hines Hall	0	0	0	0	0
Living Center North East/Embree Hall	0	0	0	0	0

<i>Summary of 2016 Fire Safety Statistics (For Calendar Year 2016-17) Residence Hall</i>	Number of Fires	Causes	Injuries	Fatalities	Estimated Value of Property Damages
Living Center East	0	0	0	0	0
Living Center North/Hines Hall	0	0	0	0	0
Living Center North East/Embree Hall	0	0	0	0	0

<i>Summary of 2015 Fire Safety Statistics (For Calendar Year 2015-16) Residence Hall</i>	Number of Fires	Causes	Injuries	Fatalities	Estimated Value of Property Damages
Living Center East	0	0	0	0	0
Living Center North/Hines Hall	0	0	0	0	0
Living Center North East/Embree Hall	0	0	0	0	0

