

## Description of Residence Hall Fire Safety System

Number of fires and the cause of each fire:	Zero
Number of injuries related to a fire that result in treatment at a medical facility:	Zero
Number of deaths related to a fire:	Zero
Value of property damage caused by a fire:	Zero
Number of fire drills in 2015:	One

There are four floors in the Clarkson College Residence Hall—35 four bedroom apartments and one two-bedroom apartment—one elevator and six building entry points.

- › **Fire Extinguishers:** 16 total in the Residence Hall, 4 on each floor. Two pull stations are on each floor.
- › **Sprinkler Heads:** 12 in each student apartment; seven in each stairwell (14 total for two stairwells); 19 in each hallway on second, third and fourth floors; 28 in the hallway and common areas on first floor.
- › **Smoke Detectors:** Six in each student apartment with one strobe in each apartment. One strobe in each stairwell (two total), and six strobes in each hallway on second, third and fourth floors. Ten strobes on first floor.
- › **Exit Signs:** Four exit signs on second, third and fourth floors; six exit signs on first floor.

## RESIDENCE HALL SAFETY POLICIES

### FIRE SAFETY

Clarkson College would like to ensure the well-being of all students and visitors. There are more and more campus fires occurring each year taking the lives and livelihood of residents. The most effective way to avoid harm in a fire is to be prepared before it happens. At the beginning of the year a Residence Hall staff member will explain emergency procedures for the facility including fire, tornado, flood, bomb threat, etc. The explanation will include where all exits and stairwells, fire extinguishers, and alarm pull stations are located. It is important that all residents treat all alarms as the real thing and follow the appropriate guidelines established by Clarkson College. Elevators are not in operation for some emergencies and stairs must be used. Failure to follow any emergency procedure can result in a fine and possible disciplinary action. If you are physically challenged or become physically challenged (some examples are: sprained ankle, broken leg or injury that requires crutches) at any time during your stay, notify a Residence Life Staff member immediately. You will be put on the Mobility Impaired List that is kept in the Residence Life Office.

If you see or smell fire in the facility: On your way out of the building, pull the fire alarm pull (only if it is on your way out) and evacuate the building immediately! Never attempt to put out a fire on your own.

If you hear a fire alarm sound: Immediately leave your bedroom and apartment and follow the fire emergency route outlined by the Residence Life Office by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building so the appropriate personnel can enter and residents exit.

If you are trapped in your apartment or bedroom: Move to the closest window and wave brightly colored clothing or a light out an opened window to alert rescue team members to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door.

## **SMOKE DETECTORS**

Smoke detectors are provided in every apartment to help prevent personal injury. When the smoke detector sounds:

- › If there is a fire, exit the room and close the door so the fire cannot escape, pull the alarm, exit the building and notify Security and the Residence Advisor on Duty (RAOD).
- › If there is not a fire, extinguish heat or smoke sources, open windows and doors and tell other residents that there is no fire. Call a Residence Life staff member immediately to notify them of the false alarm. If the alarm does not stop, call a Residence Life staff member for maintenance help. If you hear a smoke detector from another apartment, knock on the door. If there is no response and the detector has not stopped sounding, call a Residence Life staff member to investigate the situation.

It is against Clarkson College policy to tamper with or render one's smoke detector ineffective. Sprinkler heads are also not to be tampered with at any time including hanging personal items from its fixture. If a resident tampers with a sprinkler head or smoke detector at any time, a fine can be assessed and disciplinary action can be taken.

## **POWER FAILURES**

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction. Call the RAOD.

## **HALOGEN LAMPS**

The only halogen lamp allowed in apartments must include a protective grill covering. Halogen lamps get extremely hot because of their high temperatures. Never leave a halogen lamp unattended. Never drape anything over the top. Never put a halogen lamp close to drapes/curtains. All halogen lamps must be: (a) UL approved; (b) adhere to UL Standard 153, revised as of Feb. 5, 1997; and (c) have a factory-installed shield or cover above the bowl of the lamp.

## **SMOKING**

The entire Clarkson College campus is smoke free as of March 2011. Smoking in the apartment is considered a safety concern. Smoking is strictly prohibited inside any building on campus (includes common areas, hallways, stairwells, apartments, bedrooms, etc.) and outside anywhere on campus. Any student who violates this policy will have disciplinary actions taken against them.

## **OPEN FLAMES**

Open flames are not permitted inside the Residence Hall (includes common areas, hallways, stairwells, apartments, bedrooms, etc.). This includes open flames such as candles, incense, potpourri cigarette lighters, pipes or flammable materials, etc.

## **HOLIDAY SAFETY**

Only Underwriter's Laboratory-approved electrical cords and lights may be used to add additional electricity to your apartment. The same electrical cords can be used on fake Christmas trees, wreaths or any other décor. Live Christmas trees, wreaths or other types of greenery are prohibited in the apartment/bedroom. Only non-flammable Christmas decor is allowed in the apartments. Any seasonal or other décor that is affixed to the outside of the apartment door or wall must be removed prior to the break between the fall and spring semesters.

## **FIRE EVACUATION IN THE RESIDENCE HALL**

- › Exit your apartment and the building immediately.
  
- › Exit using the stairs, not the elevators.
  
- › Exit through the main lobby doors out into the parking lots south of the building or exit the building through the upper level of the student center and cross the street toward Bruegger’s Bagels. Do not exit into the courtyard—it’s a fire hazard.
  
- › Remain outside the building and away from the entrances until the fire department has cleared the alarm and allows you back into the building.
  
- › When the alarm sounds, the doors to the Residence Hall do not unlock. Security is on the scene to assist the fire department and to provide access to the building. In the event that the firefighters do not connect with security, they are trained to enter locked facilities if necessary, including your apartments.

## **COLLEGE STAFF RESPONSIBLE FOR FIRE & LIFE SAFETY**

### **Primary responsibility for student housing:**

- › Vice President of Operations

### **Secondary responsibility for student housing:**

- › Director of Student Housing
- › Resident Hall Coordinator
- › Facility Services Coordinator

### **Outside Companies Responsible for testing:**

- › Fire Alarm Monitoring: Security Equipment Inspection
- › Fire Alarm Testing: ECCO (Electronic Contracting Co)
- › Fire Extinguisher Inspection: UNMC
- › Fire Extinguisher Annual Inspection & Maintenance: General Fire & Safety

## Clarkson College Fire Safety System

Building	Fire Alarm Monitoring	Partial Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans	Number of fire drills each year
104 S 41 <sup>st</sup> Street	X	X	X	X	X	1

- › Partial Sprinkler System is defined as having sprinklers in the common areas only.

## Housing Annual Fire Alarm Report, 2015

Clarkson College Residence Hall contracts with Security Equipment Inspection (S.E.I.) for fire alarm monitoring, ECCO for fire alarm testing, General Fire and Safety for fire extinguisher inspections, and Ahern Fire for sprinkler inspection.

## Fire Log

Location	Date of Alarm	Time of Alarm	Reason	Corrective Action
104 S 41 <sup>st</sup> Street	N/A	N/A	N/A	N/A

## Inspection Report

Building	Date	Fire Extinguisher Inspection	Sprinkler Inspection	Fire Alarm Inspection	Smoke Detector Inspection	When/How Corrected
104 S 41 <sup>st</sup> Street	January	X	X			No Violations
	February	X		X	X	No Violations
	March	X				No Violations
	April	X	X			No Violations
	May	X		X	X	No Violations
	June	X				No Violations
	July	X	X			No Violations
	August	X		X	X	No Violations
	September	X				No Violations
	October	X	X			No Violations
	November	X		X	X	No Violations
	December	X				No Violations

## Annual Residence Hall Fire System Testing:

- › Fire Extinguisher: January
- › Sprinkler System: April
- › Fire Alarm System: April
- › Smoke Detectors: May