



**ALEXANDRIA**  
TECHNICAL & COMMUNITY COLLEGE

## CLERY ACT COMPLIANCE

Fire and Life Safety Report

Fall 2016



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## Alexandria Technical and Community College Fire Safety and Life Safety Report Fall of 2016

### Introduction

On August 14, 2008 President George W. Bush signed the Higher Education Opportunity Act of 2008. This law requires any institution maintaining on-campus student housing to issue an annual fire safety report. The report is to include statistics regarding the number and causes of fires, number of fire injuries and deaths and value of property damage. It must also include information on each on-campus student housing fire safety system, the number of regular mandatory fire drills, fire safety policies, education programs and plans for any needed fire safety improvements.

Alexandria Technical and Community College (ATCC) developed this report to comply with his Act and to better inform the ATCC community – students, prospective students, parents, faculty and staff – on how fires affect the Foundation’s residential facility. It includes all of the required information on fires, preventative actions, campus guidelines and training that is conducted to reduce the likelihood and impact of campus fires.

### Number of Fires, Their Cause, Associated Injuries and Property Damage

The following tables lists all fires that have occurred in on-campus housing facilities in the past three calendar years.

Reporting Year	Number of Fires	Number of Deaths	Number of Injuries	Value of Property Damage	Cause/Type
2015	0	0	0	N/A	No reports of fire during 2015.
2014	0	0	0	\$ 0- 99	No reports of fire during 2014.
2013	0	0	0	N/A	No reports of fire during 2013.

Foundation Hall 318 17th Avenue East Alexandria, MN	Number of Fires in Building	Date	Time	Cause of Fire	Cause Categories	Number of Deaths Related to a Fire	Number of Injuries that Required Treatment at a Facility	Value of Property Damage Caused by Fire
2015 Foundation Hall	0	2015	NA			NA	NA	NA
2014 Foundation Hall	0	2014	NA			NA	NA	NA
2013 Foundation Hall	0	2013	NA			NA	NA	NA
<b>Totals:</b>	<b>0</b>					<b>0</b>	<b>0</b>	<b>\$0-99</b>

## **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***

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 fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of 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 fire, including death sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of fire, or deaths that occur within one year of injuries sustained as a result of the fire. The term person may include students, faculty, staff, visitors, firefighters or any other individuals.

### ***Fire System Safety***

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, 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 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.

### ***Fire Log***

A fire log is kept in ATCC's Safety and Security Department, which is open to the public during normal business hours. ATCC maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The fire log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The fire log for the most recent 60-day period shall be open to public.

### ***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.

### ***On-Campus Student Housing Facility***

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution or the Foundation of an institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### **Residence Hall and Apartment Fire Drills**

Fire drills are held once a year at the Foundation Hall residential facility. Fire drills are supervised evacuations of a building for a fire. The Foundation Hall Manager oversee fire drills. Students who fail to leave the building drill are fined and the incident is turned over to the Foundation Chief Operations Officer for disciplinary action.

### **Fire and Life Safety Education**

Training is provided to all residents by the Residential Assistant's staff at the beginning of the academic school year.

Residents are educated about evacuation procedures, room personalization guidelines, and the procedure for fire/life safety inspections. Information is provided to residents through floor/building meetings, the Foundation Handbook, flyers, posters in the halls, and emails.

ATCC's website and this publication serve as an additional resource material for educating the entire campus community.

### **Fire Safety Improvements and Upgrades**

The Foundation Hall Manger annually reviews the fire systems in Foundation Hall and will make upgrades, repairs, or revisions when problems are identified.

### **Fire and Evacuation**

Foundation Hall considers fire safety extremely important and students have an obligation to adhere to our regulations, as well as city and State statutes. Foundation Hall may conduct periodic fire drills. Failure to evacuate during fire alarms will result in disciplinary action.

### **Fire Evacuation Procedures**

1. If there is smoke or fire in your apartment, exit the apartment immediately. Residents in other apartments should stay in their units if no smoke or fire is in the vicinity.
2. Residents should use common sense and not panic.
3. Staff members will investigate the cause of each alarm.
4. If the main fire alarm is activated, residents should begin an immediate and orderly evacuation. Proceed to the nearest stairway, exit the building to the parking lot and wait for instructions or permission to re-enter the building.
5. Residents should not run.
6. Residents should take their room keys with them.
7. Anyone who does not evacuate the property and comply with the instructions of the staff will be subject to disciplinary action.
8. Foundation Hall staff will signal that the building is safe and ready for re-entry. No one is re-enter until this signal is given. Personnel authorized to give re-entry instructions are:

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- a. The Foundation Hall Manager
- b. The Resident Assistants
- c. A College Official

(Note: Firemen tell you the building is safe. They cannot authorize re-entry.)

### Fire Reporting Procedures

The following procedures should be followed if you discover a FIRE:

1. Proceed to the nearest fire pull box or call either the Resident Assistance or Emergency Dispatch at 911.
2. Provide your name, the building name, the fire location and if there are any injuries.

### Emergency Evacuation Procedures for Individuals with Disabilities

1. If the occupant, resident, or visitor is located above or below the ground floor, do not use the elevator. Stay in your office or room, or see specific examples below.
2. If the occupant, resident, or visitor is located on the ground floor of the building, exit through the closest appropriate means of egress.
3. Call 911 and give Emergency Dispatch your name, exact location, room number, and telephone number. Remain by the phone until firefighters arrive who can assist persons who are unable to evacuate.

### On-Campus Housing Facilities Fire Safety Systems

The table below lists the safety systems in place at each of the residence halls, apartment buildings, and on-campus houses at ATCC.

Residence Halls Apartment Buildings	Sprinkled	Smoke Alarm Single Station not Monitored (Operate Independently of Building Fire Alarm System	Smoke Detectors Monitored by Building Fire Alarm System	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of evacuation (fire) drills each academic year
Foundation Hall	Yes	Yes	Yes	Yes	Yes	1

### Fire Safety Regulations

#### ***Candles/Flammable Materials/Incense***

Candles, incense, oil lamps, etc. (generally anything utilizing a wick or flame or consuming flammable material, including such things as decorative candles, potpourri simmer pots, and Sterno cans) are NOT allowed in residence hall apartments. Storage of volatile materials or other flammables (e.g. gasoline or combustible paints or liquids) is likewise not permitted. The use or possession of fireworks or firecrackers is prohibited on Foundation Hall property. Violations are subject to citations and/or other disciplinary action.

#### ***Electrical Appliances***

Students may utilize electrical appliances in residence halls such as: radio, tape recorder, television, personal computer, record/CD player, pop-up toasters, electric coffee pot, personal lamp, popcorn popper, fan, shaver,

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portable hair dryer and other personal care appliances. Heating or cooking appliances with open coils, hot plates and sun lamps may not be used in student rooms.

Electric extension cords are not to be used in a manner that may create a fire hazard (such as running a cord under a rug/carpet or in a place where the insulation may be worn out). Students are cautioned to be very careful with electrical appliances and extension cords. Tampering with electrical systems (e.g., installing dimmer switches, ceiling fans, etc., or altering wiring, etc.) is prohibited for the safety of all residents and the general upkeep of the building.

### ***Decorations***

Doors and walls in rooms in Foundation Hall are prohibited from being more than one-half covered with paper, posters, etc.

### ***Combustible Engines***

Mopeds or other combustible engines are prohibited from Foundation Hall property. They must be parked off of Foundation Hall property.

### ***Fire Safety: Evacuation Instructions***

All students and guests are expected to respond appropriately whenever a fire alarm is sounded. Each person is expected to observe the fire safety guidelines. Violations are issued a citation. Whenever an alarm is sounded: 1) leave lights on in the room; 2) close and lock the door; 3) all individuals must leave the building using the nearest exit; 4) remain outside until the staff gives the all-clear sign. Failure to leave the building during the sounding of a fire alarm is a violation of both state and Foundation Hall codes.

### ***Fire Safety Equipment***

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and safety equipment are placed in the halls for the safety of the residents in the building. Misuse of fire and safety equipment is a serious violation of both state and Foundation Hall codes.

## **Fire Marshal's Directives**

Foundation Hall is concerned about the safety and welfare of the students living in Foundation Hall and has both a legal and moral responsibility to see that the State Fire Marshal's directives are met. Foundation Hall cannot and will not play games with fire and safety standards, policies, and procedures. The intent of these directives is very clear: to make Foundation Hall as safe as possible. Students may not do anything or keep anything in Foundation Hall that will increase the risk of fire or explosion or that is contrary to the directives of the State Fire Marshal's office or the terms of Foundation Hall's insurance policies. Misuse of fire and safety equipment including, but not limited to, fire extinguishers and fire alarms is a violation of both Foundation Hall regulations and state laws.

Residents violating these directives are legally liable for both civil and criminal negligence should a fire or other related problems occur. Additionally, should the Foundation Hall discover violations, the student(s) responsible are subject to formal disciplinary action.

## **Smoking Policy**

ATCC prohibits smoking in any of its campus facilities.

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All public facilities at ATCC, including residence hall rooms, corridors, and lounges, are designated “tobacco-free” as provided by Minnesota’s Clean Air Act.

Smoking or tobacco use of any kind (including electric cigarettes) is not allowed in any Foundation Hall apartment, building entrance, patio, or lawn. A designated smoking area is located on the south side of the building and is marked by a sign. Residents caught smoking or using tobacco in any area other than the designated smoking area will be subject to a \$50 fine for the first offense. Each subsequent offense will result in a \$100 fine and possible disciplinary action.

### **Questions and Concerns**

Foundation Hall officials are happy to discuss any remaining questions or concerns that you may have about safety and security at Foundation Hall.