



OFFICE/DEPARTMENT RESPONSIBLE: David Turkow, Environmental Health and Safety

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Campus:	The College at Brockport
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1. FIRE LOG

The College at Brockport Fire Log					
January 1, 2009 through September 30, 2010					
Date	Time	Location	Nature of the fire	Injuries	Property Damage
3/13/2009	11:30 AM	Townhome 85	Nuisance paper fire	none	none
4/7/2009	12:40 PM	Harrison Dining Hall	Nuisance smoke	none	dryer
8/17/2009	6:19 PM	Dumpster outside Benedict/Dobson	Dumpster Fire	none	dumpster
October 1, 2010 through September 30, 2011					
Date	Time	Location	Nature of the fire	Injuries	Property Damage
n/a	n/a	n/a	n/a	n/a	n/a
October 1, 2011 through September 30, 2012					
Date	Time	Location	Nature of the fire	Injuries	Property Damage
10/8/2011	1:50 PM	Townhomes 66	Oven fire	none	oven
2/6/2012	6:49 PM	MacVicar Rm 231	Nuisance food	none	none
2/9/2012	5:02 PM	MacVicar 2nd Lounge	Nuisance food	none	none
3/4/2012	7:49 PM	Mortimer 1208	Nuisance lighting	none	light ballast

Please contact Environmental, Health, and Safety at 395-2005 with questions or for more information.

2. ON-CAMPUS STUDENT HOUSING FACILITIES FIRE SAFETY SYSTEMS

Building Name	Construction Year	Construction Type	Does Building Currently Have Sprinklers	Five-Year Plan to Install Sprinkler System	Does Building Currently Have Integrated Fire/Smoke System
			Yes/No	Yes/No	Yes/No
Benedict Hall Stage VII	1965	Load bearing masonry w/ steel	No	No	Yes
Bramley Res Hall Stage X	1968	Steel construction	No	No	Yes
Briggs Res Hall Stage X	1967	Steel construction	No	No	Yes
Dobson Res Hall Stage VII	1965	Load bearing masonry w/ steel	No	No	Yes
Gordon Res HL Stage VIII	1966	Load bearing masonry w/ steel	No	No	Yes
Harmon Res HL Stage VIII	1966	Load bearing masonry w/ steel	No	No	Yes
McFarlane RH Stage VI	1963	Load bearing masonry w/ steel	Yes	No	Yes
McLean Res Hall Stage III	1959	Load bearing masonry w/ steel	Yes	No	Yes
McVicar R H Stage IV	1961	Load bearing masonry w/ steel	Yes	Yes	Yes
Morgan I	1951	Load bearing masonry w/steel	No	No	Yes
Morgan II	1951	Load bearing masonry w/steel	No	No	Yes
Mortimer Hall STG XIII	1970	Steel construction	No	No	Yes
Perry Res Hall Stage X	1968	Steel construction	No	No	Yes
Thompson	1958	Load bearing masonry w/steel	Yes	Yes	Yes
TownHomes	2007	Metal stud w/masonry venier	Yes	No	Yes

3. DRILLS

A minimum of four (4) fire drills, per year, are held in each residence hall. The first fire drill of the academic year is announced and after the first drill all other drills are unannounced. At least one fire drill is held at night. That equals a total of 52 fire drills for our 13 residence halls.

4. FIRE SAFETY

Each student licensee is required to familiarize himself with and abide by the fire and fire safety regulations applicable to his assigned room, suite, or other area and his assigned Residence Hall as a whole. Fire drills will be held from time to time and, in accordance with the rules and regulations approved by the College Safety Committee in June 1973, all College Residence Halls must be immediately and completely evacuated when the alarm sounds.

The following are strictly prohibited anywhere in a College Residence Hall:

- a. Overloading of electrical outlets, signs of overheating or charring is especially bad.
- b. Multi-plug adaptors or extension cords of any type.
- c. Plug strips (surge protectors), with a fuse, are allowed if they are plugged directly into an outlet - no daisy chains of plug strip to plug strip.
- d. Protect cords to prevent wear or pinching especially in doorways or under rugs.
- e. Use of cooking devices that can produce grease is not allowed in the rooms (ex. Foreman grills, hot plates, crock pots etc). The possession or use of food or beverage heating, cooling, cooking, or other preparation devices of every nature and description except as provided by the College or as expressly sanctioned by the College.
- f. The possession or use of any halogen "torchiere" or five-light multi-colored floor lamps.
- g. The burning of candles and incense is not allowed (battery operated candles and plug in aroma scents are allowed).
- h. Overloading with combustible materials such as papers, posters, or fabric. Tapestries covering more than 25% of the single wall surface or placed on the ceiling. Do not put anything over lamps, such as scarves, clothes, or towels. Tube, rope, or string lighting of any type.
- i. Using holiday lights unsafely is prohibited. This includes plugging one into another, using them for more than just holiday use, placing them behind flammable materials/fabric, or hanging them in or around an entryway.
- j. The possession or use of lanterns, volatile solutions, explosives, fireworks, or other dangerous materials.
- k. The possession or use of open-element space heaters

The storage, cooking, and other preparation of food is strictly prohibited anywhere in a Residence Hall in which the College has not provided "or expressly sanctioned" refrigerators, ranges, ovens, microwave ovens, or other facilities clearly designed to be used for such purpose(s).

All electrical appliances must be UL approved and in good working order. Electrical appliances are not permitted which: (1) have exposed heating units; and (2) are used for cooking foods, except hotpots, popcorn poppers and coffeemakers contained in an enclosed unit. Any cooking equipment that can produce grease or has an exposed heating element is prohibited. One microwave oven not to exceed 700 watts and one refrigerator not to exceed 5 cubic feet are permitted in each bedroom.

The College reserves the right to limit or prohibit altogether the use of any appliance which causes or may cause unusual energy usage and/or constitutes a potential fire hazard. Each student licensee must provide a surge protector for their computer.

Causing a false alarm, discharging a fire extinguisher, breaking or damaging an exit light, activating a heat or smoke detector, or removing or tampering with any fire or safety equipment is strictly prohibited. **The covering of smoke detectors is prohibited by law.**

Per State requirement, residence halls rooms will be inspected once each academic year. The Inspection Team will consist of a State Fire Inspector and a representative from the Offices of Environmental Health and Safety, Facilities and Planning, and Residential Life/Learning Communities. Students are required to correct any violations immediately. If the violation(s) is (are) present upon re-inspection, the student(s) will be referred to the Student Conduct System.

All such prohibited materials, devices, objects, will be confiscated and appropriate action taken under applicable laws and/or College rules and regulations. This list may be updated at any time by the Office of Residential Life/Learning Communities.

*** BE AWARE - A NEW, MORE SENSITIVE FIRE DETECTION SYSTEM HAS BEEN INSTALLED IN THE RESIDENCE HALLS. EACH ALARM CAN BE TRACED BACK TO THE EXACT DEVICE THAT ACTIVATED IT.**

For residential facilities owned and operated by the State University or campus-based organizations or affiliates (auxiliaries, foundations and alumni associations), please describe the fire safety policies and procedures for the following:

5. EVACUATION PROCEDURES

RESIDENCE HALL FIRE SAFETY POLICY: ALL STUDENTS, INCLUDING RESIDENCE HALL STAFF, ARE REQUIRED TO IMMEDIATELY EVACUATE THEIR RESIDENCE HALL WHEN THE FIRE ALARM IS ACTIVATED.

(Failure to adhere to this policy will result in judicial review) Also, the Brockport Fire Department utilizes our residence halls (especially high rise buildings) for fire safety training in order to maintain their competence and familiarity with our buildings. They also inspect and review any new buildings as part of a cooperative effort to assure buildings are fire safe. The College at Brockport representatives (Environmental Health and Safety) meet with the Brockport Fire Department on a regular basis (at least annually) to discuss common goals and objectives and any fire related issues that need to be addressed. We also share our emergency plan and contingency plan with them.

RESIDENCE HALLS/STUDENT TOWNHOMES FIRE SAFETY POLICY

ALL STUDENTS, INCLUDING RESIDENTIAL LIFE STAFF, ARE REQUIRED TO IMMEDIATELY EVACUATE THEIR RESIDENCE HALL OR STUDENT TOWNHOME WHEN THE FIRE ALARM IS ACTIVATED. (Failure to adhere to this policy may result in referral to the Student Conduct System.)

Fire Evacuation Procedures – All Students

In order to ensure the safety of all residents and visitors of the Residence Halls and Student Townhomes, the following procedures should be followed at all times.

Before leaving your room, assess if it is safe:

- From inside the room, check for smoke seepage around the door cracks.
- Feel the inside door surface with back of your hand. If it is hot, **DO NOT OPEN**.
- Seal up the cracks around the door using sheets, pieces of clothing, tape or whatever is handy. The door can hold back killing heat and smoke.
- Hang a sheet out the window to signal rescuers. **DO NOT JUMP**.
- Open windows slightly to let in the fresh air and let out bad air.
- Grab a wet towel. Place it over your head and face (nose and mouth) and stay low if smoke is heavy.

If it is safe to leave your Residence Hall Room or Student Townhome:

- Put on shoes and jacket.
- Take room key.
- Close and lock room door.
- **DO NOT** use elevators.
- Vacate the building by the shortest, safest route, and gather by living area at a safe distance from the building.
- Stay low if you encounter smoke while vacating the building.
- Keep roadways and building entryways clear so that emergency vehicles can get through.
- Remain outside the building until directed to return by the fire department, University Police or Residential Life staff.
- If there is no fire, staff will initially check every student room to ensure total evacuation, and during future alarms staff may spot check student rooms.

SAFETY

1. Always take fire alarms seriously.

Never assume that it is a false alarm. Leave the building immediately when a fire alarm sounds. Failure to do so is grounds for referral to the Student Conduct System and may lead to personal injury.

2. Do not sound an alarm unless there is real cause.

No student should activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm.

3. Keep fire evacuation routes accessible.

An emergency may occur at any time; therefore your escape routes must constantly be available.

4. Never overload electrical circuits.

Make sure surge protectors meet College specifications and are never covered by carpet, clothing or furniture. Never use more than one appliance at a time in one plug.

5. Smoking is prohibited in all Residence Halls/Student Townhomes.

Students and their guests may not smoke anywhere in the Residence Halls or Student Townhomes (including their own room) or within **25 feet (8 meters)** of any building. Failure to comply is grounds for referral to the Student Conduct System.

6. Use of any open flame is prohibited in all Residence Halls/Student Townhomes.

Candles, incense and other items producing an open flame may not be burned in Residence Halls or Students Townhomes.

7. **Unplug electrical devices when not in use.**
Make sure curling irons, regular irons, and other appliances are unplugged after use. Never store until they are cool enough to touch.
8. **Know the location of fire extinguishers and fire alarms in your Residence Hall/ Student Townhome.**
9. **Don't keep stacks of newspapers or excessive amounts of trash in your room.**
10. **REMEMBER: BE ALERT.**

6. Fire Safety Training and Activities:

A part of residence life staff training includes fire safety training provided by Environmental Health and Safety (EHS) and the Brockport Fire Department. The training includes a power point presentation on fire safety, a question and answer session and hands-on use of the fire extinguishers by staff members. Students can also view an EHS Orientation video that provided information on fire safety, emergency response, chemical safety and green/sustainable practices.

- All RAs and RDs receive this training each year. We supplement our fire safety training using appropriate sections of the OFPC Fire Safety Training with additional training on fire safety issues specific to The College at Brockport.

- Student responsibilities and activities.

Activities: The initial residence hall meeting with students includes fire safety, fire alarm responsibilities and evacuation procedures. Fire drills are held in accordance with OFPC standards. Students can avail themselves of the fire safety training and fire extinguisher training we provide periodically in our public access mall.

- Staff also inspect rooms for unauthorized items such as candles, multi-faceted light fixtures, etc. in preparation for vacation closings.
- Campus discipline and judicial practices relating to fire and life safety matters.

See Appendix A, Residence Hall Fire Safety, The College at Brockport.

POLICY: Incidents involving students: tampering with fire systems/fire Equipment; failing to evacuate residence halls during fire alarms; possessing candles; possessing incense; possessing open coil cooking appliances; are reviewed by the Campus Judicial Coordinator. Sanctions for violators may include verbal warning, residence hall probation, conduct probation, removal from the residence hall system or suspension/dismissal from the institution.

- Describe the content and frequency of fire safety instruction for students.
 - Students are given a copy of the RESIDENCE HALL FIRE SAFETY when they check-in at their residence halls. This document contains the fire alarm policy and the fire evacuation procedures for the residence halls.
 - The students also receive a copy of the RESIDENCE HALL LICENSE: Included in this document are listings of items that are prohibited in the residence halls for fire and safety reasons. It also addresses the misuse of fire equipment including fire alarm systems in the residence halls.

- The content of the above items are covered at the initial student meetings in the residence halls and are also addressed in hall meetings throughout the academic year, as the need arises.

The NYS Office of Fire Prevention and Control training criteria is met when training RAs and RDs prior to the beginning of the fall semester and also for new RAs/RDs prior to the beginning of the spring semester. The OFPC training powerpoint presentation has been customized to meet fire safety issues that are site specific to The College at Brockport. The training last over 120 minutes and includes hands-on fire extinguisher training.

7. Fire Safety in Residential Life Facilities responsibilities, training and activities.

Fires, fire safety issues or concerns can be reported to the Environmental Health and Safety (EHS) Office, all positions and titles, or University Police (all positions and titles). The primary fire safety office is EHS, the Director of EHS and Assistant Director of EHS. Emergency Response and Planning is the primary responsibility of University Police.

8. PLANS FOR FUTURE IMPROVEMENTS

- The campus encourages the inspection of off-campus student housing, including fraternities and sororities, by local code enforcement officials.
- We understand that all campuses follow the SUNY Policy of not participating in the inspection of off-campus housing. However, we seek to understand if campuses establish policies or practices regarding off-campus apartment listings in campus life offices, or provide web-based information that is accessible to students.
- The College at Brockport participates through the Committee on Community and University Relations in cooperation with the Village of Brockport. This committee shares information regarding housing of students in apartments, crime incidents, and fire safety issues. We have worked with the Village of Brockport Building Inspector on fire safety training issues, he has attended training sessions with RDs and RAs, and there has been an increase in inspections and citations issued to owners of off-campus student housing. The Brockport Student Government (BSG) provides a list of available apartments on request of students and is available at the BSG website. Residence Life does NOT provide a list of apartments. Ongoing discussions with the Village of Brockport Building Inspector indicate more cooperation on this issue in the future.
- All residence hall purchases for upholstered furniture and reupholstering materials are made through the Dormitory Authority of the State of New York. The Dormitory Authority adheres to the California 133 and 117 Flammability Regulations.
- Newly constructed residential facilities as well as those that undergo reconstruction, as defined by the building code of New York State, must be fully sprinklered and provided with complete fire and smoke detection and alarm systems.
- **All existing residence hall facilities must have fully integrated fire and smoke detection and alarm systems in place by June 30, 2010 with fire and smoke detector and alarm systems providing detection of all sites within the building. (see definitions Attachment 3).** Please attach a list of all residential facilities (with the number of beds in each) and indicate whether each building meets the above requirement. Please note if the fire and smoke detection and alarm systems provide only partial coverage. For

residence halls that do not have fully integrated fire and smoke detection and alarm systems, or systems that do not provide full coverage fire, please indicate the campus plans to implement a fully compliant system by the June 30, 2010 deadline.

THE COLLEGE AT BROCKPORT - Residence Hall Capital Plan

(As of 12 March 2010)

Res Hall Project	Design Start-Finish	Bids Open	Construct Start	Design Cost \$K	Const Cost \$K	Integ'd Fire Alarm	Fire Sprinkler Included
Fire system, Integrated-Addressable. High rise, mid quad & Morgan (Project close out)	Jan-Dec 07	Jan 2008	Summers 2008 & 09	227	2,740	Yes	No
Thompson Rehab (Adds elevator, ResLife Ofc, Roof & LEED)	Nov 07-Feb 09	Mar 2009	May 09 to July 2010	963	11,225	Yes	Yes
MacVicar Rehab (Roof & LEED Site & McLean Elev)	July 08-Nov 2009	11 Feb 2010	May 2010 to summer 2011	737	11,300	Yes	Yes
High Rise Windows Replace (study done)	Feb 2010-Aug 2010	Oct 2010	Summers 2011-12	250 (675)*	3,400 (3,825)**	N/A	N/A
High Rise bathroom renovations	July 2010-Oct 2011	Nov 2011	Summers 2012- 2013	500	5,000	N/A	N/A
McFarlane & McLean Roofs	Oct 2010-Nov 2011	Dec 2011	Summer 2012	78	800	N/A	N/A
Program Study Mid quad	Jan 2011-Feb 2012	N/A	N/A	50	N/A	N/A	N/A
Harmon- Gordon Full Renovations	July 2012-Oct 2013	Jan 2014	Most 2014 Balance 2015	1,800	18,900	Yes	Yes
Benedict- Dobson Full Renovations	July 2014-Oct 2015	Jan 2016	Most 2016 Balance 2017	1,900	19,900	Yes	Yes
High Rise Renovations	TBD	TBD	TBD	TBD	TBD	Yes	Yes
Town home II	TBD	TBD	TBD	TBD	TBD	N/A	N/A

The following is a list of our residence halls and number of beds:

- Thompson Hall – 169
- McLean Hall – 176
- MacVicar Hall – 197
- McFarlane Hall – 178
- Dobson Hall – 194
- Benedict Hall – 198
- Harmon Hall – 196
- Gordon Hall – 196
- Briggs Hall – 207
- Bramley Hall – 207
- Perry Hall – 207
- Mortimer - 451
- Morgan – 53
- Townhomes – 208

Additional actions and improvements:

*A new Knox Box is installed to provide for effective access to the high rise residence halls by the Brockport Fire Department. The keys and floor plans for the 4 high rises will be contained in the box.

* The EHS Office has created an EHS Orientation Video specifically designed for students which provides valuable information on fire safety, emergency response, chemical safety and green/sustainable practices. The video is available on the EHS website at www.brockport.edu/ehs and can also be viewed on YouTube.

* Our University Police computer system continues to be upgraded and improved to accept more addressable alarm points and the Brockport Fire Department met with our University Police to assess the system.

*A new emergency notification speaker system has been installed in all residence halls and other buildings on campus. It is capable of notifying our students, faculty and staff of any emergency situation and we can communicate what actions are to be taken, depending on the situation.

- When a residence hall integrated fire and smoke detection system is activated, what parties receive notice of the alarm (examples: the building, campus security, local fire station, and or 911 central dispatch, etc)? Include all of the locations where the alarm is immediately sounded.

All integrated smoke/fire alarm systems in the residence halls report directly to University Police and then Monroe County 911 is contacted. The fire department immediately responds to all fire alarms they receive. There may be cases where University Police can contact the fire department, as they are responding, to inform them of a false alarm or a situation not requiring a fire department response. The Brockport Fire Department (BFD) is always informed of a fire alarm situation and it is their decision to respond to the scene or call off the response, as they see fit.

- As required by the HEOA reporting requirements all fires involving residence halls/student living quarters are immediately logged on our fire log report which is accessible at the EHS website – www.brockport.edu/ehs. All fires are reported appropriately to the NYS Office of Fire Prevention and Control. The entire HEOA Annual Fire Safety Report is provided to entire campus community through a variety of publications and email distribution lists.
C:\Users\dturkow\Documents\EHS Website

Campus Safety Report (Clery Act and Crime Statistics) Link:

http://www.brockport.edu/policies/docs/campus_safety_report_clery_act_and_campus_crime_statistics.pdf