



# State University of New York College at Brockport Annual Student Housing Fire Safety Report

**Our Promise - The College at Brockport promises to reveal to each student each day his or her capacity for intellectual, physical and creative accomplishment.**

Our promise is the fundamental statement of the work of The College at Brockport. Through our unwavering commitment to our students – **each student, each day** – we help them to see their potential – **reveal their capacity** – in the three main modes of human expression – **the intellectual, the physical and the creative** – so that they may accomplish their dreams.

To fulfill this promise demands the tireless dedication of the campus community, strong and supportive faculty-student relationships, and respect for and recognition of all areas of study and human endeavor as worthwhile to the development of the whole person.

The State University of New York College at Brockport, like all institutions of higher learning, is dedicated to the personal and professional development of its students and staff and to the overall betterment of our shared community. We strive towards these goals through scholarship, mentorship and fellowship in a safe, secure and nurturing environment.

This publication is your guide to our on-campus student residence fire safety policies and requirements. You will also find a description of the campus’s student residence fire safety conditions and fire

history. This information is made available to students, potential students, and their parents in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of November 8, 1990.

**Contents**

**Definitions ..... 2**

**Student Residence Alarm and Evacuation Policy ..... 2**

**Student Residence Fire Safety Policy ..... 4**

**Fire Safety Tips..... 4**

**Specific Prohibitions ..... 4**

**Electrical Appliance Requirements ..... 5**

**Room Inspections..... 6**

**Fire Drills ..... 6**

**Fire Safety Training and Education ..... 6**

**Community Involvement and Plans for Future Improvement..... 6**

**Residence Halls Fire Safety Description ..... 8**

**Three Calendar Year Fire Statistics and Summary ..... 9**

## Definitions

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

*Unintentional Fire* – a fire that does not involve an intentional human act to ignite or spread fire into an area where fire should not be.

*Intentional Fire* – a fire that is ignited by, or that results from, a deliberate human action in circumstances where the person knows there should not be a fire.

*Undetermined Fire* – a fire for which the cause cannot be determined.

*Fire-related Injury* – any instance in which a person is injured as a result of fire, including an injury sustained from 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, employees, visitors, fire fighters, 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 natural or accidental causes while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or, a death within one year of injuries sustained as a result of the fire.

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

## Student Residence Alarm and Evacuation Policy

**Do not sound an alarm unless there is real cause and do not fail to activate the alarm when real cause is present.** No resident or visitor may activate any alarm or attempt to manipulate any electrical or mechanical device for the purpose of creating a false fire alarm. However, every resident and visitor has the responsibility to help ensure their own safety and the safety of other residents by activating an alarm and evacuating whenever they reasonably believe a fire is present.

In addition to activating alarms, fires, fire safety issues or concerns can be reported to the

Fire doubles, on average, every 30 seconds so each and every moment counts before and during an emergency. Unfortunately, many people are afraid to activate a fire alarm, even if they smell or see smoke, out of fear that they would be doing something “wrong”, would “get into trouble” or “make a fuss.”

The fact is, though, that many fires smolder for minutes or even hours before fully igniting. A person may become aware of smoke or fire long before it has progressed far enough to activate automated alarms and even longer before it has reached a level that would activate automatic sprinklers. Activating alarms manually when there is a need saves time and helps save lives.

Don't be afraid to raise the alarm.

Do you need urgent assistance? Would you like to ask a question, voice a concern, request a repair or just ask for someone to help walk you home? You can get assistance at:

University Police Emergency: (585)395-2222

University Police Non-Emergency: (585)395-2226

Campus escorts: (585)395-SAFE (7233)

Residential Life: (585)395-2122 or (585)395-2108

Facilities & Planning Service Center: (585)395-2408

Environmental Health and Safety: (585)395-2005

Environmental Health and Safety (EHS) Office (all positions and titles), University Police (all positions and titles) or to Residential Life representatives (all positions and titles). The primary fire safety office is Facilities and Planning. Emergency response and planning is the primary responsibility of University Police.

**All students, including residence hall staff, are required to immediately evacuate their residence hall when the fire alarm is activated. There are no exceptions.** Never assume that an alarm is false or a drill. Students or staff who fail to

evacuate appropriately may face disciplinary actions such as verbal warning, residence hall probation, conduct probation, removal from the residence hall system or suspension/dismissal from the institution.

Students and staff with impairments or disabilities that may, even temporarily, affect their ability to evacuate should notify Residential Life or Environmental Health and Safety staff upon move-in for special instruction.

The following evacuation procedures must be followed.

**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 the back of your hand. If it is hot, **do not open it.**
- 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 of the window to signal rescuers. **Do not climb or 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 room:**

- Put on shoes and jacket. It may be a while before you can return to your room.
- Take your room key.
- Close and lock your room door.
- **Do not use elevators.** They are disabled for safety reasons during a fire.
- 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.

## Student Residence Fire Safety Policy

Each resident is required to be familiar with and abide by the fire and fire safety regulations applicable to their assigned room, suite, or other area and their assigned Residence Hall as a whole.

### Fire Safety Tips

- a. Keep fire evacuation routes accessible. An emergency may occur at any time; therefore your escape routes must constantly be available
- b. 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.
- c. Know the location of fire extinguishers and fire alarms in your Residence Hall/Student Townhome.
- d. Don't keep stacks of newspapers or excessive amounts of trash in your room.
- e. Be alert for fire dangers.
- f. Follow all fire safety requirements and promptly report fire safety violations.

### Specific Prohibitions

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

- a. Overloading of electrical outlets
- b. Multi-plug adaptors or extension cords of any type (plug strips, e.g., surge protectors, with a fuse are allowed if they are plugged directly into an outlet - no daisy chains of plug strip to plug strip.
- c. Running cords under rugs, through doorways, or through other areas where they may be pinched, crushed, or worn
- d. The possession or use of any halogen "torchiere" or five-light multi-colored floor lamps.
- e. The burning of candles and incense (battery operated candles and plug in aroma scents are allowed)
- f. Overloading with combustible materials such as papers, posters, or fabric.
- g. Using holiday or decorative lights unsafely, e.g., plugging one into another, placing them behind flammable materials/fabric, or hanging them in or around an entryway

- h. Tapestries covering more than 25% of the single wall surface or placed on the ceiling.
- i. Covering lamps with items such as scarves, clothes, or towels.
- j. Tube, rope, or string lighting of any type.
- k. The possession or use of lanterns, volatile solutions or fuels, explosives, fireworks, or other dangerous materials
- l. The possession or use of open-element space heaters
- m. Smoking in any residence or within 25 feet of any building
- n. The storage, cooking, and other preparation of food anywhere in a residence hall unless the College has provided "or expressly sanctioned" refrigerators, ranges, ovens, microwave ovens, or other facilities clearly designed to be used for such purpose(s).
- o. 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. Law prohibits the covering of smoke detectors.
- p. Any item, behavior, or action that impedes egress from the building, compromises fire alarm system or sprinkler system operation, or diminishes the overall fire safety of the residence.

### Electrical Appliance Requirements

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 resident must provide a surge protector for his or her computer.

Do you use a clothes iron, clothes steamer, hair curler, straightener or other small electric appliance? These everyday appliances generate considerable heat and can easily scorch surfaces and create smoke or fires. In one semester alone hair straighteners not being used or stored appropriately caused 24 separate fire alarms.

**Always:**

- Disconnect small appliances from power when they are not in use.
- Allow small appliances to fully cool before being stored

**Never:**

- Leave small appliances unattended

## **Room Inspections**

Per State requirement, residence halls rooms will be inspected once each academic year by an inspection team consisting of a State Fire Inspector and a representative from the Offices of Environmental Health and Safety, Facilities and Planning, and Residential Life/Learning Communities. The College may conduct additional inspections at any time. If violations are found, residents must correct them immediately. If the violation(s) is (are) present upon re-inspection, the student(s) will be referred to the Student Conduct System. Any prohibited materials, devices, or objects discovered during inspection will be confiscated and appropriate action taken under applicable laws and/or College rules and regulations.

## **Fire Drills**

A minimum of four fire drills are held in each residence hall per year. These drills are a mix of announced and unannounced drills and day and evening drills. Residents must evacuate the building immediately when the alarm sounds, even if they know it is a drill.

## **Fire Safety Training and Education**

All Resident Assistants (RA) and Resident Directors (RD) receive fire training and education each year. The training includes a power point presentation on fire safety, a question and answer session, and hands-on use of fire extinguishers by staff members. The initial residence hall meeting with students includes fire safety, fire alarm responsibilities and evacuation procedures. Fire drills are an important part of fire safety training and are held in accordance with OFPC standards. All students may also avail themselves of the fire safety training and fire extinguisher training provided on campus periodically.

Students are given a copy of “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” which includes listings of items that are prohibited in the residence halls for fire and safety reasons and addresses the misuse of fire equipment including fire alarm systems in the residence halls.

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. Students can also view an EHS Orientation video that provided information on fire safety, emergency response, chemical safety and green/sustainable practices.

## **Community Involvement and Plans for Future Improvement**

- 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. Ongoing discussions with the Village of Brockport Building Inspector indicate more cooperation on this issue in the future.

- 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.
- The College actively cooperates with the Brockport Fire Department who 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. College at Brockport representatives meet with the Brockport Fire Department on a regular basis to discuss common goals and objectives and any fire related issues that need to be addressed.

## Residence Halls Fire Safety Description

Residences	Construction Year	Construction Type	Sprinklered	Integrated Fire/Smoke Detection System	Number of Beds	Fire Extinguishers Provided	Evacuation Plans and Placards Posted	Number of Evacuation Drills Each Year (2)
<b>Benedict</b>	1965	Load Bearing Masonry w/ steel	Yes (1)	Yes	198	Yes	Yes	4
<b>Bramley</b>	1968	Steel Construction	Yes (1)	Yes	210	Yes	Yes	4
<b>Briggs</b>	1967	Steel Construction	Yes (1)	Yes	210	Yes	Yes	4
<b>Dobson</b>	1965	Load Bearing Masonry w/ steel	Yes (1)	Yes	198	Yes	Yes	4
<b>Gordon</b>	1966	Load Bearing Masonry w/ steel	Yes (1)	Yes	196	Yes	Yes	4
<b>Harmon</b>	1966	Load Bearing Masonry w/ steel	Yes (1)	Yes	196	Yes	Yes	4
<b>McFarlane</b>	1963	Load Bearing Masonry w/ steel	Yes	Yes	179	Yes	Yes	4
<b>McLean</b>	1959	Load Bearing Masonry w/ steel	Yes	Yes	176	Yes	Yes	4
<b>MacVicar</b>	1961	Load Bearing Masonry w/ steel	Yes	Yes	172	Yes	Yes	4
<b>Morgan</b>	1951	Load Bearing Masonry w/ steel	No	Yes	53	Yes	Yes	4
<b>Mortimer</b>	1970	Steel Construction	Yes (1)	Yes	451	Yes	Yes	4
<b>Perry</b>	1968	Steel Construction	Yes (1)	Yes	210	Yes	Yes	4
<b>Thompson</b>	1958	Load Bearing Masonry w/ steel	Yes	Yes	150	Yes	Yes	4
<b>Townhomes</b>	2007	Metal Studs with Masonry veneer	Yes	Yes	208	Yes	Yes	4

(1) - Partial sprinkler coverage for higher hazard areas.

(2) - Drills are a mix of unannounced, announced, daytime and evening drills.



## Three Calendar Year Fire Statistics and Summary

<b>Three Calendar Year Residence Fire Summary</b>										
Residences	Total Fires in the Past Three Calendar Years	Fire Number	Date Reported	Date of Fire	Time of Fire	Location	Cause of Fire	Injuries	Fatalities	Property Damage Cost
Benedict	0									
Bramley	0									
Briggs	0									
Dobson	0									
Gordon	0									
Harmon	0									
McFarlane	0									
McLean	0									
MacVicar	1	1	2/6/12	2/6/12	18:49	231	Unintentional Cooking	0	0	\$0 - \$99
Morgan	0									
Mortimer	1	1	3/4/12	3/4/12	19:49	1208	Unintentional Electrical	0	0	\$0 - \$99
Perry	1	1	6/14/13	6/14/13	11:20	External	Unintentional Other	0	0	\$0 - \$99
Thompson	0									
Townhomes	0									