

# The College of St. Scholastica

## Duluth Campus 2016 Fire Safety Annual Compliance Report

### Overview

This report contains information related to fire safety in campus residential housing at The College of St. Scholastica, in accordance with the requirements of the Higher Education Opportunity Act of 2008. Beginning by October 1, 2010, an institution that maintains any on-campus student housing facility must prepare an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by the Higher Education Opportunity Act as it relates to the Duluth campus of The College of St. Scholastica.

This public disclosure is intended to inform current and prospective students and employees of the fire safety programs and policies in place at The College of St. Scholastica, and the institution's state of readiness to detect and respond appropriately to fire-related emergencies. Paper copies of the report are available for public review by calling 218-723-6387 or by e-mail request at: [mturner@css.edu](mailto:mturner@css.edu)

The College takes life safety issues very seriously and regularly consults with the Duluth Fire Department on issues relating to fire safety. The Duluth Fire department has a fire station located approximately 1 mile from the campus, which allows for quick response to any fire alarm or other emergency.

### Report Availability

By October 1 of each year the Safety and Security Manager will make the Annual Fire Safety report available to all students, prospective students and employees. The report will be distributed by posting the report on the Safety and Security website at the following electronic address: <http://www.css.edu/firereport.xml>. A notice of availability will be distributed to all current students and employees via campus e-mail.

## Annual Fire Safety Report for Student Housing Facilities

### Fire Safety Statistics

The data presented in the following table summarizes the reported fires that occurred in on campus student housing facilities from January 1, 2013 to December 31, 2015. Please note that the College does not own or operate any off campus housing, therefore, fire statistics from off campus housing are not included in this report. All statistics are those that are defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Any student, faculty or staff who gains knowledge of a fire occurring on campus should immediately call 911 and Campus Security at 218-723-6175.







## EDUCATIONAL BUILDINGS AND GROUNDS FIRE STATISTICS

**2013-2015**

| Building Name | Location of the Fire | Date | Time | Cause of Fire |  | Number of Injuries that required treatment at a medical facility | Number of Deaths related to fire | Value of property damage cause by fire | Can |
|---------------|----------------------|------|------|---------------|--|--|----------------------------------|--|-----|
|               | 0                    | 0    | 0    | 0             |  | 0  | 0                                | 0                                      |     |

### Fire Protective Features in On-Campus Residential Housing

| Residential Facility | Fire Alarm Monitoring | Sprinkler System | Smoke Detection | Fire Extinguishers | Number of Fire Drill conducted during the calendar year |
|----------------------|-----------------------|------------------|-----------------|--------------------|---|
| Somers Hall          | Yes                   | Full             | Yes             | Yes                | 2   |
| Somers Suites        | Yes                   | Full             | Yes             | Yes                | 2   |
| Pine Apartments      | Yes                   | No               | Yes             | Yes                | 2   |
| Maple Apartments     | Yes                   | No               | Yes             | Yes                | 2   |
| Willow Apartments    | Yes                   | No               | Yes             | Yes                | 2   |
| Birch Apartments     | Yes                   | No               | Yes             | Yes                | 2   |
| Cedar Apartments     | Yes                   | Full             | Yes             | Yes                | 2   |
| Scanlon Apartments   | Yes                   | Full             | Yes             | Yes                | 2   |
| Kerst Apartments     | Yes                   | Full             | Yes             | Yes                | 2   |

Note: The entire College campus has a centralized fire monitoring system that is monitored at an offsite location and Campus Security.

Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

### Emergency evacuation Procedures

If you detect a fire on campus, call 911 immediately or activate the building's fire alarm by activating the fire alarm pull station and evacuate the building. If you detect smoke or a suspicious odor condition, contact Campus Security immediately by calling 218-723-6175. Never hesitate to report these conditions, even if you are not sure there is a fire. If a fire condition exists but was extinguished, Campus Security must still be called.

If 911 is called directly, make a follow-up call to Campus Security (218-723-6175) immediately so they may meet and facilitate the fire department response.

If a fire occurs in a residence facility, the fire alarm response procedure is initiated by residence advisors with support from first responders (*e.g.* Campus Security and the Duluth Fire Department). Other departments including Facilities Services may also provide support in the response, 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 elevators is strictly prohibited and is controlled by the Duluth Fire Department to assist in fire fighting and rescue efforts. Building occupants cannot re-enter the building until Campus Security, Facilities Services or the Duluth Fire Department indicates that it is safe to do so.

#### Specific Fire Safety Procedures

- ❖ Be aware of the exit locations in your building
- ❖ If a fire alarm is activated, immediately leave the building. Get others to do the same as you leave.
- ❖ Use the stairs, not the elevator, when evacuating the building
- ❖ Move a safe distance away from the building, and do not congregate in roadways, parking lots, or sidewalks
- ❖ If a person is disabled or in need of assistance, tell responding emergency personnel so they can safely remove the person from the building
- ❖ Close all doors and windows. This will help contain any possible fire, smoke or poisonous gases
- ❖ Never hesitate to activate a fire alarm system if you suspect fire, smoke or unusual heat
- ❖ Do not re-enter the building until the alarm stops and emergency personnel provide an “all clear message”

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

Fire drills are held once a semester for each residential facility. Fire drills are mandatory, supervised evacuations of a building for a fire. The fire drill is schedule through the Residential Life/Housing office in conjunction with Campus Security.

#### **Inspection, Testing, and Maintenance of Fire Protection Equipment**

Facilities Services Department administers this element of the campus fire safety program with support from a fire protection contractor. All fire protection equipment in the residence facilities is tested, inspected, and maintained in accordance with applicable NFPA standards annually. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists.

#### **Fire Alarm Notification for Hearing Impaired Students**

The College is prepared to make the necessary fire alarm notification accommodations for residents who are hearing impaired.

#### **Fire Log**

The College maintains a fire log that records any fire that occurred in an on-campus student housing facility, academic buildings and campus grounds. This log is posted outside of the Campus Security office located in room 19 of Tower Hall and is available for viewing 24 hours a day. This log contains information on the nature, date, time and the location of each fire. To request a copy of the fire log, please contact the Safety and Security Manager at 218-723-6387 or by e-mail at: [mturner@css.edu](mailto:mturner@css.edu)

### **Fire Safety Education and Training Initiatives**

Residential Life/Housing staff, including residential advisors, receive intensive and comprehensive fire safety training prior to the start of every fall semester. Topics include a review of the fire prevention policies, fire safety and fire evacuation/drill training. The residential advisors are then responsible for training their residents on fire and emergency evacuation protocol in their floor meetings at the beginning of the year. Placards are also posted on each Residential Advisors door outlining the fire drill procedures. In addition residents on each residential floor volunteer to be fire assistants to assist the Residential Advisors with evacuation. Residential Life/Housing conducts two fire evacuation drills each academic year, which are then followed up with reviews to identify any problem areas.

Fire safety training programs are also conducted by the Safety and Security Manager to other student, staff, and faculty groups on campus by request. This program typically reviews the College's fire prevention policies, fire safety and emergency response procedures.

### **Fire Safety Regulations for On-Campus Residential Facilities**

#### Electrical appliances

All electrical appliances must be safety labeled by either Underwrites Laboratories (UL) or Factory Mutual (FM). Electrical heat producing appliances used for food preparation must have non-exposed heating elements. In addition, hot plates, microwave ovens, air conditioners, and space heaters are not allowed in any on-campus living quarters.

#### Candles/ Incense/Flammable Materials

Items that have a flame, glowing elements, etc., are not allowed to be in any on-campus living quarters.

#### Electric Extension Cords

Electrical 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 (eg., installing dimmer switches, ceiling fans, etc., or altering wiring) is prohibited for the safety of all residents.

#### Smoking

Smoking is prohibited in all residential areas.

#### Fire Safety Equipment

Fire extinguishers, fire alarms, smoke detectors, sprinklers, and other fire and life safety equipment are placed in the resident hall and apartments. Misuse of fire and life safety equipment is a serious violation of both state and College codes.

Smoke detectors/sprinkler heads – residents are strictly prohibited from:

- ❖ Disconnecting a detector
- ❖ Tampering with the detector or its operation

- ❖ Purposely causing an alarm to occur
- ❖ Hanging objects from or otherwise obstructing the sprinkler head cover plates and pipes

#### Residential Room Door Obstructions

Doors must be able to easily open to their full capacity. There must be a clear and easy exit from each room that may be readily located in the case of a fire, smoke, or darkness.

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

The College annually reviews the fire systems in our residential facilities and will make upgrades, repairs or revisions in the event a problem develops or for building modifications. Facilities Services should be notified whenever you notice damage or a possible problem with fire detection equipment.

#### **Annual Disclosure of Crime Statistics**

The College coordinates the collection and reporting of crime statistics as specified in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Each year, the College notifies all enrolled students and employees, via email or campus mail, that they can view the report online. Copies of this report also may be obtained from the Safety and Security Manager. Prospective employees may obtain a copy of this report from Human Resources. Prospective students may obtain a copy of the report from the Office of Enrollment Management.

To view the report online, visit: <http://www.css.edu/crimestatistics.xml>

#### **Important Telephone Numbers**

|   |   |
|---|---|
| Emergency on campus .....                             | 911   |
| Campus Security Emergency.....                        | 218-723-6175                                      |
| Campus Security Nonemergency .....                    | 218-723-5937                                      |
| Safety and Security Manager .....                     | 218-723-6387                                      |
| Residential Life/Housing.....                         | 218-723-6391                                      |
| Facilities Services.....                              | 218-723-6106                                      |
| Campus Operator.....                                  | 218-723-6000                                      |
| Confidential Crime Reporting Hotline...extension 7077 | (calls can only be made from an on campus phones) |