MOHAWK VALLEY COMMUNITY COLLEGE
Campus Fire Safety Right to Know Act
Part of the Higher Education Opportunity Act of 2008
2011 Residence Hall Fire Safety Right to Know Report (2012 DUE 10/1/2013)

The Campus Fire Safety Right-to-Know Act, part of the Higher Education Opportunity Act of 2008, requires colleges and universities to report fire safety information to the U.S. Department of Education, and to make annual fire safety reports available to the public and the campus community. These reports must include:

- The number of fires
- The cause of each fire
- The number of injuries and deaths related to a fire
- The value of property damage caused by a fire
- The number of supervised fire drills
- Policies or rules on portable electrical appliances
- Procedures for evacuation
- Policies regarding fire safety education and training programs provided to students and staff
- Plans for future improvements in fire safety
- Descriptions of fire protection equipment in each Residence Hall

Clarification of any part of this report can be obtained from Joseph E. Palmer, Director of Public Safety in the Academic Building Room 109 or via telephone or e-mail at (315) 792-5318/ joseph.palmer@mvcc.edu

DEFINITIONS AND NAMES

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

Fire Alarm: Activation of the fire alarm when no fire exists. If fire was present, it is classified as fire.

Fire Drill: A supervised practice of a mandatory evacuation of a building.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; dies within 1 year of injuries sustained as a result of the fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a 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, faculty, staff visitors, firefighters, or any other individuals.

Fire safety system: 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 services; 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; fire doors and walls that reduce the spread of fire.

General Alarm: Alarm activates the entire building alarm system and causes an evacuation of the entire building.

Local Alarm: Alarm activates only in the room/suite where alarm originated.

Residence Hall: A building which houses Mohawk Valley Community College students and, when not in session, individuals who rent space in the Residence Halls according to policy.

> Butterfield Hall: Butterfield Hall is an on-campus Residence Hall constructed in 1966. This hall houses approximately 90 students.
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> Daugherty Hall: Daugherty Hall is an on-campus Residence Hall constructed in 1966. This hall houses approximately 90 students.
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> Huntington Hall: Huntington Hall is an on-campus Residence Hall constructed in 1966. This hall houses approximately 90 students.
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> New Hall: New Hall is an on-campus Residence Hall constructed in 2005. This hall houses approximately 155 students.
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> Penfield Hall: Penfield Hall is an on-campus Residence Hall constructed in 1966. This hall houses approximately 90 students.

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

DESCRIPTION OF FIRE ALARM SYSTEMS

Fire Alarm System:

Butterfield Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.

- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General smoke and or heat alarms in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by Rapid Response via cellular technology and 2- by Red Hawk Fire & Security Systems via telephone landline.

Butterfield Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2011.

Daugherty Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General smoke and or heat alarms in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by Rapid Response via cellular technology and 2- by Red Hawk Fire & Security Systems via telephone landline.

Daugherty Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2012.

Huntington Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General smoke and or heat alarms in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by Rapid Response via cellular technology and 2- by Red Hawk Fire & Security Systems via telephone landline.

Huntington Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2012.

Penfield Hall: The fire alarm system in this Residence Hall is an Edwards EST 2. This system includes:

- Local smoke detector in each student bedroom.
- Heat Sensor (combined with above unit) in each bedroom that will activate general alarm.
- Suite doors and stairwell doors are fire doors. Suite doors are on magnetic releases which activate when alarm is activated.
- All vent openings close when alarm activated.
- General smoke and or heat alarms in all public areas which activate general alarm.
- Roof hatches allow smoke to exit building.
- General fire alarms are monitored in two ways: 1- by Rapid Response via cellular technology and 2- by Red Hawk Fire & Security Systems via telephone landline.

Penfield Hall was equipped with a Fire Sprinkler system throughout the entire hall in 2011.

New Hall: The fire alarm in this Residence Hall is an Edwards EST Quick Start.

- Sprinklers in each bedroom and all public areas.
- Local (activate suite only) smoke detectors in each bedroom/suite gathering room.
- General alarm smoke detector in common rooms.
- Suite doors and stairwell doors are fire doors.

Fire Extinguishers

Fire extinguishers are located in the stairwells of Daugherty, Penfield, Huntington and Butterfield Halls. Besides the four located in the stairwells, there is one in every basement located near the microwaves. There is also one in each of the basement mechanical rooms.

New Hall fire extinguisher locations are as follows: 1st, 2nd, 3rd floor corridors, north and south. There is also one in the kitchen and mechanical room.

****Please Note:** All fire extinguishers are rated A, B, C and can be used on any type of fire.

Pull Stations:
Fire pull stations are located in most common areas and near all building exits.

FIRE DRILLS

Mohawk Valley Community College Residence Halls follow the FIRE CODE OF NEW YORK STATE Chapter 4 Section 405 “Emergency Evacuation Drills” table 405.2 for Group R-2 and Section 408 (408.3.1) for requirements.

2011 Fire Drill Statistics:

Total Drills: 5 in Butterfield, Daugherty, Huntington, Penfield and 6 in New Hall
Breakdown: 1 announced drill during Fall Orientation weekend.
2 unannounced drills during Fall Semester.
1 announced drill during Spring Orientation weekend.
1 unannounced drill during Spring Semester.
1 unannounced drill in New Hall during summer session.

FIRE INSPECTION AND RECORDS

Mohawk Valley Community College is governed under the Fire Prevention Bureau Office of Fire Prevention and Control NYS Division of Homeland Security and Emergency Services. The NYSOFPC conducts a yearly inspection of the Residence Halls and "audits" all of the fire safety records, including records of drills, safety checks of fire extinguishers, safety checks of fire doors, all Fire System related contracts for inspection and monitoring, etc.

FIRE SAFETY POLICIES

Mohawk Valley Community College has established policies to promote fire safety:

Policy	Consequence of Violation
Extension Cords/Plug Adapters: Standard household extension cords (zip) and plug adapters are not allowed.	**$10-$25 fine, confiscation of item, possible probation**
Appliances/Cooking: Cooking is not allowed in the Residence Hall rooms or public areas. The possession of use of ANY heat producing cooking appliance is prohibited. Air Conditioners, space heaters, coffee makers, electric blankets, heating pads, "holiday" lights, microwave ovens in student bedrooms, lava lamps, halogen lamps, neon signs, and "plug in" air fresheners are not allowed. Cloths irons and hair straighteners/curling irons must be auto shut off.	$10-$25 fine, confiscation of item, possible probation
Smoking: Absolutely no smoking in the Residence Halls.	1st Offense: $10 Fine 2nd Offense: $15 Fine 3rd Offense: Probation or Dismissal
Candles: The use or possession of incense and candles is prohibited.	Possession: Warning- $10 Fine Burning: 1st Offense: $15 Fine Burning: 2nd Offense: Dismissal

FIRE SAFETY EDUCATION

Residence Hall Staff: A Fire Safety & Evacuation Plan for Employees (Fire Code of New York State Chapter 4 Section 404 Compliant) was created in 2008 and reviewed for 2009/10 and 2011/12 and 2012/13.

Staff Training: All Resident Directors and Resident Assistants participate in a Fire Safety Training two part seminar each semester. The first part of this seminar is classroom based and is conducted by a member of the New York State Office of Fire Prevention and Control. This includes a demonstration of Fire Extinguishers. The second part of this seminar is a field based training of the exact evacuation procedure conducted by the Associate Dean of Student & Residence Life (or a Resident Director) and the Supervisor of Residence Halls Facilities. This part includes several practice evacuation drills.

Student Education: All new students are required to attend Residence Hall Welcome Weekend. This "orientation" includes Fire Safety Education conducted by the Supervisor of Residence Halls Facilities. This session includes a viewing of a fire safety video entitled College Fire Survival 101 from the FEMA followed by a lecture regarding proper evacuation procedure. This session is followed by an announced practice fire drill held the following morning.

FIRE SAFETY EVACUATION

Staff Procedure (as appears in the Evacuation and Fire Safety Plans for Employees)

FIRE ALARM AND EVACUATION PROCEDURES (rev. 7-06)

Purpose

To insure that all Security and Dormitory Corporation personnel understand the fire alarm system. To insure the immediate and systematic evacuation of all persons within the Residence Halls. To identify the exact location from which an alarm has sounded. To immediately radio or phone in all information to Public Safety. To escort firefighting equipment and personnel to the source of the alarm. To abide by state regulations concerning the planning and execution of mandated fire drills within the Residence Halls.

EVACUATION PLAN:

Since it is impossible to ascertain whether an automatic alarm is merely a false alarm or an actual fire without investigation, all staff members will respond and follow procedures as if it were an actual fire.

All Resident Directors, Student Directors and RAs on campus, along with Public Safety will immediately and expeditiously respond to a fire alarm.

All Resident Assistants, Student Directors, and Resident Directors in an alarmed building will:

1) Check the floor they are presently on, if smoke/fire conditions are not adverse
a) Go into each suite to make sure the alarm is sounding.
b) Bang on room doors. (If a New Hall suite is locked, bang on the suite door only, and then proceed to next suite.)
c) Yell "fire alarm", "get out".

Expedite evacuation. Evacuate the floor (to the best of your knowledge)

2) Once the floor is cleared, the staff member then goes to the Remote Annunciator Panel: (located at the front entrance to each original Residence Hall and at the Parking Lot entrance of New Hall).
*a) If a staff member **is** already there, tell them what floor you cleared, i.e. "3rd floor is clear". Then exit the building and assist with crowd control.*
*b) If a staff member **is not** at the Remote Annunciator Panel, and adverse conditions do not exist, use the "ASSISTANCE" phone to call Public Safety first. After your call to Public Safety, call ext. 5310 (R.A. on Phones). The RA on Phones will call the Director on Duty and any other R.A. on Duty. Stay close to the Remote Annunciator Panel (gather information) until a Resident Director or Student Director responds.*

Note: If you are the RA on Phone and the alarm is in the building you are in, call the Public Safety and the Director on Duty from a 1st floor Assistance Phone.

The first floor should almost always be checked; due to the fact that staff members in the building must pass through the floor on their way to the Remote Annunciator Panel. There may be times when certain floors are not checked, because staff is not present. This is acceptable. We must put some of the responsibility on the students. This is why we have the drills.

The stairs are one-way ONLY during an alarm. No RA's are to go back up the stairs.

Resident Director Role:
The 1st Resident Director/Student Director responding will:
1) Decide whether or not they wish to check the "trouble area" with Public Safety. If not, CLEARLY give them direction to the area and any information you have.
2) Assume the role of panel box "chief", if adverse conditions do not exist.
a) Get information from the R.A. at the box. Give RA at panel further direction.
b) Relay information to the fire department/Public Safety when they arrive.
3) Escort Public Safety and Utica Fire Department to the source of the alarm, if adverse conditions do not exist.
4) Identify any rooms listed on the Annunciator Panel that may have a hearing impaired/heavy sleeper resident.
5) Remain in constant contact with Public Safety and UFD.

Once the fire department arrives, they "take over" the building and are the authority. After (if) they determine and/or solve the problem, they will surrender the building back over to the Dormitory Corporation. At this time Dormitory Corporation staff will be allowed back into the building to check rooms for students who did not exit. The Resident Director should speak to the UFD person in charge and clarify what they have determined the official cause of the alarm was.

A Resident Director will ensure an Incident Report and Fire Alarm Report are completed immediately.

Actual Fires

THE FIRE DEPARTMENT BECOMES THE CIVIL ADMINISTRATOR AND WILL HAVE THE AUTHORITY TO ALLOW RE-ADMISSION TO THE BUILDING OR CALL FOR AN EXTENDED SITE EVACUATION. STUDENT PERSONAL SAFETY AND WHEREABOUTS BECOMES THE DIRECTORS' UTMOST CONCERN AT THIS TIME.

Should a responding Director, SD or RA find fire, he/she may discharge an appropriate extinguisher as a first response for a minor fire (i.e. wastebasket). BEFORE USING ANY FIRE EXTINGUISHER, THE STAFF MEMBER MUST PULL THE FIRE ALARM TO EVACUATE THE BUILDING AND NOTIFY THE FIRE DEPARTMENT. Under no circumstances should any staff or security personnel needlessly endanger themselves in fire fighting endeavors.

In the event of an actual fire, all building staff will evacuate and surrender their keys at the request of fire officials. The fire officials will then make a room to room search for students.

Local Smoke Detector Procedure:

Each student sleeping room and New Hall Gathering Room has a local smoke detector. By design, this detector will sound in that room/suite only and not activate the building Fire Alarm.

Upon Local Smoke Detector activation:

1. *Dormitory Corporation staff member/student hearing detector will call Public Safety immediately.*
2. *Students in room must evacuate alarmed area.*
3. *Public Safety will respond to scene and investigate.*
4. *Public Safety will either a) Clear the scene and allow re-entry or b) activate a general fire alarm to evacuate the entire building.*

Note: If ANY sign of a fire is present, the nearest pull station should be activated immediately to evacuate the building.

Note: Above procedure to be completed even if local smoke detector automatically re-sets.

For Students (as appears in the Student Handbook)

FIRE ALARM EVACUATION PROCEDURE:

a) If you locate a fire in the Residence Halls, PULL A FIRE ALARM box, exit the building and notify Public Safety.

b) If you are not in a suite/quad room (bedroom, student bathroom, New Hall Suite Gathering Room) when the alarm goes off, proceed to the nearest fire/smoke free exit.

c) If you are in a suite/quad room (bedroom, student bathroom, New Hall Suite Gathering Room) when the alarm goes off, please adhere to the following rules:

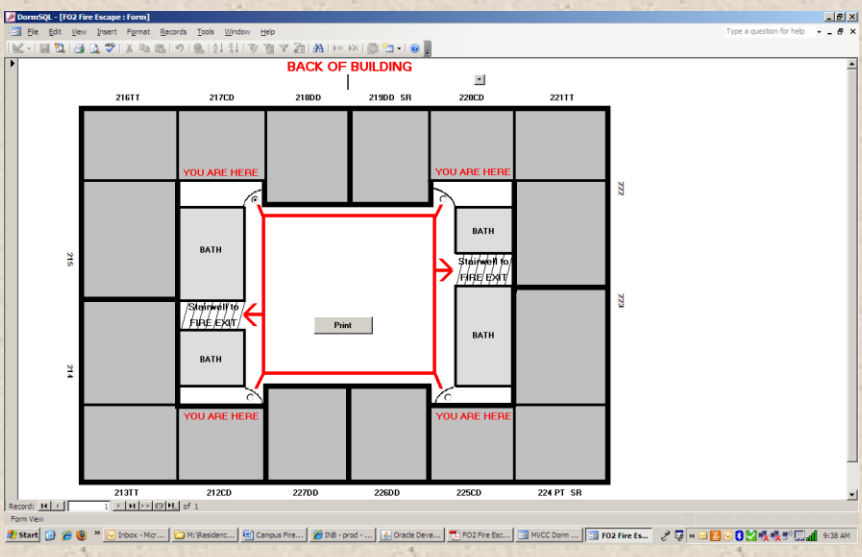
1. Wake any sleeping occupants in that room: Put on shoes, take towel and room key.
2. Feel room door. If cool, open slowly and exit.
3. Feel suite/quad door. If cool, open slowly and exit.
4. Proceed quickly to the nearest fire/smoke free exit.
5. If a bedroom, quad or suite door feels hot, or if adverse conditions exists, remain in a student room, shut and stuff the door (towels, clothes, blankets, etc.).
6. Open and stand by the window to summon for assistance.

d) Fire exits are located as follows:
South Halls and North Halls: Off of the 1st floor stairwells labeled Fire Exit. Second and third floor residents should evacuate via these fire exits unless adverse conditions exist. First floor residents should exit through the front doors, unless adverse conditions exist.

New Hall: At either end of the building. The center stairwell should only be used when adverse conditions exist in the fire exit stairwells. NEVER USE THE ELEVATOR.

e) Students not cooperating with official personnel will be subject to disciplinary action.

Table 1: Sample evacuation map. Map is posted on each suite door.



WHO TO REPORT A FIRE INCIDENT TO:

Any fire incident should be reported to Public Safety by calling ext. 5777 from any campus extension or emergency phone.

FUTURE GOALS TO ENHANCE FIRE SAFETY:

2012 - Mohawk Valley Community College Dormitory Corporation is in the beginning planning stages of a Master Plan. This plan development will review fire systems.

FIRE ALARM INCIDENT DATA STATISTICS

Year	Date	Incident	Location	Cause	Injuries	Death	Property Value
2009	4/19/09	Fire Alarm	New Hall Laundry Room	Odor of gas	**0**	**0**	**0**
	6/10/09	Fire	New Hall Kitchen	Food left on public kitchen stove	0	0	$290 est.
	8/2/09	Fire Alarm	New Hall Suite 315	Use of hair dryer	0	0	0
	9/5/09	Fire Alarm	New Hall Suite 205	Use of hair dryer	0	0	0
	9/20/09	Fire Alarm	New Hall Suite 303	Use of Hair Straightener	0	0	0
	9/21/09	Fire Alarm	Penfield 2nd floor	Steam from shower	0	0	0
	10/5/09	Fire Alarm	New Hall 1st floor lobby	Shop Vac use set off smoke detectors	0	0	0
2010	4/21/10	Fire Alarm	Penfield Hall	Faulty Detector or Steam from shower	0	0	0
	5/2/10	Fire Alarm	New Hall Suite 305	Air freshener set off smoke detector	0	0	0
	5/5/10	Fire Alarm	New Hall Suite 305	Stem from shower	0	0	0

	6/21/10	Fire Alarm	Huntington Basement	Dust from shop vac in use	0	0	0
	9/11/10	Fire Alarm	Butterfield	Food in microwave	0	0	0
	10/22/10	Fire Alarm	Huntington Basement	Smoke from burning popcorn	0	0	0
	9/25/10	Fire Alarm	NH 201B	Hairspray/Curling iron	0	0	0
	12/2/10	Fire Alarm	Huntington Basement	Smoke from Burnt popcorn	0	0	0
2011	2/17/11	Fire Alarm	New Hall Suite 211C	Use of hair flat iron	0	0	0
	3/5/11	Fire Alarm	Huntington Basement	Food in microwave	0	0	0
	3/23/11	Fire Alarm	Penfield Hall 1st Floor	Student pulled alarm	0	0	0
	8/25/11	Fire Related	New Hall Kitchen	Unattended Cooking	0	0	0
	9/3/11	Fire Alarm	Actual Panel	Power Surge	0	0	0
	11/19/11	Fire Alarm	Actual Panel	Power Surge	0	0	0
	11/22/11	Fire Alarm	New Hall Suite 108	Faulty Detector	0	0	0