GARDEN CITY COMMUNITY COLLEGE

Campus Fire Safety 2013 Annual Compliance Report

Garden City Community College
Campus Police

29 September 2014
Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Garden City Community College.

Description of Garden City Community College Student Resident Housing

**West Hall** is equipped with a new fire alarms system installed in the summer of 2010. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email. System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

**East Unit** rooms are equipped with a new fire alarms system installed in the summer of 2011. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email. System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

**Apartments** “A”, “B”, and “C” are equipped with individual smoke detectors in each bedroom and living room. All smoke detectors in an apartment are interconnected so they will all sound in the event of a fire. Smoke detectors are powered by building power as well as batteries for a backup. Fire extinguishers are available in all apartments.

Fire Alarm Testing and Inspections

Individual components of the fire alarms systems are tested annually by a certified fire alarm company in accordance with NFPA 72, National Fire Alarm Code.

Residence Hall Fire Drills

Fire drills are held twice a year, once a semester, for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with
Campus Police, the residence hall staff, and the local fire station. The supervised fire drill is scheduled within the first 8 weeks of the beginning of each semester.

Evacuation route maps are posted in each resident room showing where the closest egress route is and the assembly area outside.

Students who fail to leave the building during a fire drill are subject to a fine and the incident is turned over to the Residential Life Director.

Fire Life Safety Education

Evacuation Procedure
Residential Life policy on evacuation from residence halls is in the Residential Life student handbook and is discussed with residents when they move into the residence hall, as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room, stay low, and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the hall director or a member of the Residential Life staff acting on behalf of the Residential Life Director or public safety.
- If you can use a fire extinguisher in your hall without endangering yourself, do so. However, your first concern is the safety of yourself and others. Do not attempt to extinguish a fire if your personal safety becomes threatened.

A fire safety inspection is conducted in the first semester to ensure residents are abiding by all regulations.

Residential Life Residence Assistants and staff will have training annually on fire safety.

Fire/Life Safety Policy
Residential Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flame are prohibited in residence halls. There are limits on the number of electrical appliances allowed in a specific room.

During fall semester a Residential Life RA will conduct a fire/life inspection of your room. You will be notified as to when these inspections will take place and you will be required to allow the RA or staff member into your room at that time. If you or your roommate are not present, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was and you will be expected to meet immediate compliance. If the violations have not been
corrected after an unannounced re-inspection, you and/or your roommate(s) will be fined and subject to disciplinary action.

**Violations are as follows:**

- Extension cords and multi-tap electric units without a breaker
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of a portable heater
- Evidence of a tampered smoked detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds-including rooms with no guardrails
- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

**Smoking policy**

Garden City Community College prohibits smoking in any of the Residence Halls and a minimum of fifty feet from any residence hall entrance.

**Reporting a Fire**

Students reporting a fire should contact dial 911 and then notify Campus Police. If the fire is no longer a danger, they should contact the Residential Life Director, Supervisor, or Residential Assistant to report the incident to Campus Police.

**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 a fire, including any injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

**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 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 a 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 at the Residential Life Office and is open to the public during normal business hours. Garden City Community College 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 inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

**Emergency Phone Numbers**
Fire, Police or EMS 911

Campus Police (620) 272-6828

Poison Control (National) (800) 222-1222

Point of Contact for this Annual Compliance Report:

**Rodney Dozier – Campus Police Chief** (620) 276-9603

Kate Covington—Director of Residential Life (620) 276-9642
# Fire Statistics for Garden City Community College

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Total Fires in Each Building</th>
<th>Date</th>
<th>Time</th>
<th>Cause of Fire</th>
<th>Number of Inquiries that Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to Fire</th>
<th>Value of Property Damaged Caused by Fire</th>
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<tr>
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