

## **ANNUAL FIRE SAFETY REPORT**

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**FIRE SAFETY Statistics**..... The HEOA calls for the disclosure of statistics for each student housing facility as they relate to the occurrence of fires and unwanted/false alarms for the current and 2 preceding calendar years. The statistics below are as reported to the SOCC Department of Campus Safety. View full Campus Safety/Crime Stat report at <http://www.socc.edu/admin/pgs/crime-stats/index.shtml>.

**FIRE SAFETY Systems**.....Southwestern Student Housing fire alarm systems in each dorm

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#### **Fire Log**

1. Fire Log Report

#### **Fire Statistics**

1. Number of Fires
2. Cause of Fires
3. Intentional/Unintentional Fires
4. Number of Deaths
5. Injuries needing medical attention at hospital
6. The value of property damaged in fire

## **Fire Safety Last Year**

The statistics below refer to fire drills conducted since the 2009-2010 academic year. Listed you will find the date and time of the drill as well as the length of time from beginning of alarms sounding to clear housing and conduct roll in parking lot 1.

### **Announced Fire Drill:**

November 11, 2009, 10 pm (15 minutes)

November 10, 2010, 10 pm (12 minutes)

### **Unannounced Fire Drill:**

May 26, 2010, 1 pm (30 minutes)

May 19, 2011, 11:08 pm (10 minutes)

## **Fire Safety Systems**

### **1. Fire Extinguisher**

Every month the RAs will perform health and safety inspections. During these inspections every apartment will be checked. The first thing RAs look at when they enter the apartment is the fire extinguisher to make sure it is charged and that it has not been tampered with. Once the fire extinguisher has been checked the tag attached to the extinguisher will be initialed and dated, RAs will then date and mark the status of the fire extinguisher on the Fire Extinguisher Inspection Form (an example of this form is located in the back of this section). After inspections are completed, inspection forms are given to Area Director Jeremy Jones. If there is a problem with an extinguisher Jeremy will make sure that a work order gets submitted to have it repaired.

Jeff Whitey Annually has someone come out to check and recharge every fire extinguisher on housing. There is a log located in this section showing the times inspections were conducted.

### **2. Fire Alarms**

Every month, the RAs will perform health and safety inspections. During these inspections, every apartment will be checked. While in the apartments, the RAs will check every fire alarm to make sure they are hooked up and functioning. If the fire alarm is not working because of a low battery, the RA will get a new battery out of the maintenance closet. If the alarm still will not work, the RA will complete a work order to have it repaired.

### **3. Sprinklers**

Four of the apartments have sprinklers hooked up inside of them in case there is a fire (Gray's Harbor, Battery Point, Trinidad Head, and Willapa Bay). This system is monitored by Gold Coast Security. There is an outside closet in Willapa Bay that serves as the central hub for this system. The Coos Bay Fire Department will be notified through this system if a fire occurs.

### **4. Fire Hydrants**

There are three fire hydrants located throughout the housing complex. They are located in the following areas.

- The first entrance when you come in from Newmark
- In between Willamette River and Warrior Rock
- In front of Tillamook rock

## **Fire Safety Policy**

As stated in the room and board agreement under Housing Conduct Code section 10; labeled **Fire Safety**.

### **1. Flammable materials**

Residents may not possess, display, or burn flammable materials (including, but not limited to, fireworks, candles, incense, gasoline, kerosene lamps, and open cooking elements.

The College and Student Housing prohibit the use of any tobacco products in any manner within the confines of the apartment and building. Tobacco use is not permitted within 10 feet of any entrance into the building, including patios, decks, and stairs.

### **2. Light Fixtures**

Residents may not hang anything from the ceiling, including sheets covering light fixtures

### **3. Fuel Powered Motor Vehicles**

All fuel powered motor vehicles (including but not limited to, motorcycles, all-terrain vehicles, and gas powered scooters) must be parked in designated parking areas.

### **4. Conduct and Sanctions**

If one of the above or any other guidelines is broken, students may face a variety of consequences from the student housing staff. Punishments could include; verbal warnings, citations, housing probation, or eviction. Fines are as follows:

**Burning candles and incense in apartment-\$10**

**Smoking in an apartment or within 10 feet of an entrance- \$10**

**Replace a smoke alarm \$33**

**Smoke alarm batteries are free to the students unless they abuse it; at that point it is \$8**

**Intentionally tampering with fire alarms-\$55**

**Tampering with and re-filling fire extinguishers- \$55**

**Replacing a fire extinguisher-\$75**

**Apartments and rooms damaged by smoke-\$50**

**Note:** During monthly health and safety inspections RA's and RD's will check to make heaters are not being blocked and outlets are not being overloaded.

## **Fire Safety Procedures**

### **Fire Drills**

Fire drills will be held on an ongoing basis, including one annual announced fire drill and one annual unannounced fire drill. Residents will be given an orientation on the fire drill procedure at the beginning of each school year. Any new residents coming in throughout the school year will be individually instructed on the fire drill process by their Resident Assistant.

### **Fire drill Procedures**

The fire drills will be monitored and designed collaboratively by the Student Housing, Campus Security, and local emergency response departments. Once the drill commences, Residents will hear an alarm signaling their need to evacuate the building they are in. Resident Assistants will sweep their respective areas after determining it is safe to do so. After the Resident Assistants have evacuated their buildings they will direct foot traffic to the center of Parking Lot #1. Upon arrival at Parking Lot #1, Resident Assistants will take roll for their assigned buildings. Once the Resident Assistants have identified who is missing they will interview residents to determine possible locations of missing students and report all information to the Resident Director on duty who will be located in the middle of Parking Lot #1. The Resident Director on duty will gather all resident information and report it to Campus Security and emergency response authorities.

### **Announced Fire Drill**

The announced fire drill will be advertised through bulletin boards, e-mail, website, and campus mail at least 1 week in prior to the drill. On the date and time of the announced fire drill, Student Housing Residents will hear an alarm signaling the beginning of the drill and follow the above listed procedures. If at any point the drill is unsatisfactory, more drills will be conducted until it's done properly in a timely manner.

### **Unannounced Fire Drill**

After the announced fire drill an unannounced fire drill will be conducted at an undisclosed point during the winter or spring term. On the date and time of the unannounced fire drill, Student Housing Residents will hear an alarm signaling the beginning of the drill and follow the above listed procedures. If at any point the drill is unsatisfactory, more drills will be conducted until it's done properly in a timely manner.

### **How to a Run Drill**

#### **\*Before and after a drill call-**

Gold coast Security: 541-267-5000-code verification (password) **Dellwood**.

Call Campus Security 541-297-4200

#### **\*Set off alarms on the three story buildings**

There is a fire panel in the outside closet of Willapa Bay. Hold the drill button down for two seconds and alarms will go off in all of the three story apartments, to shut the alarms off press the reset button.

#### **\*Pull Station**

If a pull station gets pulled and there is not a fire you can reset at the station with the fire key (the key is in the top drawer on Dave's desk). After you do that you need to go reset the system at the fire panel by pressing the reset button (outside closet in Willapa Bay).

## **Fire Safety Education and Training**

### **Training**

The Resident Assistant Staff begins training the day after Labor Day. During this time we will train our RAs how to inspect fire extinguishers and fire alarms during health and safeties. RAs will also go through the proper fire extinguisher training so they are prepared to use them if necessary.

Once the school year starts RAs will have an area meeting with their residents where they will talk to their residents about how to manage their fire extinguishers, fire alarms and what to do if there is a fire. Residents are to report any problems to their RA or a housing staff member.

### **Fire Safety Contacts**

#### **In Case of Fire Contact:**

1. Campus Security 541-297-4200 or 911
2. RA Duty Phone 541-260-6996 or Resident Director(s)

#### **After a Fire Contact:**

1. RA Duty Phone 541-260-6996
2. Resident Director(s)
3. Assistant Director of Housing
4. Director of Housing

## Fire Log/Fire Statistics

Building	Date/ Time	Cause Category	Location	No. of injuries requiring medical treatment	Deaths	Value property damage
Battery Point	2/12/2011	1	Family Room	0	0	\$0
Cape Arago						
Cape Blanco						
Cape Mears						
Coquille River						
Desdemona Sands						
Gray's Harbor						
Heceta Head						
Light House						
North Head						
Point Adams	11/25/2009	1	Oven in apartment D	0	0	\$0
St. George Reef						
Tillamook Rock						
Trinidad Head						
Umpqua River						
Willamette River						
Willapa Bay						
Warrior Rock						
Yaquina Head						
<b>Total</b>				<b>0</b>	<b>0</b>	<b>\$0</b>

### Cause Category

1 = Unintentional Fire – Cooking, Smoking materials, Open flames, Electrical, Heating equipment, Hazardous products, Machinery/Industrial, Natural, Other

2 = Intentional Fire

3 = Undetermined