

HOBART AND WILLIAM SMITH COLLEGES

FALL 2009



ANNUAL FIRE SAFETY REPORT



HEA Title IV, Part G, Section 485 (i)

This provision was signed into law on August 14, 2008 by President George W. Bush. The new law requires any institution maintaining on-campus student housing to issue an annual fire safety report. The report must include statistics regarding the number/causes of fires, number of fire injuries and deaths, and value of property damage. It also must include information on each on-campus student housing fire safety system, the number of regular mandatory fire drills, fire safety policies and education programs, and plans for any needed fire safety improvements. The statistics also must be submitted to the Secretary of Education.

Every institution must also maintain a log that records all fires in on-campus student housing facilities.

ON CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEMS

On campus student housing has a number of fire safety systems installed. Student residences are protected by a Honeywell Smart fire detection system which consists of a series of smoke and heat sensors, fire alarm activation pull stations as well as horn and strobe alarms that are hard-wired to a central monitoring station that is manned 24 hours per day, 7 days a week, 365 days a year. A horn base is installed in every sleeping room to insure that all residents are able to hear the alarm. The system is tested once a year in accordance with NFPA and NYS Fire Code requirements by a certified alarm system specialist. Residence Halls have an automatic fire sprinkler system installed except for the exceptions noted in the table 1.1. All on campus student residences have five pound dry chemical ABC type extinguishers located at various places in the building. External fire escapes are available in multi-story building where required by code. Floor plans marked with the primary and secondary egress routes are mounted at various locations throughout the buildings. The evacuation signage also includes the safe meeting area so that members of Campus Safety and Residential Education can take a census and provide additional instructions for occupants that have been evacuated from the building.

Table 1.1-Key

OCC-Occupancy

HSS-Honeywell Smart System

ABC-Type ABC fire extinguishers

ASS-Automatic Sprinkler System

ERFP-Evacuation Route Floor Plans

Table 1.1-On Campus Student Residence Buildings and Fire Safety Systems

NAME	ADDRESS	OCC	HSS	ASS	ABC	ERFP
Abbe Center	764 S. Main St.	9	YES	YES	YES	YES
Bampton House	720 S. Main St.	16	YES	YES	YES	YES
Bartlett Hall	353 Pulteney St.	58	YES	YES	YES	YES
Beta Sigma	756 S. Main St.	16	YES		YES	YES
Blackwell House	42 St. Clair St.	33	YES	YES	YES	YES
Brent House	287 Pulteney St.	8	YES		YES	YES
Caird Hall	183 Hamilton St.	88	YES	YES	YES	YES
Carr-McGuire	775 S. Main St.	31	YES	YES	YES	YES
Chi Phi	573 S. Main St.	17	YES	YES	YES	YES
Cloverleaf House	1 Cloverleaf	7	YES		YES	YES

Table 1.1-On Campus Student Residence Buildings and Fire Safety Systems(cont.)

NAME	ADDRESS	OCC	HSS	ASS	ABC	ERFP
Comstock	41 St. Clair St.	62	YES	YES	YES	YES
deCordova Hall	189 Hamilton St.	88	YES	YES	YES	YES
Delta Chi	574 S. Main St.	17	YES		YES	YES
Durfee Hall	355 Pulteney St.	59	YES	YES	YES	YES
Emerson Hall	185 Hamilton St.	83	YES	YES	YES	YES
408 Pulteney	408 Pulteney St.	5	YES		YES	YES
Geneva Hall	648 S. Main St.	42	YES	YES	YES	YES
Hale Hall	351 Pulteney St.	52	YES	YES	YES	YES
Hirshson Hall	44 St. Clair St.	83	YES	YES	YES	YES
Jackson Hall	425 Pulteney St.	109	YES	YES	YES	YES
Kappa Alpha	600 S. Main St.	10	YES		YES	YES
Kappa Sigma	584 S. Main St.	17	YES		YES	YES
McCormick House	183 Hamilton St.	28	YES	YES	YES	YES
McDaniel's House	645 S. Main St.	14	YES		YES	YES
Medbery Hall	315 Pulteney St.	59	YES	YES	YES	YES
Miller House	43 St. Clair	45	YES	YES	YES	YES
O'Dell's Village	218 St. Clair St.	200	YES		YES	YES
Phi Sigma Kappa	704 S. Main St.	16	YES		YES	YES
Potter Hall	445 Pulteney St.	109	YES	YES	YES	YES
Rees Hall	435 Pulteney St.	80	YES	YES	YES	YES
Sheppard House	141 St. Clair St.	7	YES		YES	YES
Sherrill Hall	51 St. Clair St.	117	YES	YES	YES	YES
Sigma Phi	624 St. Clair St.		YES		YES	YES
Sill House	710 S. Main St.	13	YES		YES	YES
Stewardson House	780 S. Main St.	8	YES		YES	YES
Stucco House	283 Pulteney St.	14	YES		YES	YES
Trowbridge House	129 St. Clair St.	7	YES		YES	YES
Zappler House	577 S. Main St.	9	YES		YES	YES
	121 Hamilton St.	4	YES		YES	YES
	133 St. Clair St.	7	YES		YES	YES
	295 Pulteney St.	8	YES		YES	YES
	402 Pulteney St.	6	YES		YES	YES
	412 Pulteney St.	6	YES		YES	YES
	730 S. Main St.	18	YES		YES	YES
	737 S. Main St.	18	YES		YES	YES
	746 S. Main St.	13	YES		YES	YES
	99 St. Clair St.	7	YES	NO	YES	YES

EMERGENCY EVACUATION/FIRE DRILLS

Campus Safety will conduct three mandatory fire drills in all on-campus student residences during the year in accordance with the Fire Code of New York State (§405). Fire drills will also be conducted during the summer at the time a building is occupied for a camp or event as required by the NYS Department of Health. Drills will be coordinated with the Geneva Fire Department and are intended to familiarize all occupants with the drill procedure.

Responsibility for the planning and conduct of drills will be assigned to the Campus Safety supervisor of the shift that the drill is conducted on. Drills will be conducted unannounced at varied times and under different conditions that might be encountered in a real fire. A record of each drill will be kept that includes the following information:

- Identity of the person conducting the drill.
- Date and time of the drill.
- Notification method used.
- Staff on duty and participating.
- Number of occupants evacuated.
- Special conditions encountered or simulated.
- Weather conditions.
- Time required to accomplish complete evacuation.

Fire drills in residence halls are scheduled periodically, in accordance with National Fire Protection Association and local fire-safety codes. Fire drills are intended to make sure that occupants are aware of exit locations and that emergency-response personnel know their respective and mutual responsibilities. Students should take fire alarms seriously, evacuate when they sound, and follow the directions of the person in charge. It also is important to become familiar with the location of exits. In case of an emergency evacuation, the best advice is stay calm. Safe escape may depend on thinking clearly and remembering what has been practiced. Residence staff will check residence rooms during fire alarms. Students who fail to exit a building when the fire alarm sounds will be fined \$50 (Handbook of Community Standards pg. 33).

FIRE SAFETY POLICIES AND RULES

Smoking Policy (Handbook of Community Standards pg. 45)

Smoking is prohibited in all student residences, and in all indoor common spaces, where no person shall smoke or carry a lighted cigar, cigarette, pipe, or any other form of smoking object. Non-smoking common areas include, but are not limited to, gymnasiums, restrooms, elevators, stairwells, waiting rooms or waiting areas, the swimming pool area, hallways, classrooms, conference or meeting rooms, lecture halls, the health Center, enclosed work areas containing more than one person, enclosed offices for one person that receive frequent visitors, areas used by more than one person, such as areas containing supplies, photocopying equipment, lounges, the library, the College Store, the post office, the Cellar Pub, and the Chapel.

New York State Public Health Law (Subdivision 13 of section 1399-o)

Smoking shall not be permitted and no person shall smoke in the following indoor areas:
13. All public and private colleges, universities and other educational and vocational institutions.

Fire Safety (Handbook of Community Standards pg 32-34).

Fire safety is a concern in which a student's actions or inactions can have great impact on other students and the Geneva community. Students who violate fire-safety code and cause the institution to be fined shall be assessed the amount of the fine.

Each year members of the local fire department respond to many false alarms and in doing so put themselves and the community at risk. False alarms risk making everyone—especially students—complacent and less sensitive to the next fire call, which could be for a major life-threatening fire.

A computer-based central fire-alarm monitoring system, located in the Office of Campus Safety, is designed to provide warning of fire danger in major campus buildings. Any pre-alarm signal enables campus safety officers to enter that room. Localized alarms sound in all buildings. Response to alarms is by both campus safety officers and the Geneva Fire Department.

The following items are strictly prohibited to secure the Colleges property and the community's safety. Any illegal appliance that comes to the attention of a Colleges official will be confiscated and the student will be referred to the appropriate disciplinary board or Vice President for Student Affairs or designee.

These items are prohibited:

- Candles/open flame devices
- Incense
- Tapestries
- Extension cords
- Toaster ovens/hot places/coffee pots/Foreman grills
- Microwave ovens (except for Colleges-approved micro-fridges)
- Large refrigerators (above 3 cubic feet)
- Fireworks/pyrotechnics
- Building lofts and other wood structures

To minimize the risk of fire, the following fire safety rules have been adopted; violation of the rules will lead to disciplinary action.

Open flames and burning

The use of open-flame devices or other burning materials, such as candles and incense, and the melting of wax to fabricate candles, is prohibited. Such materials will be confiscated. Students found responsible for setting fires may expect to be separated permanently from the Colleges.

Fire extinguishers and other fire-safety devices.

Fire extinguishers should be utilized only for their intended purpose and should not be removed from their assigned location. An extinguisher should be used only after the alarm has been pulled and the fire department has been notified. Then, those who are capable may attempt to control a small fire.

Unwarranted use of a fire extinguisher or any other tampering with fire alarms or devices is considered a serious offense that could lead to suspension from the Colleges. A minimum charge of \$250 will be assessed to any student or floor residents who discharge, damage, or tamper with any fire-safety equipment other than to control a fire.

Fire doors.

Fire and smoke doors must be kept closed at all times. They are there to save lives and minimize damage to buildings and personal property.

Cooking and kitchens.

Use of all cooking appliances in student rooms is strictly prohibited. Toaster ovens, microwave ovens, large refrigerators, burners, etc. are prohibited in rooms. A small kitchen area is provided in most residence halls.

Electrical usage.

Caution should be exercised in the use of electrical appliances and power strips to prevent overloading of electrical circuits. Aerials for radios and other items of this nature are not permitted outside of rooms or on the building. Electrical wires leading from residence rooms to receptacles outside the rooms are prohibited.

Fireworks.

All forms of pyrotechnics (firecrackers, cherry bombs, etc.) are prohibited by New York State law. A student found in possession of fireworks will be subject to severe disciplinary action, and the use of fireworks will be regarded as starting a fire.

Lofts and other structures.

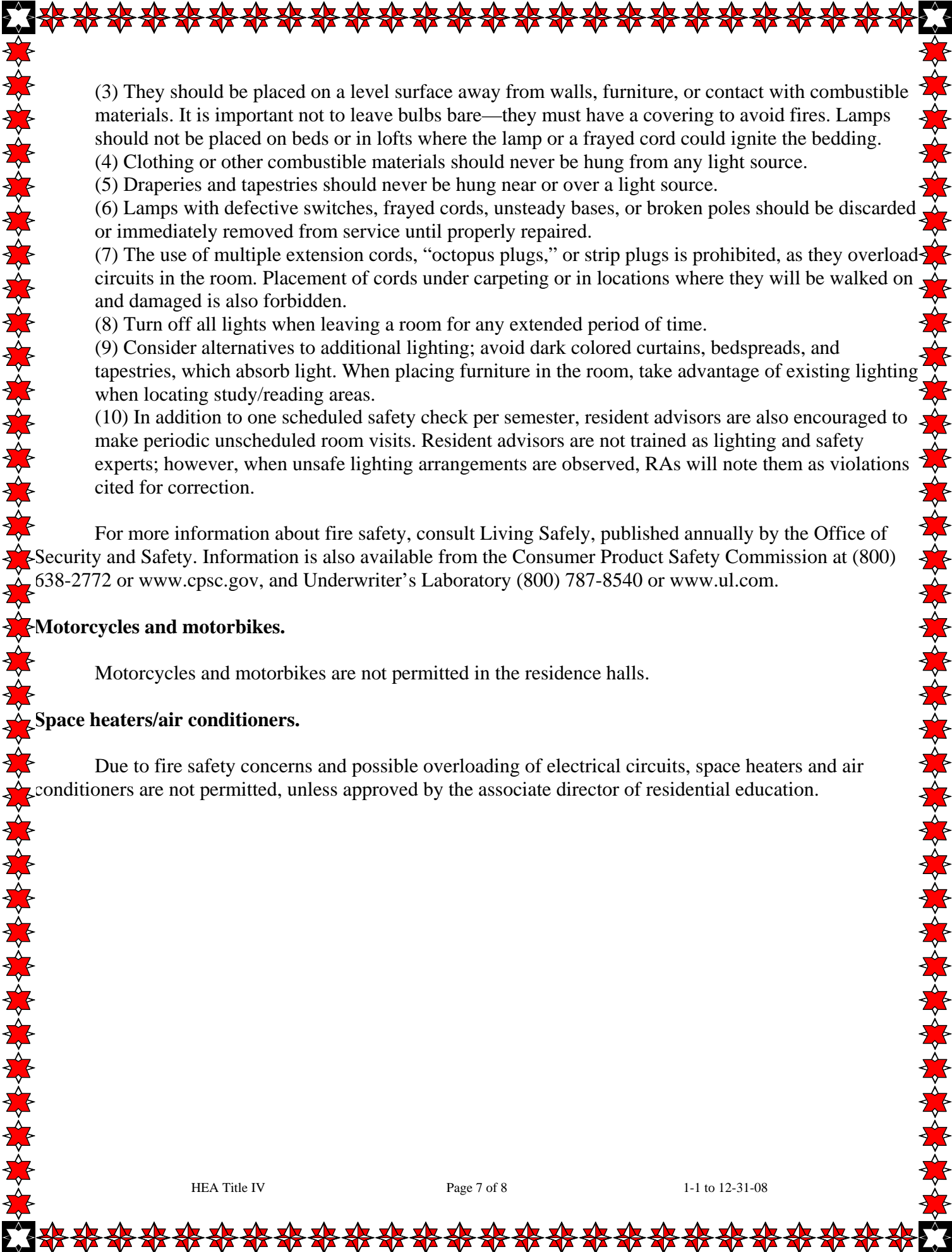
Building lofts and wood structures are prohibited. Shelves and other room structures may not be attached to room furnishings, walls, ceilings, or floors.

Lighting and fire safety policy.

Lamps of all kinds can be fire hazards. Research strongly suggests that a lamp's design and the way that it is used—even more than its light source—determine its safety. Through the residence education program, the Colleges will monitor the lighting arrangements in students' rooms and require that students observe the following rules in using lamps in their residences:

(1) The use of halogen lamps, particularly halogen floor or torchier lamps, is prohibited because their bulbs reach high temperatures quickly and their small bases with long segmented poles are often unsteady, increasing their potential for tipping over.

(2) Never touch a light bulb with bare fingers. Many retain heat long after being switched off. Skin oils can cause hot spots that may cause halogen bulbs to fail or burst.

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- (3) They should be placed on a level surface away from walls, furniture, or contact with combustible materials. It is important not to leave bulbs bare—they must have a covering to avoid fires. Lamps should not be placed on beds or in lofts where the lamp or a frayed cord could ignite the bedding.
 - (4) Clothing or other combustible materials should never be hung from any light source.
 - (5) Draperies and tapestries should never be hung near or over a light source.
 - (6) Lamps with defective switches, frayed cords, unsteady bases, or broken poles should be discarded or immediately removed from service until properly repaired.
 - (7) The use of multiple extension cords, “octopus plugs,” or strip plugs is prohibited, as they overload circuits in the room. Placement of cords under carpeting or in locations where they will be walked on and damaged is also forbidden.
 - (8) Turn off all lights when leaving a room for any extended period of time.
 - (9) Consider alternatives to additional lighting; avoid dark colored curtains, bedspreads, and tapestries, which absorb light. When placing furniture in the room, take advantage of existing lighting when locating study/reading areas.
 - (10) In addition to one scheduled safety check per semester, resident advisors are also encouraged to make periodic unscheduled room visits. Resident advisors are not trained as lighting and safety experts; however, when unsafe lighting arrangements are observed, RAs will note them as violations cited for correction.

For more information about fire safety, consult *Living Safely*, published annually by the Office of Security and Safety. Information is also available from the Consumer Product Safety Commission at (800) 638-2772 or www.cpsc.gov, and Underwriter’s Laboratory (800) 787-8540 or www.ul.com.

Motorcycles and motorbikes.

Motorcycles and motorbikes are not permitted in the residence halls.

Space heaters/air conditioners.

Due to fire safety concerns and possible overloading of electrical circuits, space heaters and air conditioners are not permitted, unless approved by the associate director of residential education.

CAMPUS FIRE STATISTICS FOR PRIOR THREE YEARS

January 1 through December 31 of each year

HOBART AND WILLIAM SMITH COLLEGES

Building	On-Campus Other Campus Buildings			On-Campus Student Residences			College Controlled Off- Campus Student Residences			
	Year	2006	2007	2008	2006	2007	2008	2006	2007	2008
		4	0	1	7	4	5	0	0	0
Fires	Damages	\$1600	0	0	0	\$3500	0	0	0	0
	Deaths	0	0	0	0	0	0	0	0	0
	Injuries	0	0	0	0	0	0	0	0	0
Total Fires		4	0	1	7	4	5	0	0	0

KEY:

Academic Buildings-offices, classrooms, labs, storage, athletic facilities, food service, all non-residential buildings

On-Campus Student Residences-all student housing located on contiguous campus property or on streets bordering the campus or running through the campus and owned or leased by the Colleges.

College Controlled Off-Campus Student Residence-Student housing rented or leased by the Colleges but not located on the campus or immediately adjacent to the campus.