ANNUAL FIRE SAFETY REPORT

Dutchess Community College is pleased to serve a diverse and vibrant academic community in Poughkeepsie, New York. For many of our residential students, Dutchess Community College is their first living experience away from home. The challenge to our College is to provide a safe environment within which faculty, staff, students, and visitors can learn, live and work.

The integral parts of our life safety philosophy include fire safety education, engineering controls, and enforcement of campus policies, state laws and state fire codes. It is with this combination of education, engineering and enforcement, that we are able to reduce the risk of a fire event on our campus. This report will describe our fire prevention and life safety programming at the College, and will demonstrate how the three E’s work together to make sure that all members of our community can return safely home without fire related injury or loss of property.

Perhaps the most important of the three E’s is Education. It is through life safety and fire prevention training, emergency evacuation drills, that the message of awareness and emergency response is disseminated throughout our community. We are excited to partner with the New York State Office of Fire Prevention and Control and the Fairview Fire Department in providing valuable life preserving information to our community members.

Engineering controls describe Dutchess Community College’s efforts in the construction of Conklin Hall to include full fire sprinkler systems and fire alarm systems. Dutchess Community College has an energetic program of plan review, and construction inspections, and upgrades for safe and code compliant spaces. Engineering controls also describe the ongoing inspection, testing and maintenance of fire protection systems on campus. This work ensures that these systems perform as designed in the event of a fire emergency.

Enforcement of state laws, campus regulations, and state fire codes is important in maintaining safe behaviors and buildings. Dutchess Community College Security personnel and the Town of Poughkeepsie Police department are empowered to respond to emergency calls, investigate crimes, and make arrests. As such, they are responsible for maintaining order through the enforcement of campus rules and regulations, some of which arson, criminal tampering, and falsely reporting an incident have a direct connection to fire safety. Additionally, Campus Safety and Security and Residential Life staff work together in administering campus standards of conduct. These standards can be found in the Dutchess Community College student handbook “Student Rights and Responsibilities”. Conflicts with campus standards can be heard by the Office of Student Affairs.

Enforcement and Education work together in an annual fire safety inspection by the New York State Office of Fire Prevention and Control. Every space on campus is inspected in detail on an annual basis. Periodic inspections of the residence hall is also made by the Dormitory Authority of the State of New York. While code violations are cited in the inspection process, these inspections are also used as an opportunity to educate students and staff to be more aware of their collective health and safety.
2013 FIRE INCIDENT LOG

There was no reported incidence of fire in Conklin Hall during 2013.

FIRE SAFETY

Policy for Reporting on Campus Fires

A fire, for purposes of Higher Education Opportunity Act of 2008 (HEOA) regulations, is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

All incidents of fire and alarms of fire on the campus of Dutchess Community College shall be reported to the local fire department immediately, per the Fire Code of the State of New York. All system reports of fire are signaled to the Office of Safety and Security. Security has no discretion regarding the notification of the local fire department – all alarms of fire must be reported immediately to Dutchess County 911 and Fairview Fire department.

The Dutchess Community College Office of Safety and Security will publish incidents in fire on the Fire Safety Log per the United States Department of Education “Handbook for Campus Safety and Security Reporting”.

Fire safety is an issue Dutchess Community College takes seriously. Violation of campus regulations concerning fire alarms and fire safety may result in expulsion. The residence hall is equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Residents are expected to observe fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. Fines for misuse or abuse of safety equipment can range from $100-$1500 plus cost of damages.

CONKLIN HALL FIRE SAFETY EQUIPMENT

1. The entire residence hall is equipped with a sprinkler system.
2. All activated fire alarms will automatically alert Campus Security.
3. All student rooms have a direct wired, local smoke/heat detector.
4. The residence hall has a fire alarm system, which is activated by a pull box, a public area smoke detector, or by a smoke/heat sensor in a student's room.
5. All student rooms and suites have a solid core door, which offer a high level of protection from an active fire penetrating into the living space.
6. The residence hall mattresses and upholstered furniture in resident student rooms and lounges must meet the standards outlined in the Caltech 133 Fire Retardant Bulletin.
7. All carpets used in public areas must meet the State's fire retardant standards.
8. The residence hall has clearly marked exits and hallway fire doors where required by law, which close automatically during an alarm.
9. The residence hall fire alarm pull stations have a "Fire Stopper" cover over them. These covers, once released, activate a loud, local alarm to deter false alarms.
10. College personnel test the residence hall fire alarms twice a year. This includes the testing of all student room smoke/heat detectors and the activation of the alarm system to check that all systems are functioning properly.
11. The residence hall has fire extinguishers that are placed in specific locations as prescribed by law. These are inspected weekly by hall staff when the hall is occupied.
12. All extinguishers are professionally inspected annually as prescribed by the National Fire Protection Association. An outside contractor administers pressure testing.

CONKLIN HALL FIRE SAFETY RULES

The following is a list of rules and regulations specific to fire safety. In Conklin Hall students found in violation of those listed below may face student conduct charges and/or removal from residence.

1. Stairwell doors leading to hallways should be kept closed at all times when not in use.
2. Hallways must be kept clear at all times. Furniture and personal belongings may not be placed in the hallways.
3. Ceiling hangings of any description are not permitted, as they interfere with the proper function of the fire/smoke detection and sprinkler system. Room decorations shall be non-combustible or flame retardant.
4. No items are allowed to be placed on the top of the standing closets (armoires).
5. Wall decorations must be 18 inches below the ceiling height and cannot take up more than 20 percent of each wall. Wall decorations cannot cover windows, such as blankets or tapestry.
6. Bicycles are not permitted in the residence hall. Bike racks are provided by the College near the residence hall. Students are strongly encouraged to always lock up their bicycles.
7. Flammable holiday decorations such as live Christmas trees (cut or balled) and wreaths are not permitted in the building.
8. Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in student rooms or anywhere in the building.
9. Lighting or heating devices that can produce an open flame are prohibited. A list of prohibited items is specified in the Housing Handbook.
10. Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence hall.
11. When cooking, unattended food should not be left in the microwave. All cooking instructions must be read prior to starting to cook.
CONKLIN HALL FIRE ALARM PROCEDURE
AND EVACUATION

Residents are required to become familiar with all of the building’s exits and know that the residence hall will have at least two planned fire drills per semester. One drill is always done "pre sunset" and one is always "post sunset". Resident students must familiarize themselves with evacuation procedures and acquaint themselves with the evacuation plan located near the elevators on each floor.

1. When the alarm is sounded, always consider it an emergency.
2. If an alarm sounds, leave the building immediately and if possible contact Campus Security from a cell phone or the nearest campus phone outside that building.
3. Residents should immediately get dressed, taking weather conditions into account and putting on hard-soled shoes as they may be outside for an extended period of time or may be relocated to a safe place. A towel may be used to cover one's face to assist with breathing if smoke is encountered.
4. BEFORE opening any door, feel it to see if it’s hot. Also, look and smell for smoke. Should a door be hot or if smoke is present, stay in the room/suite. Keep the door closed and place a towel under the door to prevent smoke from entering. Call 431-8070 to let Security know where you are in the building. Do not panic. Fire department personnel will assist you.
5. If there is no sign of heat or smoke, be sure windows are closed before opening the door. Leave the room/suite and the building quickly, but carefully, via the shortest route to the safest exit. Close the room/suite door as you exit.
6. When evacuating the building, continue to check doors for heat, look and smell for smoke, and look for flames. Should any of these conditions be encountered, quickly change the exit route and report what has been observed to personnel once outside.
7. Disabled persons on other than the Basement level, 3rd & 4th floor should respond to a designated Area of Refuge or fire-rated stair tower. The fire department’s first incident priority is the rescue of persons who are trapped or cannot evacuate on their own. Persons should not use the elevator as a means of egress. Two-way communication is provided between the Office of Safety and Security, which is staffed 24 hours per day when Conklin Hall is occupied.
8. Once outside, students must assemble at a safe distance from the hall (at least 150 feet away from the building), gathering at a predetermined location. If someone is missing or needs assistance evacuating, contact emergency personnel or staff.
9. It is important that roadways and routes to the building are kept clear so that emergency vehicles and personnel can get through quickly.
10. Students must respond to directions given by Residence Hall Staff, Campus Safety and Security, Police Officers, the Fire Department, and/or other College officials.
11. Students will not be allowed to re-enter the building until directed to do so by College officials.
CONKLIN HALL EMERGENCY RELOCATION PLAN

In the event that all or a portion of the residence hall is rendered uninhabitable due to fire and/or smoke damage, flooding, malfunction of heating, electrical or plumbing systems, or any other calamity, and where such resulting deficiencies cannot be remedied within a reasonable period of time, the following actions may be initiated:

1. All existing vacancies will be used to relocate those persons who are displaced.
2. Should available vacancies and overflow spaces not suffice, rooms may be tripled as needed. A reduction in room rates will be applied to the accounts of those affected.
3. When feasible, and in appropriate situations (e.g. short-term dislocation and/or when no other options are available), residents may be housed at area motels, at no additional expense to the student or emergency shelters until other suitable arrangements are made. In this event, transportation to and from campus will be provided in order to accommodate academic and food service needs.
4. If, as the result of some unforeseen calamity, the number of residence hall spaces affected renders the above actions impossible, the College will immediately formulate and adopt an alternate emergency response plan which addresses the academic and personal needs of those involved.

RESIDENCE HALL EMERGENCY EVACUATION DRILLS
Emergency evacuation drills in Conklin Hall were conducted during the calendar year 2013 in compliance with the requirements of the Fire Code of New York State.

ANNUAL SECURITY AND FIRE REPORT DISTRIBUTION

The information in this annual security report is made available to you in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Student Right to Know Act of 1990. It is our hope that this information assists you in making intelligent, informed decisions. Please read it carefully and use the information to become partners with Dutchess Community College in preventing crime and fire on our campus. This Clery brochure is prepared annually in a hard copy print version and in an electronic PDF form. (http://www.sunydutchess.edu/assets/2013DCCCampusSecuritySafetyReportUpdated.pdf)
Kerry Rose Fire Sprinkler Notification Act Compliance

Conklin Hall is equipped with addressable fire alarm systems including smoke and heat detection devices. Activated fire alarm systems notify building occupants with distinctive audible and visual notification devices. All fire alarms ring into the Office of Safety and Security, which is monitored 24 hours a day. EVERY alarm of fire is reported to Dutchess County 911 and the Fairview Fire Department. Evacuated buildings are not re-occupied until the fire department has arrived on scene, investigated the alarm, and has given its approval to re-occupy the building.

Conklin Hall has a full fire sprinkler system, and all residential rooms have a direct wired, local smoke/heat detector. The Hall is provided with emergency illumination through emergency lighting and illuminated exit signs.

Mattresses and upholstered furniture in resident rooms and lounges meet the Standards outlined in the Caltech 133 Fire Retardant Bulletin. Additionally, all carpets in public areas meet the State’s fire retardant standards.

Fire alarm systems are inspected, tested and maintained in accordance with the National Fire Alarm Code. This work is completed through contract with a third party.

Fire sprinkler systems, fire pumps, and fire hydrants are inspected, tested and maintained in accordance with NFPA 25 “Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems”. This work is completed by trained employees of Dutchess Community College.

Fire extinguishers are placed in specific locations as prescribed by law and extinguishers are professionally inspected.

Emergency illumination is inspected, tested, and maintained by trained employees of Dutchess Community College.

Special hazard systems are inspected, tested, and maintained through contract with a third party. These systems include the commercial kitchen hood fire suppression systems.