

Northeastern Junior College Fire Safety Report

Under the Higher Education Opportunity Act of 2008 (“Act”), all colleges receiving federal funds are required to report fire safety statistics. Instructions on how to access this information will be distributed on an annual basis to all faculty, staff, and students, and to any applicant for enrollment or employment. Please keep this report as a resource document and refer to it throughout the year. This report is descriptive only. It is not intended to serve as a contract between the College and any other party. College security policies and procedures are subject to change at any time without notice. Any inquiries concerning information presented in this brochure may be directed to the Vice President of Student Services, Steve Smith (970) 521-6657 in Hays Student Center 120.

DEFINITIONS (as defined by the Act)

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

Fire Safety Systems: any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. Examples include sprinkler systems, fire detection devices, stand-alone smoke alarms, and fire doors and walls.

Fire Drills: a supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injuries: injuries that resulted in treatment at a medical facility, including at an on-campus health center.

On-Campus Student Housing Facilities: a dormitory or other residential facility for students that is located on an institution’s campus.

FIRE LOG

A public Fire Log is maintained by the Vice President of Student Services, Steve Smith, and may be accessed by visiting Hays Student Center room 120. The Fire Log tracks, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. It includes the nature, date, time, and general location of each fire. Entries are entered into the log within two days of receipt of the report of the fire.

Campus Housing Services works closely with Sterling Police Department and the Sterling Fire Department (LFD) to ensure a safe environment for residence hall students. Residence hall staff and other college officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire- and life-safety awareness, as well as identifying any noncompliance of safety standards.

Fire Protocols (*compliance efforts, beginning 2014-2015*)

Each fall, the Student Housing staff spend two hours in fire training provided by the Local Fire Protection District, covering how to use a fire extinguisher, how to evacuate a building, how to check hot doors and other issues related to fire safety.

- Within the first two weeks of occupancy during the fall and spring semesters, fire drills are conducted in all residential facilities.
- Fire safety rules and procedures are provided to students in the *Student Handbook*.
- Any resident who purposely and maliciously attempts to set fire to, or burn, or causes to be burned or procures the burning of any building in the Student Housing Program, or any of the furnishings or equipment in, attached to, or around such buildings will be subject to prosecution and penalty under the laws of the State of Colorado. Violation of this policy will result in removal from the Student Housing Program and termination of the Housing Contract.
- Individuals intentionally causing false fire alarms are in violation of state laws and will be removed from the Student Housing Program.
- In addition, residents tampering with any fire-fighting equipment (i.e., extinguishers, hoses, alarms, exit signs, smoke detectors, etc.) will be removed from the Student Housing Program and may be subject to further disciplinary action by College officials, and/or the criminal justice system.
- Fire extinguishers and suppression systems are regularly tested. Fire evacuation drills are performed each semester in the residence halls, and residence hall staff receives annual fire safety training.
- Fire safety education and training programs include evacuation drills conducted at College buildings annually and include identifying the location of safety devices (Fire alarm pull stations, AEDs, alternate exits and areas of refuge). Fire extinguisher training is available, upon request, to Housing staff (RA, HDs, AHDs), Faculty and Staff.
- For more information regarding fire safety, education or training, please contact Tracy Yahn at (970) 521-6708 or Ben Murray at (970) 521-6639.

Handbook Policies – The following items are published and can be referenced in the *Student Handbook*.

- Fireworks, firecrackers, open flames (candles or oil lamps), explosive materials of any kind, and the burning of incense are prohibited at all times in the Northeastern Junior College residence halls.
- Smoking is not permitted in any campus housing facility or anywhere on campus.
- Appliances with open coils such as toaster ovens, hot plates, and toasters are prohibited in the residence hall facilities.
- Only one microwave and one small refrigerator are permitted in each residence hall room.

To Report a Fire

In order to report smoke or an active fire call 911. If you smell smoke, immediately contact campus authorities to investigate further, even if you do not see fire. If a minor fire appears controllable, immediately contact a campus authority and call 9-1-1 and use the fire extinguisher by directing the charge towards the base of the flame. If it is an uncontrollable fire, immediately contact the Sterling Fire Department and 9-1-1. If you find evidence that a fire occurred and has been extinguished, and you are not sure College has already responded, notify the Department to investigate and document the incident.

2013 Residence Halls Fire Statistics/Fire Safety Systems

Residence Hall	# Fires	# Injured	# Deaths	Fire Drills	Fire Alarm	Fire Sprinkler *	Smoke Detection	Fire Extinguishers	Evacuation Maps
Williams/GRB Hal 619 Landrum Ln	0	0	0	2	Yes	Yes	Full	Throughout	Yes
Poole Hall 629 Landrum Ln	0	0	0	2	Yes	Yes	Full	Throughout	No
Blue Spruce Hall 143 College Ave	0	0	0	2	Yes	Yes	Full	Throughout	Yes
Dowis Hall 145 College Ave	0	0	0	2	Yes	Yes	Full	Throughout	Yes
Herboldsheimer Hall 147 College Ave	0	0	0	2	Yes	YEs	Full	Throughout	Yes

*A partial sprinkler system is defined as having sprinklers in the common areas only and a full sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Property Damage from Fires

List here the number of fires per building and estimated damage amount. These amounts can range from \$0-\$99, \$100-\$999, \$1,000-\$9,999 etc. If no fires were reported, then state "No fires reported." Please keep in mind that **any** type of fire, such as someone setting a fire in a trashcan must be reported.

NO FIRES REPORTED.

Evacuation Procedures

- Don't panic; stay as calm as possible. You will need to think clearly to make the right decisions.
- Take your keys and student ID with you. Take small personal items (your backpack, briefcase, purse, etc.), if you have time.
- Feel the door knob with the back of your hand or palm to test for heat.
- If the door is cool, brace yourself against it, and open it slowly to check for flames and/or smoke.
- If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor. If one exit is blocked, try the next nearest exit.
- Leave room door closed.
- Alert others by shouting or knocking on doors as you make your way to the stairs.
- Always escape via stairs – never use the elevators
- Stay together at a safe distance (300 to 500 feet, upwind) from the building until Campus Safety advises you can return to the building.
- Failure to evacuate a building is taken very seriously by the College Housing and could result in disciplinary action.

If You Are Trapped Or Unable To Exit:

- Stay calm and take steps to protect yourself.
- Close the room door(s).
- Put cloth at the bottom of the door(s).
- Call 911 (9-911 from a campus phone) and stay on the line and state your location.
- If possible, move to a room with an outside window.
- Stay where rescuers can see you through the window and wave a light-colored item to attract their attention.
- If possible open the window at the top and bottom. Be ready to shut the window quickly if smoke rushes in.
- Be patient. The rescue of occupants of large structures could take time.

There are fire extinguishers located on every floor as well as in the main office of each residence hall. Please take time to familiarize yourself with the locations of fire exits, fire extinguishers, and pull-alarm stations in your residence hall.

Tampering with fire extinguishers can leave you and others unprotected in case of a fire. Please remember, false alarms could reduce the response of residents when a fire occurs. If hall residents cannot trust the legitimacy of the fire alarm, they may find themselves trapped by fire in a real emergency. Abuse of fire equipment, false alarms, and arson are serious crimes. Violators are subject to fines, College disciplinary procedures, and criminal prosecution.

Missing Student Policy and Official Notification Procedures

Pursuant to the Higher Education Opportunity Act of 2008, the College has enacted a Missing Student Notification Policy and Official Notification Procedures that applies to Resident Students (students who reside in campus housing). If a member of the Northeastern Junior College community has reason to believe a resident student is missing, he or she should immediately notify the Sterling Police Department at (970) 522-3512. When a resident student is reported missing, the Vice President of Student Services will initiate an investigation to determine the validity of the report and determine if the resident student is missing.

Resident students may designate a confidential contact person to be notified no later than 24 hours after being determined to be missing. If no confidential contact is registered, the resident student's designated emergency contact person(s) will be contacted.

The confidential contact information provided by the student will be accessible only to authorized campus personnel, including law enforcement officials in connection with a missing person investigation.

If an unemancipated student under 18 years of age is determined missing, the student's custodial parent or guardian will be notified within 24 hours, in addition to the confidential contact person.

If resident students of any age are determined to be missing for more than 24 hours, Official Notification Procedures will be followed.