

2011 Annual Fire Safety Report

The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specifies new campus safety requirements for fire safety issues – required of any Title IV institution that maintains an on-campus student housing facility. These institutions must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log.” These disclosures are required beginning with the Annual Fire Safety Report due on October 1, 2010. The statistics will also be collected via the Department of Education’s web-based Campus Safety and Security Survey beginning in August, 2010.

Finger Lakes College Suites, 4316 College Suites Dr. Canandaigua NY 14424, provides apartment-style student housing; conveniently located next to FLCC’s nature trails, tennis courts and arboretum with lighted walkways to FLCC’s main building, full kitchens, wireless Internet access, single occupancy bedrooms, in-building laundry, fitness facilities, lounge and study areas.

A. 2010 Fire Statistics for On-campus Student Housing Facilities

Location – Floor and Wing	Cause	Injuries	Deaths	Property Damage
2A	Undetermined Smoke Alarm Activation	0	0	\$0
2B	Undetermined Smoke Alarm Activation	0	0	\$0
3E	Undetermined Smoke Alarm Activation	0	0	\$0
3B	Undetermined Smoke Alarm Activation	0	0	\$0

B. Description of On-Campus Student Housing Fire Safety Systems

The housing facility has the following:

- A) A complete automatic sprinkler system.
- B) Fire Alarm System is currently monitored by SimplexGrinnell’s Central Monitoring Station.
- C) Smoke detectors in each sleeping unit, common area and corridor.
- D) Sleeping units, common areas and corridors are connected to the building’s Fire Alarm Control Panel (FACP).
- E) ADA apartments for residents with disabilities have ADA devices available for fire alarm.

C. Number of regular mandatory supervised fire drills:

Each on-campus undergraduate housing facility has two fire evacuation drills conducted by United Group of Companies in consultation with the State of New York Office of Fire Prevention and control each semester.

D. Policies on portable electrical appliances, smoking and open flames:

On campus housing facilities have prohibitions against the following activities:

- Smoking
- No open flames or incendiary devices including candles, incense, Sterno or kerosene lamps
- The possession of candles and incense
- The storage or use of flammable liquids and substances: gasoline, kerosene, charcoal and lighter fluid
- Extension cords (Surge protectors must be UL approved.)
- Halogen lamps/bulbs (Light bulbs shall not exceed 100 watts.)
- Natural trees, wreaths or garland
- Wall paneling, wallpaper, tapestries or similar coverings
- Personal property shall not be kept in hallways/stairwells or placed in any manner where they may create an obstacle to an exit route
- Cooking in the hallways
- The use of multiple plugs off a single outlet
- Toaster Ovens, hot plates, deep fryers, George Foreman grills, quesadilla makers, sandwich and waffle makers or any other cooking device that does not have an automatic shut off in place
- Mini-refrigerators
- Microwaves
- Air Conditioning Units
- Space heaters, electric blankets or portable heaters of any type

Additional information is available at Finger Lakes College Suites – <http://www.flcc.edu/pdf/housing/RulesRegulations.pdf>

Procedures for Student Housing Evacuation

- As soon as alarm is activated, all persons are required by law to vacate the building according to proper procedures.
- Students should lock and close all doors and leave the building by the nearest staircase, and should not use the elevators.
- It is important to leave the building in silence so that, if necessary, special instructions can be given and heard by all.
- Students should leave as quickly as possible.

- The Fire Department will determine when it is appropriate to return.
- Residents will remain outside until the signal is given to re-enter the building.

Fire safety education and training programs for students, faculty and staff:

Finger Lakes College Suites Rules and Regulations documentation is distributed and emergency evacuation procedures are communicated to all residents during the mandatory opening meeting. Emergency evacuation procedures are also reviewed with residents at Resident Assistant floor meetings.

Fire safety training is incorporated into annual Resident Assistant training. Resident Assistant training includes a presentation by the State of New York Office of Fire Prevention and Control, and the Office of Campus Safety. This training includes participation in a controlled burn and smoke evacuation demonstration.

Once a semester, Resident Assistants conduct a fire safety inspection to assist residents in identifying potential fire safety issues.

Titles of each person or organization to which individuals should report that a fire has occurred

Incidents during normal business hours (8:30 a.m. - 5:00 p.m.) should be brought to the attention of Finger Lakes College Suites management, 585-393-6420.

At any time an incident may be reported to any Resident Assistant on staff.

If at any time management or a Resident Assistant cannot be located, the Security Office should be contacted at 585-393-6444.

Plans for future improvements in fire safety:

Current plans include:

- Relocating joint fire safety training with other local colleges to our campus.

Fire Log

Fires are recorded by the date they were reported.

Information includes:

- The nature of the fire,
- The date the fire occurred,
- The time of day the fire occurred, and
- The general location of the fire.

FLCC maintains either an electronic format which is accessible on-site. The fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is made available within two business days of a request for public inspection. Information in the fire log is used to gather the statistics that are required for the Annual Fire Safety Report discussed above. As with all documentation, the fire log must be kept for at least three years following the publication of the last annual report to which it applies (in effect, seven years).

Definitions

Fire: For the purposes of fire safety reporting, a **fire** is, *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”*

On-Campus Student Housing Facility: For the purposes of the HEA fire safety regulations, *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.* This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

Finger Lakes Community College’s Annual Security Report: Finger Lakes Community College’s Annual Security Report (Clery Report) is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school’s policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years’ worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at www.flcc.edu/pdf/safety/AnnualReport.pdf

Paper copies of this report can be obtained from the FLCC Office of Campus Safety, or any of the Campus Centers.