Office of Campus Safety
2012 Annual Fire Safety Report

In August 2008, the Higher Education Opportunity Act included provisions requiring institutions of higher education to annually disclose certain information regarding fires and fire safety in residential buildings. This report has been prepared in accordance with those provisions. Questions or concerns about this report may be directed to the Mr. Kenneth Snyder, Assistant Dean of Community Standards/Director for Campus Safety, (csdirector@albion.edu), or Mr. John Collins, Senior Associate Director of Campus Safety (jcollins@albion.edu). Mr. Snyder and Mr. Collins may also be contacted by calling (517) 629-0213.

GENERAL INFORMATION:

Reporting Fires:

All fires or suspected fires should be reported to the Albion College Office of Campus Safety by calling 517-629-1234 or 517-629-0911. Campus Safety can also be reached by dialing extension 1234 or 0911 from any campus phone. Fires can also be reported to the Albion Department of Public Safety calling 911 on your cell phone.

Protect Yourself:

Campus Safety should be notified of any defects or deficiencies of fire safety equipment on campus.

Supervised Fire Drills:

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Campus Safety and Residential Life Staff. Fire drills are conducted to ensure the students of Albion College are familiar with the alarm procedures and evacuation routes for the residential buildings in which they reside.

Evacuation Policy and Procedures:

Evacuation emergencies may include fires, hazardous materials and explosions (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which Campus Safety personnel direct evacuation of a building. In the event of fire, fire alarm signal or other evacuation emergencies at Albion College, all persons in the affected premises must evacuate immediately.

Albion College staff and students will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell, horn, or other tone, depending on the building. Other emergency notification methods may include e-mail, text message, phone communication, or in person, as appropriate or warranted by the situation.

Moste residence hall rooms have evacuation maps posted inside the rooms which indicate the safest and most direct exit routes from the room in the case of an emergency.

Residence Hall Fire Safety: (Campus Safety Web Site)

If You Discover A Fire:

- If you discover a fire or smoke situation, activate the fire alarm pull station and contact Campus Safety at extension 1234 or 0911.
- If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are en route to your location.

When The Fire Alarm Sounds:

- Close all windows but leave curtains and drapes open.
- Leave the overhead lights on.
- Before opening any door, feel the door. If it is hot, do not open it. If it is not hot open the door slightly. If you encounter heat or heavy smoke close the door and stay in the room.
- If you cannot leave the room, open the window slightly and hang a sheet or other light colored cloth out the window to attract the attention of emergency personnel. If there is a phone in the room, call Campus Safety (0911 or 517 629 0911) or the Albion Department of Public Safety (911 from cell phone) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets or other similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.
- **DO NOT** use elevators. If hallway and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building. Emergency apparatus may be maneuvering around the building.
- Follow the directions of the fire and police personnel and never re-enter the building until they give permission to do so.

BUILDING SAFETY FEATURES:

Fire Doors:

Stairwell fire doors should be kept closed at all times. During a fire the stairwells will provide a place of refuge and will protect you during your escape from the building. If the fire doors are left open, the stairwells will act as chimneys, rapidly spreading the fire and smoke throughout the building.

Exits:

Each exit or exit access should be kept clearly marked with a lighted or fluorescent exit sign. You should familiarize yourself with all exit routes in your residential building.

Fire Alarms:

Fire alarm systems provide a rapid means of notifying all occupants of an emergency. Continued abuse of these systems creates a complacent attitude among the building residents which may result in injury or death when the alarm is ignored in an actual emergency situation. Fire alarm systems such as pull boxes and smoke alarms may not be tampered with or altered for any reason.

Fire Extinguishers:

Multi-purpose ABC fire extinguishers are located throughout all the college buildings and residential halls for use by the occupants on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P - Pull the pin.
- A - Aim.
- S - Squeeze the trigger.
- S - Sweep the fire.

POTENTIAL HAZARDS:

Appliances:

Sun lamps, halogen lamps, hot plates, toaster ovens, electric skillets, rice steamers, woks, indoor or outside grills, space heaters and other high-powered electrical appliances are prohibited in dorm rooms. Items such as irons and hair dryers should be unplugged after use and not stored until they are cool enough to touch. Too many appliances plugged into the same outlet or extension cord may cause an overloading of the circuit resulting in loss of power or possible fire.

Obstacles:

Storage of bicycles, chairs, desks, trunks, etc. in hallways, stairwells, or any place which would interfere with public access or exit areas of the building is strictly prohibited. These items left unattended in such areas are in violation of fire safety codes and will be removed by authorized personnel.

Open Flames:

Open flames, candles, incense, charcoal grills, etc. are not permitted in any residential building.

Flammable Liquids and Gasses:

Gasoline, paint, ether, propane or any other flammable liquids or gasses are not allowed in any residential building for any reason.

Fireworks:

Fireworks, gunpowder or any type of explosives are not allowed in residential buildings per fire code.

Elevators Are Hazardous to Use in Fires:

Elevators should not be used as a means of evacuation during an emergency. In a fire, the elevator shaft could act as a chimney in transmitting heat and smoke from floor to floor. In addition, elevators may malfunction and stop at the floor involved in the fire, opening automatically, and exposing the passengers to heat and smoke.

Party Decorations:

The use of crepe paper, cloth, corn stalks, and bales of hay or other combustible materials for party decorations is strictly prohibited in residential buildings.

Prohibited Items in Campus Residences: (Albion College Student Handbook)

To reduce unnecessary health and safety risks the following are prohibited in all campus residences:

• Fireworks and any incendiary devices;

• Guns, paint ball guns, or other dangerous instrumentality;

• Chef, butcher, and carving knives;

• Flammable liquids;

• Dangerous chemicals (mace, etc.);

• Candles/open flame devices;

• Excessive dirt/garbage, etc.

• Animals (fish are permitted);

• Internal combustion engines;

• Game/fish cleaning on campus;

• Draperies/tapestries covering lights;

• Flags or other cloths on ceilings above beds or lofts;

• Extension cords;

• Non-UL-approved appliances;

• Electrical appliances that have high surface temperatures or which may create a fire or shock hazard such as:

- Sun lamps;
- Halogen lamps;
- Hot plates;
- Toaster ovens;
- Electric skillets, rice steamers, woks;
- Indoor and outdoor grills;
- Space heaters;
- Electrical appliances that have high power needs such as:
- Air conditioners (unless approved through proper procedures);
- Microwaves exceeding 600 watts;
- Refrigerators exceeding 3.5 cubic feet or exceeding 1.4 amps.

Only two items should be plugged into each outlet. While extension cords are not permitted, a power strip with a circuit breaker is allowed and encouraged for students to use with electrical equipment. Two high-voltage items should not be plugged in to the same outlet.

Please remember that most outlets in the residences are 'back to back', meaning that they are connected to the outlets in the adjoining room. Be aware of the items that neighbors have plugged into their outlets. All electrical appliances must carry the Underwriters Laboratories, Inc. seal.

Students are urged to be mindful of conserving energy when using electrical appliances and not create a fire hazard by overloading electric circuits.

Fireworks/Incendiary Devices: (Albion College Student Handbook)

The possession or use of fireworks or any incendiary devices is prohibited. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College.

Bonfires, Campfires and Fire Pits: (Albion College Student Handbook)

Bonfires, campfires and fire pits are prohibited outside all student residences. Bonfires are normally only permitted on campus at the fire pit along the Kalamazoo River near the long jump area and must be approved in advance. Student groups requesting to hold a bonfire must submit a request to the campus scheduler. If the fire pit is available, the campus scheduler will inform the group representative(s) to contact Campus Safety at least three days prior to the event for approval to have the bonfire. The representatives will be issued a burning permit from Campus Safety, and must agree to follow all of the conditions listed on the permit during the event. Campus Safety may immediately extinguish bonfires if a violation of any of these conditions is observed or reported.

Bonfires will not be approved during drought or extremely dry conditions. If sustained winds in excess of 15 mph are expected, or if a burning ban is in effect. Only wood provided by the Grounds Department may be burned for bonfires. No trash, rubbish, or other materials may be burned.

Use of Tobacco Products: (Albion College Student Handbook)

To respect the rights of non-smoking persons, to maintain a healthy environment, to ensure the upkeep of College buildings, and to abide by the Calhoun County Clean Indoor Air Regulation, smoking is prohibited in any academic or administrative buildings and the majority of residential areas (including student residence lounges, lobbies, hallways, and other common areas). In addition, smoking is prohibited within 25 feet of all College buildings or along any access route to buildings where others may be exposed to second hand smoke Students who smoke inside the perimeters may be subject to disciplinary action.

Designated smoke-free housing is intended to support those students who desire a smoke-free environment. Primary responsibility for enforcement of the smoke-free environment rests with those individuals assigned to live in a smoke-free building. Residential Life staff will intervene to support those situations where residents have been unable to resolve conflicts, or where violations of the smoking perimeters and designated areas are suspected.

Dean Hall, Fiske House, Ingham Hall, Seaton Hall, Mitchell Towers, Wesley Hall, Whitehouse Hall, and 711 E. Michigan Avenue Annex are smoke-free residences.

In residential areas not designated as smoke free housing areas (fraternities, apartments, and other annexes), smoking is prohibited in individual student rooms unless all occupants in the room agree that smoking should be permitted. Smoking is also prohibited in all common living areas of these buildings including but not limited to living rooms, kitchens, lounges, lobbies, hallways, laundry rooms, and basements

Fire Safety and Regulations: (Albion College Student Handbook)

In August 2008, the Higher Education Opportunity Act included provisions requiring institutions of higher education to annually disclose certain information regarding fires and fire safety in residential buildings. It is the responsibility of the director of campus safety to compile and publish these statistics for the campus community. Copies of this report can be obtained by contacting the Office of Campus Safety (517/629-0213). This report is also available on the Campus Safety website: http://www.albion.edu/student-life/campus-safety/clery-report .

Fire alarms, smoke detectors, fire sprinklers, and fire extinguishers are provided for students' safety and should be activated in cases of suspected or actual fire. Activation of this equipment should be reported immediately to the Department of Campus Safety, which will return the equipment to operating condition. All students, visitors, and guests must cooperate with fire alarm evacuation procedures and follow all fire safety regulations or face strict disciplinary action and fines.

Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens or causes damage to College or personal property can result in judicial and/or legal action, and restitution for damages and expenses incurred as a result of the behavior or activity. Costs to the College resulting from the misuse of fire safety equipment will be charged to the individual(s) involved. Repair and replacement costs of College property necessitated by improper use of appliances, accessories, smoking materials, etc. are the responsibility of the student.

Fire safety doors should not be locked, propped open, or blocked. Violation of this policy may result in disciplinary action.

Candles and other flame-producing accessories, incense, and live Christmas trees are potential fire hazards and are prohibited in student residences. Fire-rated artificial Christmas trees are permitted.

Fire Safety Education and Training Programs

All Resident Directors (RD) and Resident Advisors (RA) receive fire safety and emergency action plan training and are responsible for providing fire safety information to students in residential buildings. Resident Directors and Resident Advisors conduct mandatory residential housing meetings for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents. Fire Safety programs are provided to Residential Halls by Campus Safety on request during the academic year.

Fire System Inspections:

During the summer of 2012 all fire alarm systems, fire extinguishers and sprinkler systems in all applicable Albion College buildings were inspected and certified by authorized companies contracted by Albion College.

2012 Updates and Future Fire Protection System Updates:

No new updates in 2012.

Fire Log: (Includes all fires on Albion College property)

All fire calls reported to Campus Safety are logged in the Campus Safety Incident Log, which is maintained on the Campus Safety web site (http://www.albion.edu/campussafety). Each entry includes the nature of the call, date, time, general location and cause of each fire. Below are all fires reported to Campus Safety during 2011.

02/22/2012, 6:20 P.M.

Car Fire: A car fire was reported in Albion College parking lot#4. Fire was extinguished by the Albion Department of Public Safety. Cause of fire: Determined to be a mechanical issue.

2012 CAMPUS HOUSING FIRE PROTECTION SYSTEMS REPORT **Residential Buildings**	Monitored Fire Alarm System	Smoke Detectors (Hardwired)	Smoke Detectors (Battery Only)	Alarm Strobe Lighting	Audible Alarm Horns/Sirens	Wet Sprinkler System	Fire Extinguishers	Marked Fire Exits	Mandatory Fire Drills
Briton Apts.	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Burns St. Apts.	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Mae Karro Apts.	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Mitchell Towers	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
Munger Apts.	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes
Seaton Hall	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes
Wesley Hall	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Whitehouse Hall	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes
416 E. Cass St. (E-House)	No	Yes	No	No	Yes	No	Yes	No	Yes
416 E. Erie St. (Octagon)	No	Yes	No	No	Yes	No	Yes	No	Yes
501 Michigan Ave.	No	Yes	No	No	Yes	No	Yes	Yes	Yes
507 E. Erie St.	No	Yes	No	No	Yes	No	Yes	No	Yes
711 Michigan Ave.	No	No	Yes	No	Yes	No	Yes	No	Yes
1000 Porter St.	No	Yes	No	No	Yes	No	Yes	No	Yes
1112 E. Porter St.	No	Yes	No	No	Yes	No	Yes	No	Yes
Dean Hall	No	Yes	No	Yes	Yes	Yes	Yes	No	Yes
Fiske House	No	Yes	No	No	Yes	No	Yes	No	Yes
Ingham House	No	Yes	No	No	Yes	No	Yes	No	Yes
Munger Annex	No	Yes	No	No	Yes	No	Yes	No	Yes
Fraternities:									
Alpha Tau Omega	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Delta Sigma Phi	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Delta Tau Delta	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Sigma Chi	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Sigma Nu	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes
Tau Kappa Epsilon	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes

2012 CAMPUS HOUSING FIRE STATISTICS REPORT **Residential Buildings**	**Intentional (Arson)**	**Unintentional**	**Mechanical**	**Electrical**	**Act of Nature**	**Smoke Invest.**	**Other**	**Fire Drills**	**Treated Injuries**	**Deaths**	**Property Damaged ($)**
Briton House Apts.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Burns St. Apts.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Mae Karro Village	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Mitchell Towers	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Munger Apts.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Seaton Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Wesley Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Whitehouse Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
416 E. Cass St. (E-House)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
416 E. Erie St. (Octagon)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
501 Michigan Ave.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
507 E. Erie St.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
711 Michigan Ave.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
1000 Porter St.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
1112 E. Porter St.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Dean Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Fiske House	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Ingham Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Munger Annex	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Fraternities:											
Alpha Tau Omega	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Delta Sigma Phi	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Delta Tau Delta	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Sigma Chi	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Sigma Nu	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Tau Kappa Epsilon	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Totals	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**52**	**0**	**0**	**0**