



2020 Annual Fire Safety Report

INTRODUCTION

In accordance with the Higher Education Opportunity Act (HEOA), *Lake Erie College* provides information to current students, prospective students and employees on fire safety and statistics. Statistics contained in this report is from the 2019 calendar year. This report includes information on fire safety systems for resident housing, fire drill procedures, resident housing policies on electrical appliances, smoking and open flames, policies for fire safety education and training programs, and fire reporting.

The 2020 Annual Security Report is also available on the *Lake Erie College* website separate from this report.

FIRE REPORTING

In the event of an actual fire, the Painesville Fire Department must be notified by telephone at 911, as well as by automatic alarm. Security should also be notified at (440) 375-7575.

FIRE DRILL POLICIES AND PROCEDURES

Fire drills are conducted bi-annually during the current academic year; once in the fall and again in the spring. Residents and their guests must evacuate the building each time a fire alarm sounds. Failure to evacuate the building will be referred to the Student Conduct board for review.

FIRE LOG

The Student Life Office and Safety and Security Departments maintains a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire, and is available at either office on request.

STUDENT RESIDENCE FIRE SAFETY SYSTEMS AND INSTANCES OF FIRE FOR 2018

Below is a list of all campus facilities used to house students, a description of each facility's fire safety systems, and statistical information on the occurrences of fire in each facility. The Department of Education's definition of a fire is *"any instance of open flame or other burning in a place not intended to contain the burning"*.

During the 2019 calendar year no instances of fire occurred in any of the Lake Erie College residential facilities. Due to all residential facilities being fire free there is no loss of life or injury to report

Andrews Hall, 391 W. Washington St, Painesville, OH

72 bed residence hall. Fire Safety System: Simplex system, smoke and heat detectors; 3 pull stations, horn sounding and strobe lights; portable fire extinguishers; monitored by Gene Ptacek and Sons, Cleveland, OH, inspected annually.

Number of fires in this facility in 2019: 0 2016:0 2017:0

Dickinson Hall, 391 W. Washington St, Painesville, OH

92 bed residence hall. Fire Safety System: Simplex system, heat and smoke detectors; 10 pull stations, horn and strobe light notification; portable fire extinguishers; automatic sprinkler system; monitored by Gene Ptacek and Sons, Cleveland, OH, inspected annually.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Fowler Hall, 391 W. Washington St, Painesville, OH

66 bed residence hall. Fire Safety System: Simplex system, smoke detectors; 11 pull stations, horn and strobe light notification; portable fire extinguishers; automatic sprinkler system; monitored by Gene Ptacek and Sons, Cleveland, OH, inspected annually.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Ritter Hall, 391 W. Washington St, Painesville, OH

70 bed residence hall. Fire Safety System: Simplex system, smoke detectors; 11 pull stations, horn and strobe light notification; portable fire extinguishers; automatic sprinkler system; monitored by Gene Ptacek and Sons, Cleveland, OH, inspected annually.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Founders Court, Building A (Avery Hall), 551 W. Jackson St., Painesville, OH

3 story/30 bed apartment style housing; single station battery operated smoke detectors in each apartment and hallway of each floor; batteries are tested monthly by residence life staff; portable fire extinguishers in each apartment and hallway area.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Founders Court, Building B (Hitchcock Hall), 553 W. Jackson St., Painesville, OH

3 story/30 bed apartment style housing; single station battery operated smoke detectors in each apartment and hallway of each floor; batteries are tested monthly by residence life staff; portable fire extinguishers in each apartment and hallway area.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Founders Court, Building C (Ladd Hall), 555 W. Jackson St., Painesville, OH

3 story/30 bed apartment style housing; single station battery operated smoke detectors in each apartment and hallway of each floor; batteries are tested monthly by residence life staff; portable fire extinguishers in each apartment and hallway area.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Founders Court, Building D (Rockwell Hall), 557 W. Jackson St., Painesville, OH

3 story/30 bed apartment style housing; single station battery operated smoke detectors in each apartment and hallway of each floor; batteries are tested monthly by residence life staff; portable fire extinguishers in each apartment and hallway area.

Number of fires in this facility in 2019: 0 2018:0 2017:0

Founders Court, Building E (Wilcox Hall), 559 W. Jackson St., Painesville, OH

3 story/30 bed apartment style housing; single station battery operated smoke detectors in each apartment and hallway of each floor; batteries are tested monthly by residence life staff; portable fire extinguishers in each apartment and hallway area.

Number of fires in this facility in 2019: 0 2018:0 2017:0

IMPROVMENTS TO THE STUDENT RESIDENT FIRE SAFETY SYSTEM

During 2019 no major changes, upgrades or improvements were performed on the fire safety system. Normal maintenance and service was performed on the fire safety system throughout the year.

POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING PROGRAMS FOR STUDENTS, FACULTY, AND STAFF

The following are regularly scheduled activities for education and training programs at the beginning of fall and spring semester:

- Review Emergency Protocol Manual for the Resident Assistant Staff which includes updated policy and procedures for fire emergencies.
- Resident Assistant Staff training on fire safety. The Director of Student Housing also presents material to the team regarding safety, protocol, evacuation, etc.
- Residence Life team members host freshmen meetings and hall/floor meetings where fire safety issues were discussed including safe evacuation procedures, fire hazards and illegal items that students may not have in their rooms such as microwaves, any item with open flame or heating element (candles, George Foreman grills, etc). Students are also informed to keep hallways cleared of items at all times for safe evacuation should the need arise.
- Fire safety and education presentation by Resident Life Staff to all resident students.

The following activities are scheduled annually:

- Present fire safety information at Freshmen Orientation which includes information about safe evacuation and fire hazards in the residence halls.
- Fire extinguisher training for Resident Assistant Team.
- The Painesville Fire and Department participate in at least one of the fire drills scheduled throughout the academic year to ensure all occupants exit the building.

All students are provided with the *Lake Erie College Student Handbook* which details the college's fire safety policies and procedures, and outlines specific policies pertaining to candles/incense/potpourri burners, cooking appliances, decorations and modifications, and electrical appliances. These are distributed whenever a student begins taking classes.

FIRE SAFETY POLICIES

Fire Evacuations

When a fire alarm sounds, students must proceed quietly to their assigned area. The Painesville Fire Department has stipulated that rooms should be left in the following order:

- Windows closed
- Wall or ceiling light on
- Door unlocked but closed

If students are going to their assigned area from a location other than their room, they should NOT return to their room. Students must go directly to their assigned area via the nearest exit. Staff members will direct students to holding areas. (*Andrews/Fowler toward Fowler Parking Lot; Dickinson/Ritter toward Holden Center; Apartment Residents – Please review the information located on the back of your individual apartment entry door*)

Failure to evacuate any building during a fire drill "may result in a fine of not less than \$10.00 and not more than \$300.00 or by imprisonment for not more than 30 days, or by both such fine and imprisonment." (Fire Prevention Code, City of Painesville) The College, in cooperation with the Painesville Fire Department, reserves the right to enter any College room for the purpose of ascertaining evacuation. At no time will any student interfere with the duties of fire department employees.

Fire Safety Regulations

- Fire escapes and Emergency doors are to be used only in the case of an actual fire or drill
- Flammable fluids may not be kept in the residence hall except for rubbing alcohol (less than one quart)
- The use of cooking appliances: hot plates/pots, toasters, toaster ovens, George Foreman grills, coffee pots are prohibited in student rooms; these appliances may be used in building kitchen areas only/apartment kitchen areas only. All appliances should be kept unplugged while not in use.
- Extension cords and multiple outlet adapters are prohibited in all residence halls. Heavy duty, continuous action and grounded extension cords may be used and must be approved by Underwriters Laboratory (UL)
- No objects of any kind should be hung from light fixtures
- Netting, sheets, flags and other flammable materials should not be draped from the ceiling
- The burning of candles, incense or the use of an open flame is prohibited

- Removing, dismantling or covering smoke detectors is prohibited. Replacement batteries for battery operated alarms (College leased apartments) are available in the Student Life Office
- Do not tamper with fire prevention equipment. Do not place or hang items within 24 inches of sprinkler systems.
- Corridors and exit-ways must be kept clear and unobstructed at all times. Shoes, boots, boxes, rugs, furniture, bikes or other items may **NOT** be left in hallways.

Students who violate fire regulations may be subject to fines and/or disciplinary action, and/or legal action as deemed necessary by the Painesville Fire Department.

In the event of an actual fire, the Painesville Fire Department must be notified by telephone at 911, as well as by automatic alarm. Security should also be notified at (440) 375-7575. Annual fire safety reports are on file with the Director of Security.

To ensure the safety and security of all residents, hall, apartment and townhouse inspections will be conducted at least once per semester.

Smoking

In accordance with Chapter 3794 of the revised code regarding Ohio's smoking regulations and in keeping with Lake Erie College's intent to provide a safe and healthful work environment, smoking in the work place is prohibited in College-owned buildings, building entrances, and College-owned vehicles and will be permitted only in specific, designated outside locations. A limited number of "Designated Smoking Areas" have been strategically located on campus and are located in the following general areas:

- Bench area Garfield Center and Ritchie Gym
- Gravel area with benches between Mathews House and Garfield Center
- Paved area with benches behind Garfield Center
- College Hall – Picnic Table Areas
- Morley Hall – Behind Morley by telephone pole near upper Holden parking lot
- Austin Science – Bench area under trees
- Path to College Hall – Bench area between Holden Center and College Hall
- Lincoln Library – Bench area
- Residence Halls – Pavilion behind Holden Center and Rock area centrally located between dorms
- Service Department – Parking lot
- Equestrian Center – Parking lot
- Equestrian Center – Between Reinburger Barn and the Learning Center
- Equestrian Center – South side of the Learning Center

To remain compliant with State and Federal legislation and/or at the discretion of Lake Erie College, the above mentioned areas are subject to change. (Revised "Designated Smoking Areas" will be announced accordingly)

Sanctions for Fire Safety Violations

Any violation of fire safety regulations including, but not limited to:

- tampering with fire equipment;
- making a false alarm;
- interfering with the duties of fire officials;
- failure to evacuate a building;
- setting any unauthorized fire in or on College property
- burning candles/incense in College owned/leased building

<u>Violation</u>	<u>Minimum Violation</u>
Tampering with Fire Equipment	Removal from College housing
False Alarm	Educational task Letter to parents \$200 fine
Failure to Evacuate	Disciplinary/social probation Letter to parent/guardian \$50 fine
Setting an unauthorized fire	Permanent removal from College housing Recommendation for suspension \$500 fine Restitution
First offense-candles/Incense	Disciplinary warning Educational task \$25 fine