

2017 Fire Safety Report

2017 Campus Fire Safety Annual Compliance Report

The Higher Education Opportunity Act (HEOA) became Public Law 110-315 in August 2008, requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety report. Contents of this report reflect the requirements outlined in HEOA, which are included in the Highland CC campus fire safety program.

Program Objectives

It is the policy of HCC to endeavor through astute observation and established industry practices to promote safe environmental conditions for visitors, staff, and students that are free from foreseeable fire hazards. The primary objective of the campus fire safety program is to recognize hazardous conditions and take appropriate action before such conditions result in a fire emergency. The goal is accomplished by:

- Conducting periodic review and update of fire prevention policies.
- Conducting fire drills in our housing facilities.
- Promote fire safety awareness by conducting training programs on fire prevention.
- Inspecting, testing, and maintaining fire protection systems.

Fire Prevention Policies and Procedures

Several fire prevention policies and procedures have been developed and implemented in an effort to compliment the program objectives. Highland Community College houses students in twenty-two different housing complex on the Highland Community College-Main Campus. At the start of each academic semester, students should become familiar with the HCC Student Housing Fire Safety Plan.

How to Report a Fire

Call 911 to report a fire immediately. All fires must be reported to the department of Housing and Student life regardless if the fire has been extinguished. Fire reports can be made to the following:

- Director of Student Life, 785-442-6071
- Director of Residence Life, 785-442-6028
- Residential Assistant, 785-850-1377
- Campus Security, 785-741-2206

A Summary of Fire Prevention Policies and Procedures

Open Flames

Due to fire safety concerns, all candles are prohibited in housing complexes. Open flames, burning incense and smoking are prohibited. Anyone in violation may be subject to fines and/or disciplinary action.

Overloading Outlets

Overloading outlets is dangerous. The circuit strains when it feeds the extra plugs that in turn cause conductors, plugs and receptacles to overheat. This may lead to melting wires and could start a fire.

Fuel and Fuel Powered Equipment

Fuel powered equipment is prohibited in housing complexes. This includes the storage of generators, mopeds and motorcycles. Bottles of gas and flammable fuels are strictly prohibited. Anyone in violation may be subject to fines and/or disciplinary action.

Holiday Decorations

Christmas tree are strictly prohibited as they are a fire hazard. Anyone in violation may be subject to fines and/or disciplinary action.

Grills

Electric, gas, smokers or charcoal grills are not allowed in on-campus housing with the exception of the North Avenue Apartments, Brown House and Blue House. Park grills have been placed around campus for students to use.

Fire Safety Equipment

Residents' proper response to fire alarms is required. All students and their guests are required to evacuate to their building's designated Fire Safety Zone area whenever their fire alarm has sounded (details of Fire Safety Zone areas are listed below). Students cannot re-enter the apartment complex until the alarm has been silenced and the ALL Clear has been given by the Highland Fire Department. Tampering with smoke detectors, fire extinguishers, sprinklers, or any other fire safety equipment is prohibited. Hanging items from sprinkler heads could cause floods and significant damage to personal and college property. Anyone involved in initiating a false alarm, inappropriate discharging a fire extinguisher, or tampering with any fire safety equipment will face a college fine and disciplinary action.

HCC Student Housing Fire Safe Zone Areas

<u>Ellis Hall:</u>	Parking lot South of Ellis
<u>Piper/Prairie Hall:</u>	Parking lot North of Piper (Lot P)
<u>Kansas Hall:</u>	The sidewalk in front of the Walter's Wellness Center
<u>Kiltie Hall:</u>	The sidewalk in front of the Walter's Wellness Center
<u>Colony Point Hall:</u>	Gravel parking lot West of complex (Maintenance Shed Lot)
<u>Cornerstone Hall:</u>	Gravel parking lot West of complex (Maintenance Shed Lot)
<u>Claymont Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Crestview Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Hampton Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Hollyoak Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Hearthford Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Huntington Hall:</u>	Gravel Parking lot South of complex (Lot G)
<u>Heritage Hall:</u>	Parking lot East of complex (Lot H)

<u>Rubeti Hall:</u>	Parking lot East of complex (Lot H)
<u>Highlander Hall:</u>	Gravel Parking lot West of complex (Maintenance Shed Lot)
<u>Degginger Hall:</u>	Gravel Parking lot East of complex (Lot G)
<u>Scottie Place Hall:</u>	Gravel Parking lot South of complex (Lot S)
<u>Sunflower Hall:</u>	Gravel Parking lot South of complex (Lot S)
<u>Brown House:</u>	Parking lot West of house (Community Center Parking Lot)
<u>Blue House:</u>	Parking lot Northwest of house (Community Center Parking Lot)

Tobacco Policy

In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco and e-cigarettes or other vapor products, is prohibited on the Highland Community College campus and all HCC Regional Centers—both inside/outside of buildings and all campus properties. Persons using tobacco inside of personal vehicles legally parked in campus parking lots will not be in violation of this policy. Students or employees found in violation of this policy (to include inappropriate disposal of all tobacco litter) will be subject to the following sanctions: First offense: Mandatory enrollment in and completion of College approved smoking cessation course at the student or employee’s expense or \$200 fine. Second or subsequent offense: \$250 fine.

Fire Safety Education and Training Initiatives

Members of the Student Life staff receive fire safety training prior to the start of every fall semester. Topics include a review of fire safety plan, the fire safe zone areas, weather safety, and emergency evacuation procedures. The college will perform four unannounced fire drills in campus housing per academic year.

Fire Evacuation Procedures

A fire extinguisher can be found in the utility closet of each apartment. It is the residents’ responsibility to know where it is located and how to use it. In the case that the fire cannot be controlled by the fire extinguisher:

- Evacuate the building in an orderly fashion and immediately call 911.
- Notify Campus Security at 785-741-2206, immediately.
- Notify residents in the neighboring rooms with a “courtesy knock” to notify them of a fire on your way out of your room.
- Residents and their guests are required to evacuate the building to their designated fire safe zones when the fire alarms sound.
- Residents and guests will not be allowed to re-enter the building until the alarm has been silenced and the ALL Clear has been given by the Highland Fire Department.
- Students who re-enter the apartment complex before the ALL Clear has been given will receive an insubordination fine.

Mandatory Supervised Fire Drills

The college will perform four fire drills in campus housing per academic year. These drills will be unannounced. All residents in housing at the time of the drill will be expected to evacuate the building and participate in the drill. Insubordination fines will be issued to students who do not evacuate the building.

On-Campus Student Housing Fire Safety Systems

Kansas/Kiltie

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire Extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
 - The living room & bedroom smoke detectors will set off the alarm for the entire building
- The Fire alarm panel is located in apartment 1

Claymont/Crestview/Colony Point/Cornerstone/Hampton/Hollyoak/Hearthford/Huntington

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
 - The smoke detector in the living room will set off the alarm for the entire building
 - Bedroom smoke detectors will not set off the alarm for the entire building
- No fire alarm panel present

Highlander/Degginger/Sunflower

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is not interconnected
 - Smoke detectors are interconnected within the apartments, not the building
 - The living room/bedroom smoke detectors will set off fire alarm within apartment only
- No fire alarm panel present

Heritage/Rubeti

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in hallway utility closet
- Fire alarm system is interconnected
 - Smoke detector in hallway will set off alarm in entire building
 - Smoke detectors in bedroom are not interconnected
- Fire alarm panel is located in Heritage 1 & Rubeti 3
- During a power outage of 20 minutes or more, generators will be placed at each building to maintain fire system power.

Ellis

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in the kitchen
- Fire alarm system is not interconnected
 - Smoke detectors in apartment will not set off entire building
 - Smoke detectors in kitchen will not set off smoke detector in bedrooms & vice versa
- Pull stations are on landings
- During a power outage of 20 minutes or more, a generator will be placed at the building to maintain fire system power.

Piper

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is not interconnected
 - Smoke detectors in living room & bedroom will set off fire alarm within apartment
 - Smoke detectors in apartments will not set off alarm in entire building
- Fire alarm panel is located in the closet of building lobby

Prairie

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is interconnected
 - Smoke detectors in bedrooms & hallways will set off alarm in entire building
- Fire alarm panel is located in lobby
- Sprinkler System

Scottie Place

- Smoke detectors are located in apartment living rooms and bedrooms
- Fire extinguishers are located in kitchen utility closets
- Fire alarm system is not interconnected
 - Smoke alarms are interconnected upstairs, but not downstairs
 - Smoke detector in back hallway is interconnected with apartments 2 and 4
 - Smoke detectors in apartments will not set off alarm in entire building
- No fire alarm panel present

Duplexes

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchens
- Fire alarm system is not interconnected
 - Smoke detectors in hallway & bedrooms will not set off alarm in entire building
 - Smoke detectors in hallway & bedrooms will set off alarm within apartment
- No fire alarm panel present

Houses

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchen
- Fire alarm system is interconnected
 - Smoke detectors in hallways & bedrooms will set off alarm in entire building
- No fire alarm panel present

Annual Fire Safety Reports on Student Housing Fire Statistics

Housing Facility		Number of Fires	Cause of Fires	Number of Injuries	Number of Deaths	Property Damage
Kansas	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Kiltie	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Claymont	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Cornerstone	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Degginger	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Crestview	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Colony Point	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Highlander	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Hearthford	2015	0	0	0	0	0
	2016	1	Stove left unattended	0	0	\$328.97
	2017	0	0	0	0	0
Huntington	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Hollyoak	2015	0	0	0	0	0
	2016	0	0	0	0	0

	2017	0	0	0	0	0
Hampton	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Scottie Place	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Sunflower	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Ellis	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
North Ave Apts	2015	1	Candle left unattended	0	0	\$150.00
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Piper	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Prairie	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Heritage	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Rubeti	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Brown House	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0
Blue House	2015	0	0	0	0	0
	2016	0	0	0	0	0
	2017	0	0	0	0	0

Fire Safety Improvement

Highland Community College assesses and upgrades fire safety equipment once a semester to ensure that all equipment meets standards. HCC continues to evaluate and improve smoke/heat detection systems, as necessary, to meet safety requirements. Upgrades to the systems occur through regular schedule maintenance checks throughout the semester.