

# Annual Campus Security and Fire Report 2012



*Big Bend*  
COMMUNITY COLLEGE

OPE ID: 00377000  
7662 Chanute St NE  
Moses Lake, Washington 98837  
509.793.2222 / 877.745.1212  
[www.bigbend.edu](http://www.bigbend.edu)

**Prepared by BBCC Campus Safety & Security**

## **Annual Security Report**

(Posted Oct. 1 Every Year)

As part of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, codified as 20 USC 1092 (f), by October 1 of each year, post-secondary educational institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions and procedures to be followed in the investigation and prosecution of alleged sex offenses.

## **Annual Fire Safety Report**

President George W. Bush signed the *Higher Education Opportunity Act* in August 2008, including provisions from the *Campus Fire Safety Right-to-Know Act*, which requires higher education institutions to annually report fire safety information to the U.S. Department of Education (DOE).

Specifically, campuses are required to publicly provide:

- Statistics for each on-campus student housing facility, including the number of fires and causes; number of injuries and deaths related to fires; and the value of property damage caused by fires
- Descriptions of each on-campus student housing facility's fire safety systems
- The number of mandatory, supervised fire drills
- Policies or rules on portable electronic appliances; smoking and open flames; evacuation procedures; fire safety education and training programs provided to students, faculty and staff
- Plans for future fire safety improvements, if needed
- An annual report to the campus community

# Contents

<b>Campus Map .....</b>	<b>4</b>
<b>Campus Security Authority .....</b>	<b>5</b>
<b>Crime Statistics 2009-2011 .....</b>	<b>6</b>
<b>Policies and Procedures for Reporting an Incident on Campus .....</b>	<b>8</b>
Procedures for a Timely Warning .....	8
To Report a Crime and Confidentiality .....	9
<b>Security, Access, and Awareness Programs .....</b>	<b>10</b>
Security and Access to College Facilities .....	10
Security and Access to Residence Halls .....	10
Missing Student Notification .....	10
Daily Crime Log .....	11
Security Awareness Program.....	11
Sexual Assault Prevention and Response.....	12
Sex Offender Registration.....	12
Annual Tests of the Campus Emergency Response .....	13
Off-Campus Criminal Activity.....	13
Policy for Reporting the Annual Disclosure of Crime Statistics.....	13
<b>Annual Fire Safety Report and Fire Log.....</b>	<b>14</b>
Fire Statistics for Residential Facilities .....	14
Fire Safety System for Residential Facilities .....	14
Fire Drills Completed .....	14
Policies for Residents of On-Campus Housing.....	14
Procedures for Student Housing Evacuation .....	14
Policies for Fire Safety Education and Training Programs for Students, Faculty, and Staff .....	14
Who to Notify in the Case of Fire.....	15
Plans for Fire Safety.....	15
Fire Log.....	15

# Campus Map

## Big Bend Community College

7662 Chanute St. NE  
 Moses Lake, WA 98837  
 (509) 793-BBCC  
 www.bigbend.edu



- |   |  |   |
|---|--|---|
| 1000 Nursing                              | 1800 Library & Grant County Advanced Technologies Education Center | 3500 Maintenance Mechanics Technology         |
| 1100 Wallensten Performing Arts Center    | 2000 Peter D. DeVries Activity Center                              | 3600 Industrial Electrical Technology         |
| 1200 Science, Math, Engineering           | 3000 Aviation Flight Training Center                               | 4000 Word Services                            |
| 1300 Home & Family Life                   | 3100 Aircraft Hangar   | 4100 Art                                      |
| 1400 Student Center/Administration        | 3200 Aviation Maintenance Technology                               | 4200 Central Receiving, Security, Maintenance |
| 1500 Smith Hall                           | 3300 Automotive Technology   | 4300 Garage                                   |
| 1600 Business & Liberal Arts              | 3400 Welding   | 5000 Philips Hall                             |
| 1700 Big Bend Technology, Faculty Offices |  | 6000 Viking Hall                              |
|   |  | 7700 BBCC Foundation Opportunity Center       |

## **Campus Security Authority**

To ensure that campus crime is not underreported, the Clery Act requires campus crime statistics include any crime that is reported to local police agencies or campus security authorities—a broad designation that potentially includes many institutional personnel.

The 1999 final regulations define a campus security authority as—

1. a campus police department or a campus security department of an institution,
2. any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property,
3. any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, or
4. an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

The Director of Campus Safety & Security is the lead Campus Security Authority as well as the Campus Security Survey Administrator.

At BBCC, the following employees also fall into the category of Campus Security Authority because they have significant responsibility for student and campus activities:

- Activity Center Coordinator
- All Athletics Coaches
- All Childcare Learning Center Staff
- All Program Advisors
- Associate Vice President of Student Services
- Athletics Director
- Campus Safety & Security Staff
- Dean of Arts and Sciences
- Dean of Health Ed and Language Skills
- Dean of Library Resources
- Dean of Professional/Technical Ed
- Director of Basic Skills/JATP
- Director of Health Ed Programs
- Director of Residence Halls
- Director of STEM
- Director of Student Activities
- Director of Title V
- Director of TRiO Student Support Services
- Director of Trio/Upward Bound
- Director of WorkFirst
- President of the College
- TRiO Academic Advisors
- Vice President of Finance and Administrative Services
- Vice President of Instruction/Student Services

The following staff also performs secondary duties as Campus Security and is therefore included:

- Director of Facilities and Operations
- Custodians
- Maintenance Mechanics
- Groundskeepers
- Electrician
- HVAC Technician

## Crime Statistics 2009-2011

Criminal offenses												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			OFF CAMPUS		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	1	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Crimes reported to have occurred that manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin or disability.												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			OFF CAMPUS		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests for each of the following crimes</b>												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			OFF CAMPUS		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Illegal Weapons Crime	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	1	1	0	0	7	0	0	0	0	0	0	0
Liquor Law Violation	1	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions/Judicial Referrals for each of the following law violations. (These figures are not included in the arrest figures.)</b>												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			OFF CAMPUS		
	2009	2010	2011	2009	2010	2011	2009	2010	2011	2009	2010	2011
Illegal Weapons Crime	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0

\*\*\***Disclosure:** Although the crime did not meet reporting criteria because it happened away from campus, July 25, 2011, a female student was kidnapped from the campus and later robbed and sexually assaulted off campus. Her assailant was arrested.

## Location Definitions

1. **On Campus:** On campus locations include buildings or properties BBCC owns, rents, or leases. A building or property owned by a third party that has a written contract with BBCC is also to be considered controlled by BBCC. Examples of on campus building or property are:

- residence halls
- buildings that house classrooms and labs
- buildings that house administrative offices
- fraternity and sorority houses located on campus that are owned or controlled by the institution
- student activity centers
- health clinics
- storage facilities

2. **Residential Facilities means any dormitory or residence hall (Phillips Hall, Viking Hall).**

3. **Noncampus Buildings or Property:** For Clery Act purposes, any building or property that is either owned or controlled by an officially recognized student organization is considered to be a “noncampus” location. It is irrelevant whether or not the building or property is located on campus or off campus. Noncampus buildings or properties that are not part of the main campus, and do not constitute a separate campus must meet the following criteria:

- owned or controlled by BBCC;
- used for its educational purposes; and
- frequently used by students.

Examples of Noncampus -- Examples of noncampus buildings or property for Clery Act purposes are:

- research facilities
- institutionally owned research vessels carrying students participating in institutional programs
- a site owned or controlled by the University where a student does an internship, externship, clinical training or student teaching

Examples of Properties Not Considered Noncampus -- For Clery Act purposes, the following properties would not be classified as noncampus locations:

- A group of students who go on an overnight trip to see a play and rent hotel rooms. Any crimes that occur in the hotel rooms would not have to be disclosed for Clery Act purposes.
- A coffee house located just off campus that is frequented by students and not controlled by the college. Crimes would not need to be disclosed.

4. **On Public Property:** Offenses that occur on public property (property not owned or controlled by the University and not private residences or businesses) must be disclosed. Only public property that is within the campus, or next to or bordering the campus and that is easily accessible from the campus, is included in this definition. Examples of public property that would be included for Clery Act purposes are:

- the sidewalk across the street from the campus (Randolph Road, Patton Blvd.)
- publicly owned parking facilities adjacent to the campus

## **Policies and Procedures for Reporting an Incident on Campus**

### **Call 9-1-1 to report an emergency**

BBCC's campus is located in the jurisdictions of the Grant County Sheriff's Office and Grant County Fire District 5. If you see a crime, fire, or medical emergency, call 911 from any phone. The campus is covered by the county's 9-1-1 emergency call system. An "emergency" is defined as a "situation in which property or human life is in immediate jeopardy and the prompt summoning of aid is essential." Inappropriate use of the 9-1-1 system is a punishable misdemeanor.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around Residential Halls should be reported to the police department.

### **Call Campus Security (793.2286) to report an Emergency/Non-Emergency/Safety Concern**

If you call 911 or are not sure if 911 should be called, contact security at 793.2286 (or 2286 from a campus phone). You may also call the security cell phone at 750.8529. This call reaches College Security. Give your name, location, and provide your reason(s) for needing contact with college security. Leave a message if you reach voicemail and your call will be returned very quickly. There is no sworn Campus Police Department.

The college employs uniformed security personnel and during regular business hours BBCC Maintenance and Operations will assist with all security calls. College security personnel do not carry firearms and do not have the authority to make arrests. Security personnel assist students and staff in reporting crime to the appropriate agency, and follow crime prevention procedures that inhibit criminal activity and violations of college policies. College security personnel attend most on-campus events held in the evening, such as student dances and intercollegiate athletic events.

*Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call Security for an escort.*

### **Procedures for a Timely Warning**

In the event that a situation arises, either on or off campus, that, in the judgment of the President or his designee, constitutes an ongoing or continuing threat to students or employees, a campus wide "timely warning" will be issued. The warning will be issued through the college e-mail system and the Campus Alert System (text and e-mail warning). You may sign up for the Campus Alert System at <https://web.bigbend.edu/campusalert/LogIn.aspx>.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the President or his designee may authorize a notice be posted on the electronic sign located on Randolph Road or on the College's external website. Anyone with information warranting a timely warning should report the circumstances to the campus security office at 793.2286 or to the President's office at 793.2001.

Crimes should be reported to the Campus Security office or to any of the people below to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.



## To Report a Crime and Confidentiality

*To report a crime:*

Contact Campus Security at 793.2286. You can dial 2286 from a campus phone. Call 911 (Emergencies only). In addition you may report a crime to the following:

Director of Campus Safety & Security Kyle Foreman	509-793-2299/ 509-361-3111	kylef@bigbend.edu	Office: 1406
VP of Student Services, Bob Mohrbacher	509.793.2055	bobm@bigbend.edu	Office: 1465
VP of Finance & Administration, Gail Hamburg	509.793.2002	gailh@bigbend.edu	Office: 1468
Campus Maintenance and Operations	509.793.2282	nancyt@bigbend.edu	Office: 4203

### *Confidential Reporting Procedures:*

If you are the victim of a crime and do not want to pursue action within the Campus System or the criminal justice system, you may still want to consider making a confidential report. With your permission, any BBCC employee or his/her designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## **Security, Access, and Awareness Programs**

### **Security and Access to College Facilities**

During business hours, the College (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via Maintenance and Operations, the Campus Security Department, or Residence Life staff. In the case of periods of extended closing, the College will admit only those with prior written approval to all facilities. Keys to college facilities are issued on an individual basis through the college central stores manager. It is college policy that keys shall not be loaned or duplicated. If a person loses a key to a campus facility, that person is required to immediately notify the Purchasing Director. If a second key is lost, that person may be required to pay for the key and if necessary the cost of installing new locking cores.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic have security surveys conducted of them. Administrators from the President's Office, Campus Safety & Security, Maintenance & Operations, Residence Halls, and other concerned areas review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Campus Safety Committee meets monthly to discuss issues of pressing concern.

### **Security and Access to Residence Halls**

The college employs a full-time Residence Halls director, a head resident, and several resident advisors in Philips and Viking Halls, which house approximately 120 students. The residence staff distributes residence hall security procedures to all students living on campus (see Residence Hall Handbook).

Residence halls are secured 24 hours a day. Only student residents and appropriate staff are issued keys for the residence halls. Over extended breaks, the doors of all halls will be secured around the clock.

Residence hall students are advised to shut and lock their doors and facility entry doors whenever possible to prevent the loss of any valuables. Residence hall door locks are changed every academic quarter. Residents are encouraged to mark expensive items with their driver's license number. An engraver can be checked out through the Residence Hall Office.

The following are prohibited in the residence halls: use or possession of alcoholic beverages or controlled substances or their containers, gambling, firearms or explosives, animals or pets, and stolen property. Students are prohibited from using their rooms or residence hall facilities for commercial or illegal purposes, soliciting, or distribution of published materials.

The college may terminate the contract of residence hall students for disorderly, illegal, immoral or improper conduct; misuse, abuse, theft, or destruction of college property or property of fellow residents; possession or use of firearms or explosives in or near the facility; the inability to adjust to the requirement of group living; harboring of pets or animals; harming or intimidating college staff, dining hall staff, or college students.

### **Missing Student Notification (Residents Only):**

It is a requirement that Big Bend Community College have a program to notify appropriate authorities in the case of a student missing more than 24 hours. If you are deemed missing after 24 hours, local law enforcement will be contacted and if you are under 18 and not emancipated then your guardian will also be notified.

You have the option to register a confidential contact person to be notified in the case that you are determined to be missing, and only authorized campus officials and local law enforcement will have access to this information.

If you believe a student has been missing for 24 hours or more please contact the Resident Director at 793.2291 or Campus Safety & Security at 793.2286. These reports will be dealt with immediately.

## **Daily Crime Log**

BBCC is required to maintain a written, easily understood daily crime log that records any crime reported to the Campus Safety & Security Department that occurred on campus, on a non-campus building or property, on public property, or within the patrol jurisdiction of Campus Safety & Security.

The crime log is maintained on a public bulletin board outside the Campus Safety & Security director's office in Building 1400.

This log is maintained by date of the report and must include—

- the nature, date, time, and general location of each crime, and
- the disposition of the complaint, if known.

This log is updated after a case is closed when the final disposition differs from the initial entry.

BBCC is required to make an entry into the log or an addition to an entry in the log within two business days after the information is reported to Campus Safety & Security, unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. Business day is defined as Monday through Friday, excluding any day when the institution is closed.

BBCC may withhold information from the log if there is clear and convincing evidence that release of the information would—

- jeopardize an ongoing criminal investigation or the safety of an individual,
- cause a suspect to flee or evade detection,
- result in the destruction of evidence, or
- jeopardize the confidentiality of the victim.

## **Security Awareness Program**

During New Student Orientation, students are told of the existence of a safety office and are given a handout that describes general safety and security procedures. Students in Residence Halls are given specific instructions on Campus Safety and Security procedures.

In each building there is a clearly marked safety board that has the minutes from the monthly safety meetings and includes other State and Federally-mandated safety information. Copies of these minutes and all safety information can be located on the college's intranet (Portal). Additionally, on the Safety boards and in every classroom and office on campus, there is a copy of the BBCC Emergency Procedures in the format of a flipchart printed on gold paper. These procedures also include relevant safety and security contact number.

As deemed appropriate, additional information and seminars are provided for all either on campus or disseminated through the BBCC e-mail, intranet (portal), or external website. When a message is urgent, the Campus Alert System is utilized.

The recently-created Department of Campus Safety & Security is beginning to provide regular campus-wide programs on crime prevention.

## **Sexual Assault Prevention and Response**

The College educates the student community about sexual assaults and date rape through a pamphlet given at New Student Orientations each quarter. New Hope Domestic Violence and Sexual Assault Services offers awareness courses to college students and employees upon request.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. BCC strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Sheriff's Office and then to the Security Office, the Residential Director, or Vice President of Student Services. Filing an incident report with a college representative will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the College sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available.

## **Sex Offender Registration**

Big Bend Community College is required to inform the campus community the list of enrolled or employed sex offenders is maintained and available at the office of the Vice President of Instruction and Student Services in the 1400 Administration Building.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act*. The federal law requires state law enforcement agencies to provide Big Bend Community College with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at Big Bend Community College.

In addition, a list of all registered sex offenders in Grant County is available from the Grant County Sheriff's Office at [www.sheriffalerts.com/wa/grant](http://www.sheriffalerts.com/wa/grant).

The CSCPA further amends the *Family Educational Rights and Privacy Act of 1974 (FERPA)* to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

## **Annual Tests of the Campus Emergency Response**

Annually, the campus will conduct at least one drill of the emergency response system. This drill may be either announced or unannounced and will include a test of any of the following emergencies: evacuation, fire drill, active shooter scenario, bomb threat, suspicious package, campus alert system, or other event as deemed appropriate. The summary of the drill will be published on the campus intranet system (Portal) and will be made available to any person by contacting the VP of Finance and Administration at 509.793.2002.

## **Off-Campus Criminal Activity**

If a BBCC student is involved in criminal activity during a school sanctioned event off-campus, the local authorities may report the incident to BBCC officials. Campus officials may discuss the event with the involved student and may take action according to the policies identified in the Student Handbook.

## **Policy for Reporting the Annual Disclosure of Crime Statistics**

The Campus Security prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. The full text of this report can be located on our web site at [www.bigbend.edu/under Crime Awareness](http://www.bigbend.edu/under%20Crime%20Awareness).

This report is prepared in cooperation with our main campus, Housing and Residential Services, Campus Safety and Security, and the Vice President of Finance and Administration. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics include those reported to designated campus officials (including but not limited to directors, deans, department heads, designated BBCC staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students that provides the web site to access this report. Faculty and staff have similar notification mailed to them as well as sent through e-mail. Copies of the report may also be obtained at the kiosk located in front of the Financial Aid and Counseling office or by calling 509.793.2222. All prospective employees may obtain a copy from Human Resources.

## **Annual Fire Safety Report and Fire Log**

The Annual Fire Safety Report and Fire Log will include details of fire alarm systems, fire drills, and fire safety information specifically for campus housing and the campus in general.

### **Fire Statistics for Residential Facilities**

For the previous year there were no fires reported on campus and none in the residential facilities.

### **Fire Safety System for Residential Facilities**

The fire safety system in each residential facility includes:

- Multiple fire extinguishers on each floor,
- battery powered smoke detectors in each room,
- horns located throughout the building, and
- pull stations at each entrance that are connected to a 24-hour externally-monitored system.

### **Fire Drills Completed**

In the previous year, there was 1 annual fire drill held in the residence facilities.

### **Policies for Residents of On-Campus Housing**

The following is a list of items and activities that are prohibited in the Residence Halls:

- No cooking appliances are allowed in rooms, the only exception being a microwave providing it does not have a toaster element. The use of cooking appliances in rooms is extremely dangerous and anyone caught cooking their room will be subject to a major infraction fine and forfeiture of cooking appliance.
- No open flames are allowed in rooms, this includes candles, incense burners, candle warmers and smoking.
- If the electrical breaker in your room is tripped by overloading electrical circuits a room inspection is mandatory prior to the breaker being reset. Any breakers tripped outside of normal office hours will not be reset until the next regular business day. It is vitally important that you do not draw too much electricity by using too many appliances at once.
- Do not store combustible materials, gasoline, ammunition or other highly flammable materials in your room. Please do not allow garbage to accumulate in your room, this can be a fire hazard.
- No firearms, weapons, fireworks, ammunition or other highly flammable material are allowed in the dorms. This includes knives other than pocket or kitchen knives. We do not allow guns of any description; this includes pellet, air paint, replica, air soft, potato, or water guns.

### **Procedures for Student Housing Evacuation**

On every door in the residence facilities there is a removable notification that informs students of the locations of the pull alarms and the numbers to call in case of an emergency. The evacuation procedures list the nearest exit and the meeting location for all students.

### **Policies for Fire Safety Education and Training Programs for Students, Faculty, and Staff**

The Campus Safety & Security staff and the maintenance staff has received fire extinguisher training and fire safety training and will receive refresher training as needed. There are no current policies for standardized Fire Safety Education or training. As needed and available, information will be presented to students and staff.

## Who to Notify in the Case of Fire

In the case of fire, call 911 and notify Campus Safety & Security at 793.2286 or 750.8529. You can also contact Maintenance and Operations at 793.2282. If you are in a residence hall, also contact the Resident Director at 793.2291.

## Plans for Fire Safety

All new construction on campus will include some type of fire alarm and fire suppression system. All current buildings have fire pull stations, usually located near the main exits to the building. There are fire extinguishers located in public areas in each building and the locations of these items are noted on the evacuation maps posted in the buildings. Any monies procured for improvements in safety will be used in part to help improve current fire safety measures.

## Fire Log

Date of Fire	Time of Fire	Location of Fire	Nature of Fire
N/A	N/A	N/A	N/A