

Grinnell College Annual Campus Fire Safety Report

Issued: Pursuant to

**Section 485 of the Higher Education Act of 1965 20 United States Code
Section 1092(h)**

Distributed October 1, 2010

To obtain a copy of this report contact the Grinnell College Campus Safety & Security Office, Crime Prevention Unit, 1432 East Street, Grinnell, Iowa, 50112, phone number 641- 269-4600. This information is also available on the internet by going to the Grinnell College Campus Safety & Security Department website at <http://www.grinnell.edu/securityofc/>. The campus Jeannie Clery Campus Crime Right-to-Know Act information is also listed at the aforementioned website.

Campus Fire Safety Right-to-Know Act

The annual fire safety report is required by each eligible institution participating in any program under this title shall, beginning in the first academic year that begins after the date of enactment of the Campus Fire Safety Right-to-Know Act, and each year thereafter, prepare, publish, and distribute, through appropriate publications (including the Internet) or mailings, to all current students and employees, and to any applicant for enrollment or employment upon request, an annual fire safety report. Such reports shall contain at least the following information with respect to the campus fire safety practices and standards of that institution. The report provides a statement that identifies each university owned or controlled student housing facility, and whether or not that facility is equipped with a fire sprinkler system or other fire safety systems, fire escape planning or protocols, or both. Statistics for each student housing facility concerning the occurrence of fires and false alarms in each facility, during the 3 preceding calendar years for which data are available; for each such occurrence in facilities described above a summary of the human injuries or deaths, structural and property damage, or combination thereof. Information regarding rules on portable electrical appliances, smoking and open flames (such as candles), regular mandatory supervised fire drills, planned and future improvements in fire safety. Information about fire safety education and training provided to students, faculty, and staff. Information concerning fire safety at any housing facilities owned or controlled by student groups that are recognized by the institution, including any student fraternity and sorority houses.

Campus Reporting Locations & Terms

On campus:

Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Fire:

Rapid oxidation of combustible material accompanied by heat, light and smoke of combustible material, which is found outside of its normal appliance, whether or not it is extinguished prior to arrival of emergency; any instance of open flame or other burning in a place not intended to

contain the burning or in an uncontrolled manner.

Fire related Deaths:

Number of persons who were fatalities because of a fire incident, including death resulting from a natural or accidental cause while involved in fire control, attempting a rescue, or persons escaping from the fire scene (an individual who dies within one (1) year of injuries sustained as a result of a fire).

Fire-related injury:

Number of persons receiving injuries from fire-related incidents, including an injury from a natural or accidental cause who received medical treatment at a local medical facility. This includes first responders attempting to control the fire, attempting a rescue, or persons escaping from the fire scene. Persons may include students, faculty, staff, visitors, firefighters, or any other individual.

Fire drill:

A supervised practice of a mandatory evacuation of a building for a fire

Cause of fire:

The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Value of property damage:

The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

Fire safety system:

Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

Fire Safety Plans

If a fire is discovered in any college building, call the Grinnell College Campus Safety & Security Department, 269-4600. Identify yourself and give the fire's location. The emergency signal is a continuous sounding of the fire alarm. In case of a fire each person in the residence hall should leave the building as quickly as possible, using available stairways and fire escapes. Each student should also leave room door unlocked and close the door upon exiting their room. Students should walk quietly and quickly downstairs and stand in a designated area away from the building. Fire safety procedures are listed in the Student Handbook Online at <http://www.grinnell.edu/offices/studentaffairs/shb/section5/safety/>

Residence Hall: Student Housing Fire Protection Systems;

Main Hall Langan Hall Norris Halls	Wet sprinkler throughout with pre-action system in attic. Flow and valve tamper switches monitored by F/A panel	Non-addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges & student rooms; hard-wired heat detectors in kitchens. Fire alarm panel annunciates to Security and FM offices.
Cleveland Haines; James Read; Loose Yunker; Smith Gates; Rawson	Wet sprinkler throughout with pre-action system in attic Flow and valve tamper switches monitored by F/A panel.	Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; hard-wired heat detectors in kitchens and mech. rooms; 10-yr battery smoke detectors in bedrooms. Fire alarm panel annunciates to Security and FM offices.

Clark; Dibble		
Cowles	Wet sprinkler throughout (no attic) Flow and valve tamper switches monitored by F/A panel	Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; hard-wired heat detectors in kitchens and mech. rooms; 10-yr battery smoke detectors in bedrooms. Fire alarm panel annunciates to Security and FM offices.
Lazier Kershaw Rose East	Wet sprinkler throughout (no attic) Flow and valve tamper switches monitored by F/A panel	Addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways, kitchens, lounges, custodial, bedrooms, etc.; hard-wired heat detectors in mech. rms. Fire alarm panel annunciates to Security and FM offices.

Houses: Student Housing Fire Protection Systems

1130 East 1205 Park BCC-1003 Park	Wet sprinkler throughout (no protection in attic) Flow and valve tamper switches monitored by F/A panel.	Non-addressable fire alarm panel with hard-wired photo-electric or ionization smoke detectors in hallways; 10-yr battery detectors in bedrooms. Fire alarm panel annunciates to Security and FM offices.
1128 East 1217 Park 1221 Park 1227 Park 1316 Park	Wet sprinkler throughout (no protection in attic) Flow and valve tamper switches monitored by F/A panel.	Non-addressable fire alarm panel with hard-wired photo-electric smoke detectors in hallways; hard-wired smoke/heat detectors in mech. Rooms and attics; heat detectors in kitchens; 10-yr battery detectors in bedrooms. Fire alarm panel annunciates to Security and FM offices.

Fire Escape Planning and Protocols:

CAMPUS EMERGENCIES

If a fire occurs in a campus building, everyone should quickly exit the building, using available stairways and fire escapes. The emergency signal for a fire is a continuous alarm. After reaching safety, call the Safety & Security Department at ext. 4600 or dial 911 for assistance. (St

EMERGENCY TELEPHONE AND NUMBERS

Fire: 911 or x4600 (Student Handbook Online)

BUILDING ACCESS

Mechanical problems with locks, doors, or other security or fire equipment should be reported to Facilities Management or the Campus Safety & Security Office.

Students are encouraged not to walk on fire escapes or the roofs of college buildings excepting during drills or a fire emergency. Students found in the resident halls after the fire alarm has sounded may be fined \$20 which will be billed to their student account.

HOW TO REPORT A FIRE

If a burning odor or smoke is present, call the Campus Safety & Security Department at extension 4600 (or 911). Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.

FIRES SAFETY PROCEDURES

The act of discharging a fire extinguisher, lighting a fire, and misuse or tampering with the alarm or sprinkler systems is considered irresponsible behavior and endangers the lives of others and results in immediate judicial action. The college also reserves the right to pursue criminal charges through the appropriate authorities.

The minimum penalty for discharging fire extinguishers or misuse or tampering with fire alarm or sprinkler systems includes a minimum \$50 fine. When the individual responsible cannot be identified, the fine is equally divided among the hall or house residents and taken from their

continuing enrollment deposit. Except during drills or a fire emergency, students are encouraged not to walk on fire escapes or the roofs of college buildings.

The emergency signal is a continuous sounding of the fire alarm. Students found in the residence hall after the fire alarm has sounded may be fined \$20 which will be billed to their student account.

In case of a fire, each person in the residence hall should leave the building as quickly as possible, using available stairways and fire escapes. Each student should also leave room door unlocked, and close the door upon exiting their room. Students should walk quietly and quickly downstairs and stand in a designated area away from the building. Call the Grinnell College Campus Safety & Security Dept., 260-4600. Identify yourself and give the fire's location.

ACTIONS TO TAKE

- If you can help control the fire without personal danger, take action with available fire fighting equipment. If not, leave the area.
- A local alarm station will cause the alarm to sound. It does not automatically notify the Fire Department, but does notify the Campus Safety & Security Office.
- Never allow the fire to come between you and an exit.
- Remove all persons from the danger area.
- Close doors behind you to confine the fire.

EVACUATION RESPONSE TO AUDIBLE FIRE ALARMS

- If the audible alarm sounds for more than 30 seconds or starts to sound for a second time, evacuate the building immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Leave all parcels and personal property inside.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for the fire department.
- Return to the building only when instructed to do so by campus security staff, police, or fire department officials.

POLICIES RELATED TO FIRE SAFETY MEASURES

Portable electronic appliances

- **Electrical Equipment:** Electrical appliances, including but not limited to electric blankets, cooking and heating equipment, heat lamps, halogen lamps, microwave ovens (with the exception of microfridges offered by Huskie Rental), and window air conditioners are not allowed in the residence halls. Students with a medical condition requiring AC may use their own free standing air conditioner. Students are not permitted to alter existing wiring.
- Smoking is not permitted inside college buildings or on college property. Smoking is permitted outdoors along the city of Grinnell right of ways along the roadway.

Fireplaces and Fire Wood

Most residence halls are equipped with fireplaces available for use on a group basis. Fires are not allowed in fireplaces in college owned houses. When available, firewood is provided free for hall activities. To obtain firewood for a hall event, contact the Residence Life Coordinator of the residence hall in which the fireplace is located. This should be done a day in advance, minimum.

Bonfires

Bonfires/camp fires are only allowed in specific locations. Facilities Management designates these areas. There is currently only one location on campus where bonfires/camp fires are allowed. This location is on the north side of campus next to the tennis court parking lot and Grinnell College athletic track. For more details about exact location, please contact Facilities Management. The following procedures must be followed:

- All student bonfires must be approved by the Office of Student Affairs.
- Only wood supplied by Facilities Management can be used. Students are not allowed to provide their own wood. Students must request firewood from Facilities Management at least one day in advance. If a large amount of wood is requested, Facilities Management may need at least one week prior notification.
- Alcohol is not allowed anywhere outside on the Grinnell College campus.
- The student(s) requesting the bonfire/camp fire is responsible for extinguishing the fire prior to leaving the site. Organizer must discuss proper extinguishing procedures with Facilities Management prior to the event.
- No bonfires/camp fires are permitted when the City of Grinnell has a burning ban.
- If at any time during the bonfire/camp fire, a Grinnell College staff member or security officer feels the fire is out of control, the fire will be extinguished.

Failure to follow these procedures by students may result in Judicial action.

Barbecues & Open Flames

A limited number of barbecue grills are available for student use. Permission must be obtained from the Director of Facilities Management before barbecues can be set on college property. Under no circumstances are students allowed to barbecue on the loggia. Candles are prohibited in the residence halls and on loggias.

Fireworks Policy

The use of fireworks is illegal by Iowa law. The possession or use of fireworks on campus is prohibited. Policy violation may result in a fine and/or judicial action.

FIRE SAFETY TRAINING

Grinnell College Student Affairs and Safety and Security departments conduct fire drills in on campus student residence halls at the beginning of each academic year and during the spring semester. Each resident living in campus housing is encouraged to participate with the drill using the techniques that are outlined in the student handbook. Fire drills are conducted for other campus building during the spring of each year. Fire Safety training programs will be given throughout the year. Information concerning campus emergency procedures concerning fires is listed at the Campus Safety & Security website and is printed in the campus "Emergency Procedures" flip chart which is made available to Grinnell college faculty/staff and students.

STATISTICS FOR ON CAMPUS STUDENT RESIDENT FACILITIES

Statistics concerning the on campus student residential facilities are listed below in the most recent calendar years for which data are available. Additional statistics concerning all other campus buildings and locations is also listed at the end.

College Rental, 1403 Park	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
College Rental, 1405 Park	1 (cooking)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0
Campus Outside Locations															
Cleveland Hall Beach Area	0	1	0	0	1	0	0	0	0	0	0	0	0	0	\$0
Corner of 8 th and Park	0	0	0	0	0	0	0	0	0	0	0	0	1	0	\$0
Rathjic Hall Basketball Courts	0	1	0	0	0	0	0	0	0	0	0	0	0	0	\$0
Total Incidents	5	3	0	0	2	0	0	0	0	0	0	0	1	0	\$0