



## **Clery Annual Fire Report 2010**

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## ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (HEOA) requires two (2) new safety-related requirements for the institutions that participate in the federal student financial aid programs which follow:

### Fire Log

Institutions are required to maintain a fire log stating the nature, date, time, and general location of each fire which occur within an **on-campus student housing facility**. Morrisville State College (MSC) complies by including all fire related incidents in the MSC University Police Blotter. To view most recent seven (7) day period, please contact University Police located in Brooks Hall at (315) 684-6410. The public may view the most recent sixty (60) day period of fire related incidents by contacting the Office of Environmental Health and Safety located in C. Stanley Johnson Building at (315) 684-6450.

### Annual Fire Safety Report

Institutions with **on-campus student housing** are required to publish an annual fire safety report providing information relating campus fire safety practices and standards. MSC complies by including all fire related incidents which occur within an **on-campus student housing facility** as part of the *Annual Security & Fire Safety Report*. Information contained in this annual fire safety report includes: incident number and cause of each fire that occurred within an **on-campus student housing facility**, number of fire-related deaths, related injuries, value of fire related property damage, information on fire evacuation procedures, fire safety education and training programs, fire systems in each **on-campus student housing facility**, number of regular mandatory fire drills, and Fire Safety Policies for each **on-campus student housing facility**. The public may view the annual fire safety report by contacting the Office of Environmental Health and Safety located in the C. Stanley Johnson building at (315) 684-6450.

### Annual Security Report

MSC fosters safe learning environments and trusting partnerships with students, employees, visitors, guests, conference groups, and event attendees on both Morrisville and Norwich campuses. This communication is part of an ongoing education and enforcement program related to drug and alcohol use, bias behavior, hazing, harassment, violence, sexual misconduct, and overall personal safety. MSC makes security information available to the community electronically and manually printed mediums including View Books, Student Handbook, Faculty/Staff Handbook, and College computer network featuring the MSC Website. The Annual Security Report [ASR] contains crime statistics, prevention and reporting policies, disciplinary procedures, and personal safety tips. This information can be viewed online by visiting New York State University Police at Morrisville State College webpage. If you have questions, or if you would like to receive a manually printed ASR, please call (315) 684-6070 or visit the Dean of Students Office at MSC. We are located in Whipple Administration Building, Morrisville, NY 13408.

Orientation and ongoing programming efforts visit the topics described above, which are central to our education and enforcement program. In addition, our library collection includes video materials highly recommended by Clery Organization, Inc. A variety of resources and services are available to the College community through EAP (Employee Assistance Program) program, Office of Institutional Diversity, Student Health Center, and University Police. Contact information for these and other offices can be found on the MSC Website <http://www.morrisville.edu> or by calling MSC at (315) 684-6000.

## **FIRE SAFETY POLICIES FOR ON-CAMPUS STUDENT HOUSING FACILITIES**

### **Residential Rules and Regulations**

For specific information regarding College policies and disciplinary action, please refer to the “Student Responsibilities and Conduct Expectations” section of this handbook. Each year residential students are required to review the Housing License and sign the document indicating their understanding and acceptance of the terms of the College and Residence Hall living. Each of these regulations and procedures is designed with the rights and privileges of the individual and those of the College community in mind.

### **Smoking**

Morrisville State College has established a smoke-free environment. Smoking is prohibited in all College buildings including all residence halls, all College/Morrisville Auxiliary Corporation (MAC) vehicles, and within a 20 foot perimeter of all buildings.

### **Fire Safety**

All students and guests are prohibited from intentionally or maliciously setting fires, falsely reporting a fire (Felony Charge), discharging fire extinguishers without cause, tampering with safety or fire-fighting equipment, failing to immediately vacate a building at sound of a fire alarm, hampering fire evacuation or investigation procedures, fastening stair doors, exit doors, or area doors in an open position, failing to keep corridors, stairwells, and public areas free of obstacles, using or possessing candles, oil warmers, incense, or other items that produce burning embers or flames, using or possessing space heaters or halogen bulbs/lamps, using or possessing electrical appliances or tools with an open or exposed heating element other than those provided by MAC in apartment residences, using or possessing amplifiers or an excessive number of speakers, portable air conditioners or any electrical devices lacking UL (Underwriters Laboratories, Inc.) ratings, using electrical equipment in a manner other than the designed use, hanging items such as decorations from doors, windows or their frames in a manner that may impede exit, covering greater than 25% of any wall within a bedroom or common area, hanging objects from the ceilings, covering fire system equipment, and bringing “live cut” trees or shrubs (such as Christmas trees) or combustible decorations into residential facilities.

Curtains must be flame resistant per NFPA (National Fire Protection Association) 701. Upholstered furniture must be flame resistant (labeled CAL 133). Extension cords, multi-plug adapters, and plugging one power strip into another one (“piggy-backing”) are prohibited. Power strips must be UL approved, grounded, 3-prong, 12 or 14-gauge, and equipped with an over current surge protector. Residents are permitted to have personal refrigerators in their bedrooms, provided the appliance is in good working condition with a capacity of 6 cubic feet or less, 110 volts, and 1.75 amperes or below. Cooking is prohibited in all student rooms/common areas other than in kitchens areas of MAC apartment-style residences where cooking is permitted under the following conditions: All appliances provided by MAC or brought in by residents are only to be used for their intended purposes. Stove, ovens, and microwaves should NEVER be used when unattended. Residents who do not use appliances in an appropriate manner may lose the use of MAC-furnished appliances or they may be directed to remove certain appliances. If the building manager or other College official deems an outside appliance or other item in a building to present a danger, residents may be asked to remove it immediately. The number of occupants at any time in a double-occupancy in any campus bedroom may not exceed eight (8). The number of occupants at any time in a single bedroom including those in apartment style buildings may not exceed three (3). The number of occupants at any time, in any bedroom or suite may not exceed the number of residents assigned to that living unit, plus two (2) guests.

## **HEALTH AND SAFETY INSPECTIONS**

### **Inspections**

Resident Director (RD) and Resident Assistant (RA) each perform residential inspections. Room inspections occur before each college break: October, November, December, and spring break. A health and safety inspection is also conducted if something has been reported as wrong within a room. The inspections are conducted to identify safety violations as well as conditions, which may be detrimental to the health or well being of the wider residential community. Reviews of policies are held at each floor meeting prior to each break. The policies are also covered broadly at each hall meeting for the freshmen and again for returning students on opening weekend.

The inspections include a visual examination of electrical cords, sprinkler heads, smoke detectors, and other life safety systems. In addition, each room is examined for the presence of prohibited items such as candles, halogen lamps, open coiled appliances, pets, etc. Rooms are also examined for evidence of prohibited activity such as smoking in the room, removal of door closers, unauthorized door locking or alarm mechanisms, removal of security screens or other equipment, tampering with life safety equipment, etc. This inspection also includes a general assessment of cleanliness of the room, which includes food and waste storage.

Conditions warranting follow up are reported to the Director of Residential Life. The RD is expected to communicate with these residents, apply sanctions which can range from fines to expulsion from housing, and document such follow up.

### **Annual Training**

Annual training for Residence Life Staff is conducted by the NYS Office of Fire Prevention and Control (OFPC).

The New York State Campus Fire Safety training Guidelines are utilized. To accomplish the components of the campus fire safety training the Residence Directors and Assistant Resident Directors then take that fire safety information and convey that knowledge to incoming college students. During the first week of classes' fire safety information and college policies are provided to the residences during floor meetings.

Additional fire safety training is provided to students during our dorm room burn demonstration. This training is coordinated by NYS OFPC and our village fire department.

We construct and furnish a "typical" dorm room and then start the room on fire. A large time clock is placed nearby so students can see how quickly a fire can start and begin to burn out of control. Smoke detectors are installed, one is tampered with so it doesn't work and the other is timed to see how quickly it activates. The burn room demo is located in a central location; Residence Life provides prizes and a raffle to encourage participation.

The fire department uses the opportunity to introduce our college students that are fire department members and hopefully recruit new members to the department.

### **Fire Protection Equipment/Systems**

All student housing facilities and administrative buildings are equipped with integrated fire and smoke detection and alarm systems which are monitored at the Central Heating Plant 24 hours a day, 365 days a year. All student housing facilities are either fully or partially sprinkled. Fire extinguishers, exit signs, detectors, doors, pull stations and emergency lights are inspected monthly by Residential Cleaning Staff. Work requests are subsequently submitted to address items that require corrective actions. Sprinkler systems are inspected quarterly. The fire detection system is inspected annually per NFPA requirements.

### **Emergency Evacuations/Fire Drills**

When a fire alarm is activated, evacuation is mandatory and the students are instructed not to use the elevators. Staff members are instructed to leave at the time of the alarm and make cursory checks of floors and wings as they progress downward to the main floor of a hall. Evacuation procedures are posted and accommodations for special needs students are coordinated through the ADA coordinator. Student housing facilities have four (4) scheduled fire drills per year as per New York State Fire Code Table 405 and Educational Law Article 17, Part 807.

**REPORTING OF FIRE OCCURRENCES**  
**NAMES AND TITLES OF PERSONS TO REPORT FIRE OCCURRENCES**

E. D'Alessandro	Chief, University Police
Robert J. Fletcher	Environmental Health Officer (EHO)
Ursula Hertz	Director of Residence Life
Mark Procopio	Area Coordinator
Mike Hynes	Head Janitor Academic Buildings
Karen Izard	Head Janitor Dorms
Mike Carbone	Energy Management System (EMS)

Plans for future improvements in Fire Safety include increased information listed on the MSC Website. How to use a Fire Extinguisher, mock Dorm Room Demonstration Burn, work with local fire departments, and encourage student participation are also areas for increasing awareness of fire safety.

**MORRISVILLE STATE COLLEGE**  
**FIRE SAFETY SYSTEMS FOR ON-CAMPUS STUDENT HOUSING FACILITIES**

F = Full    P = Partial    Y= Yes

<b>Building Name</b>	<b>Sprinkler System</b>	<b>Integrated Fire/Smoke System Alarm System</b>
Cayuga Hall	F	Y
East Hall	F	Y
Fountainview	F	Y
Helyar Hall	P – Janitors rooms and storage areas	Y
Mohawk Hall	P – Janitors rooms and storage areas	Y
Oneida Hall	F	Y
Onondaga Hall	P – Janitors rooms and storage areas	Y
South Hall	P – Janitors rooms and storage areas	Y
Stewart Hall	P – Janitors rooms and storage areas	Y
West Hall	P – Janitors rooms and storage areas	Y
Commons 1	F	Y
Commons 2	F	Y

**MORRISVILLE STATE COLLEGE**  
**ON-CAMPUS STUDENT HOUSING FACILITIES**  
**REPORTED FIRES FOR 2009**

<b>Date/time/location</b>	<b>Type/Cause</b>	<b>Number of related injuries treated at medical facility</b>	<b>Related Deaths</b>	<b>Property Damage</b>	<b>Value of damaged property</b>
Date : 2/16/09 Time: 15:32  RD Apartment Stewart Hall	Electric burners were left on in high position, baking pan with 8X10 sheets of paper and two pot holders sitting on top of first burner caught on fire. Fire extinguished by UP. FD not called	0	0	2 pot holders and baking pan	\$25.00
Date: 8/28/09 Time: 02:29 Commons 1 Apt. 106B	Shirt tossed onto lamp. Student awoken by room smoke alarm. Took shirt into shower and doused with water	0	0	1 lamp	\$40.00

**MORRISVILLE STATE COLLEGE**  
**ON-CAMPUS STUDENT HOUSING FACILITIES**  
**REPORTED FIRES FOR 2010**

<b>Date/time/location</b>	<b>Type/Cause</b>	<b>Number of related injuries treated at medical facility</b>	<b>Related Deaths</b>	<b>Property Damage</b>	<b>Value of damaged property</b>
0	0	0	0	0	0