

2018 Annual Fire Safety Report

CONTAINING *CLERY* FIRE SAFETY PROCEDURES AND
POLICIES AS WELL AS FIRE SAFETY DATA FOR 2017 FOR
THE CLRAENDON CAMPUS OF CLARENDON COLLEGE.

SEPTEMBER 21, 2018

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Online Clery Act Fire Safety Statistics:

US Department of Education Office of Postsecondary Education website:

<http://ope.ed.gov/security/GetOneInstitutionData.aspx> ,

Select "Clarendon College" as the institution.

Annual Fire Safety Report (AFSR)

The purpose of this report is to provide you, the Clarendon College (CC) constituency, with the information and the understanding you need to make an informed and reasoned decision about fire safety. Clarendon College residential living is a wonderful place to learn, to work and to develop as an individual and as part of a larger academic community. Please carefully consider the information contained in the fire safety report as you make decisions about your education or career at Clarendon College.

- The VP of Academic Affairs in conjunction with the VP of Student Affairs prepares the Annual Fire Safety Report.
- The report is prepared based on information gathered from the Fire Log.
- The report contains fire statistics for the three previous calendar years concerning fires in on-campus housing.
- The report contains information regarding on-campus housing fire safety policies, procedures and personal safety topics.
- Report documentation is kept in the Office of the Vice President of Academic Affairs
- The Annual Fire Safety Report was updated on September 21, 2018.

Fire Log

The College maintains a written fire log that records by the date reported any fire that occurs in an on-campus student housing facility. The fire log is maintained in the VP of Student Affairs' Office located in the Bairfield Activity Center. The fire log may be inspected during regular business hours by visiting the Vice President of Student Affairs.

Report Distribution

A full text of the Annual Fire Safety is available by going to the CC Student Affairs website and clicking on the link at:

<http://www.clarendoncollege.edu/Resources/Student%20Services/AnnualFireSafetyReport2018.pdf>

The CC Office of Student Affairs will provide a paper copy of the annual fire safety report upon request. The request does not have to be made in writing. There will be no charge or fee, nor will the report be included in another document for which you are charged a fee. The report is available to all currently enrolled students (including those attending less than full time and those not enrolled in Title IV programs or courses). In addition, Clarendon College will make the report available to prospective students or prospective employees upon request.

Prior to the report being published a notification will be sent out before the October 1 requirement to all students and college employees advising the report is completed and how to obtain either an electronic or paper copy of the report.

Notification will be made by: Student and Employee provided e-mail, CC Faculty Portal (on line), CC Business Portal (on line), and CC Student Portal (on line).

For employees and students who begin their association with CC after October 1 but prior to a new annual report notification an announcement will be maintained in a constant format on the CC Faculty Portal, CC Business Portal and the CC Student Portal.

On-Campus Housing Facilities Covered in the AFSR

Clarendon College maintains five (5) residential living facilities on the Clarendon Campus of Clarendon College. The Table below identifies each of the five buildings and

| On-Campus Residential Housing Description, Safety System and Fire Drills | | | |
|---|-------------------------|---|--|
| Facility Name | Max Occupancy | Fire Safety System | Fire Drills held previous year. |
| Knorpp Hall | 80 Residents + Director | Smoke Detectors in each room and lobby area. 4 fire extinguishers. | 2 |
| Phelan Hall | 40 Residents + Director | Smoke Detectors in each room and lobby area. 2 fire extinguishers. | 1 |
| Vaughan Hall | 80 Residents + Director | Smoke Detectors in each room and lobby area. 4 fire extinguishers. | 2 |
| Southwest Hall | 24 Residents | Smoke Detectors + Fire Alarm System 1 fire extinguisher. | 1 |
| Regents hall | 80 Residents + Director | Smoke Detectors in each room 2 fire extinguishers. | 2 |

Open Flames

Open flames of any kind are not allowed in or around the residence halls. Students may not light candles, incense, or other items that hold an open flame or heavy heat (heating bulbs). BBQ grills or pits (charcoal burning, propane gas, or otherwise) are not allowed in or around the residence halls, except designated BBQ grills provided by the College. The safety of all residents is a significant concern, and any student found violating this policy will be subject to disciplinary action.

Portable Electric Heating Devices (Space Heaters)

Portable electric heating devices presence or use is not allowed in the residence halls. Students found in violation of this policy will be subject to disciplinary action.

Tobacco

The use of tobacco products (including smokeless products) is prohibited in all Clarendon College facilities. Smoking and the use of other tobacco products is allowed only in designated areas outside of College buildings. Therefore, the smoking, chewing, and dipping of tobacco products are strictly prohibited in all places of formal instruction on Campus, including, but not limited to, classrooms, laboratories, lecture halls, libraries, activity centers, auditoriums, residence halls and residence hall rooms, and the cafeteria. Tobacco products are also prohibited in College vehicles. Students found using any form of tobacco in college facilities may be fined \$50 for each offense. Residents who have smoked in their rooms will be charged a \$100 per resident room cleaning fee to have the room deep cleaned and deodorized.

Building Evacuation in Case of a Fire

Evacuation plans for each building are posted in the Lobby Area. Evacuation plans will be distributed to each resident each semester at the beginning of the semester. Fire Drills are held at least once a semester to familiarize students with building evacuation plans. All residents must leave the building immediately. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer or a member of Residence Life staff. Residents who refuse or fail to vacate, or return to the building before they are told to do so will be issued a Failure to Comply Violation and are subject to disciplinary sanctions and/or fine.

Fire Safety Information and Tips

Room Decorations: Tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to outside access or corridors from the sleeping areas. Fire retardant sprays (applied only outside of the residential building area) are suggested for all wall coverings.

Smoke Detectors: Smoke detectors are furnished in each residence room and must not be tampered with or disconnected. Covering or disconnecting smoke detectors is prohibited. A \$50 fine will be assessed for each disabled smoke detector, in addition to the cost of repair or reconnection.

Prohibited Items: The following are prohibited in student residences

- Storage of flammable materials (including charcoal and lighter fluids)
- Storage of newspapers in large quantities.
- Storage that impedes access or egress to/from rooms
- Life cut trees.
- Fireworks, ammunition or explosives of any kind.
- Halogen Lamps
- Candles, incense, potpourri burners and/or warmers.
- Toaster Ovens
- Space Heaters

False Alarms or Tampering with Fire Safety Equipment

False alarms or tampering with fire safety equipment violates the Code of Student Conduct as well as Texas law and will be severely dealt with through the student conduct process. Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, fire evacuation stickers) is prohibited and will result in a minimum \$100 fine and disciplinary action. The mishandling of fire extinguishers and fire alarms is prohibited. The inappropriate discharge of a fire extinguisher will result in a \$100 fine in addition to disciplinary action. Sounding a false fire alarm is a felony and will be treated as such. Additionally, a \$500 fine will be charged.

Fire Safety Education and Training

All on-campus students are required to attend a mandatory "On-Campus Student" meeting at the beginning of the fall and spring semesters. A topic at the "On-Campus Student" meeting is fire safety education and training.

Fire Extinguishers

Fire Extinguishers are located in convenient locations in each residence hall. The extinguishers are monitored by residential living dorm directors. Students who are aware of a discharged fire extinguisher are strongly encouraged to report it to their resident assistant or residence hall director.

What to do in case of a Fire (Call 911)

Fire safety is of paramount importance to everyone in the Clarendon College community. In order to adequately safeguard lives, when there is a fire alarm all individuals are required to evacuate the building, closing room doors on the way out. Failure to evacuate will result in a \$150 fine. Once outside, all individuals must move to an area designated by Residence Life Directors or the Vice President of Student Affairs. All fire alarms are presumed to be real. In the event of smoke or fire, immediately sound the nearest fire alarm to alert and evacuate other residents (Southwest and Regents Halls) . Dial 911, and give your name, building, and specific information about the fire. If you are in a room and the fire alarm has sounded, do not open the door until you check for smoke around the cracks and feel the surface of the door. If it is hot, do not open it. Seal up the cracks around the door with sheets or towels. Open the window slightly and hang a visible object to alert fire safety officials and identify your location and presence. If the door seems cool, open it cautiously and proceed rapidly to a clear exit, closing all doors behind you.

After a Fire - Reporting a Fire

Students and college employees must report the occurrence of every fire to one of the following members of the Office of Student Affairs once it is safe to do so.

Vice President of Student Affairs – Mr. Brad Vanden Boogaard 806-874-4861

Vice President of Academic Affairs – Mr. Tex Buckhaults 806-874-4807

Plans for Future Improvement in Fire Safety

Fire alarms have been inspected Southwest and Regents Halls. A review has been completed and funds have been budgeted to improve security cameras in Knorpp, Vaughan and Phelan Halls. This is a multi-year process.

Fire Safety Data

| Residence Hall | 2015 | | | 2016 | | | 2017 | | |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | Fires | Injuries | Deaths | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| Knorpp | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Southwest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Regents | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Vaughan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Phelan | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |