

SAFETY GUIDELINES FOR

RESIDENTS



and ANNUAL FIRE SAFETY REPORT



M MONROE
COMMUNITY
COLLEGE

2011-2012



RESIDENCE HALL SAFETY GUIDELINES TABLE OF CONTENTS

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FOR FIRE, MEDICAL & OTHER EMERGENCIES CALL PUBLIC SAFETY:

- Ext. 3911 from a residence hall phone
- (585) 292-2911 from a cell phone or off-campus line
- Ext. 2911 from a Brighton campus phone

FIRE EVACUATION PROCEDURES

The fire alarm system in the residence halls is directly connected to the Monroe Community College Public Safety Dispatcher and is monitored 24 hours per day.

When an alarm sounds, all occupants must vacate the building quickly, safely and meet in the following areas:

- Pioneer residents (Bldg. 50) will meet in the east end of parking lot R.
- Alexander residents (Bldg. 51) will meet in parking lot D, the MCC Child Care Center parking lot.
- Tribune residents (Bldg. 52) will meet in the east end of parking lot R.
- Canal East and West residents (Bldg. 53) will meet as follows:
 - From the northern section of buildings – meet in the northwest corner of parking lot S and northeast corner of parking lot T.
 - From the southern section of buildings – meet in the area just past the Canal Hall Service Road and just before the bridge which crosses the pond. **Do not block the service road.**

The Fire Department, Public Safety Officers and Housing and Residence Life staff members will ensure that the building has been properly evacuated. **Any resident found in the building during an alarm will be subject to student conduct sanctions and fines.**

The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety, or a Housing and Residence Life staff member acting for the Fire Department.

FIRE EXTINGUISHERS

Fire Extinguishers are provided in the residence halls for fighting a fire in its very beginning stages. No resident is expected to use the fire extinguisher. **YOUR FIRST EXPECTATION IF YOU SEE A FIRE IS TO SOUND THE FIRE ALARM AND EXIT THE BUILDING.**

The following individuals are trained to use portable extinguishers to attempt to extinguish fires before evacuating:

- Public Safety Officers
- Resident Directors
- Facilities Maintenance Personnel
- Responding Firefighters
- Resident Assistants

Using a fire extinguisher is only an option. The first responsibility of the above personnel is the safety of the residents and themselves. If, in their opinion, they believe that the fire cannot be extinguished with a fire extinguisher they should exit the building. If they do use a fire extinguisher and it does not extinguish the fire, they should immediately exit the building.

- **NO ONE is to remain in the building during an evacuation.**
- **There are NO critical operations that require personnel to remain in the building during an alarm.**
- **ALL personnel are to exit.**
- **Resident Directors and Assistants at the rally points should make every attempt to obtain accountability for their residents and report any unaccounted for students to MCC Public Safety Officers, police or firefighters.**

For further assistance with emergency evacuation procedures, the following individuals can be contacted:

- Martin Gilmore, supervisor of Safety/Hazard Prevention at (585) 292-3151, or e-mail at mgilmore@monroecc.edu.
- The Resident Director or Resident Assistant assigned to your particular building and suite.

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FIRE ALARM SYSTEM

Your fire alarm system was installed with your safety in mind and was designed to be as in-obtrusive as possible should a small amount of smoke from cooking, or steam from showering occur. **Always make use of the ventilating fans in the kitchen while cooking and in the bathroom area while showering.**

The detector nearest the kitchen is a **HEAT DETECTOR** that will detect a rapid rate of heat caused by a fire.

The detector in the hallway of the suite along with the detector in each bedroom is a **SMOKE DETECTOR** and will alarm in your suite if a low density of smoke or steam is created. This will sound the audible alarms in your suite. **If the smoke or steam clears within 30 seconds, the alarm will be re-set.** Campus Public Safety will automatically be notified and will respond to investigate.

If the alarm does not clear within 30 seconds or if the smoke remains heavy, the fire alarm will activate throughout the entire building, causing all occupants to evacuate and a response from the fire department.

Remember, when the loud horns and strobes in the hallways and the smoke detectors in your suite area sound, you must immediately evacuate the building to the designated rally point.

Laminated maps showing evacuation routes and rally points for your specific residence location are located on the back of the main entrance door to the suite. If you do not have one posted there, please contact your suite's Resident Director or Resident Assistant to have one installed.

FIRE SAFETY SANCTIONS AND FINES

The following are the student conduct sanctions and fines which have been established by the college for building fire alarm activation, failure to evacuate and intentional fire alarm activation or tampering with fire safety signs/apparatus:

Building Fire Alarm Activation

- First time violation: \$200 fine and residence hall probation issued to the suite or responsible resident(s)
- Second time violation: \$500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls.
- Third time violation: \$1,000 fine, referral to the office of the Vice President for Student Services and suspension or removal from the residence halls.

Failure to Evacuate

- First time violation: \$200 fine, residence hall probation and an educational project.
- Second time violation: \$300 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls.
- Third time violation: \$500 fine, referral to the office of the Vice President for Student Services and suspension or removal from the residence halls.

Intentional Fire Alarm Activation or Tampering with Fire Safety Signs/Apparatus

- First time violation: Minimum \$500 fine, referral to the Office of Housing and Residence Life and possible suspension or removal from the residence halls.
- Second time violation: Minimum \$500 fine, referral to the Office of the Vice President for Student Services and suspension or removal from the residence halls.

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WHAT YOU SHOULD KNOW ABOUT CARBON MONOXIDE

Carbon monoxide (CO) is an insidious poison. It is a colorless, odorless, tasteless gas. It is a cumulative poison. Even low levels of CO have been shown to cause brain and other vital organ damage in unborn infants with no effect on the mother.



This photo shows the Carbon Monoxide detectors installed.

The following symptoms are related to **CARBON MONOXIDE POISONING:**

MILD EXPOSURE

Slight headache, nausea, vomiting, fatigue (often described as "flu-like" symptoms).

MEDIUM EXPOSURE

Severe throbbing headache, drowsiness, confusion, fast heart rate.

EXTREME EXPOSURE

Unconsciousness, convulsions, cardio-respiratory failure, death.

Many cases of reported CARBON MONOXIDE POISONING indicate that victims are aware they are not well, but they become so disoriented that they are unable to save themselves by either exiting the building or calling for assistance. Young children and household pets may be the first affected.

Your CO alarm is designed to detect the toxic CO fumes that result from incomplete combustion, such as those emitted from appliances, furnaces, fireplaces and auto exhaust.

A CO alarm is NOT A SUBSTITUTE for other combustible gas, fire or smoke alarms. This carbon monoxide alarm is designed to detect carbon monoxide gas from ANY source of combustion.

CAUTION: This alarm will only indicate the presence of carbon monoxide gas surrounding the sensor. Carbon monoxide gas may be present in other areas.

IF THE ALARM SOUNDS:

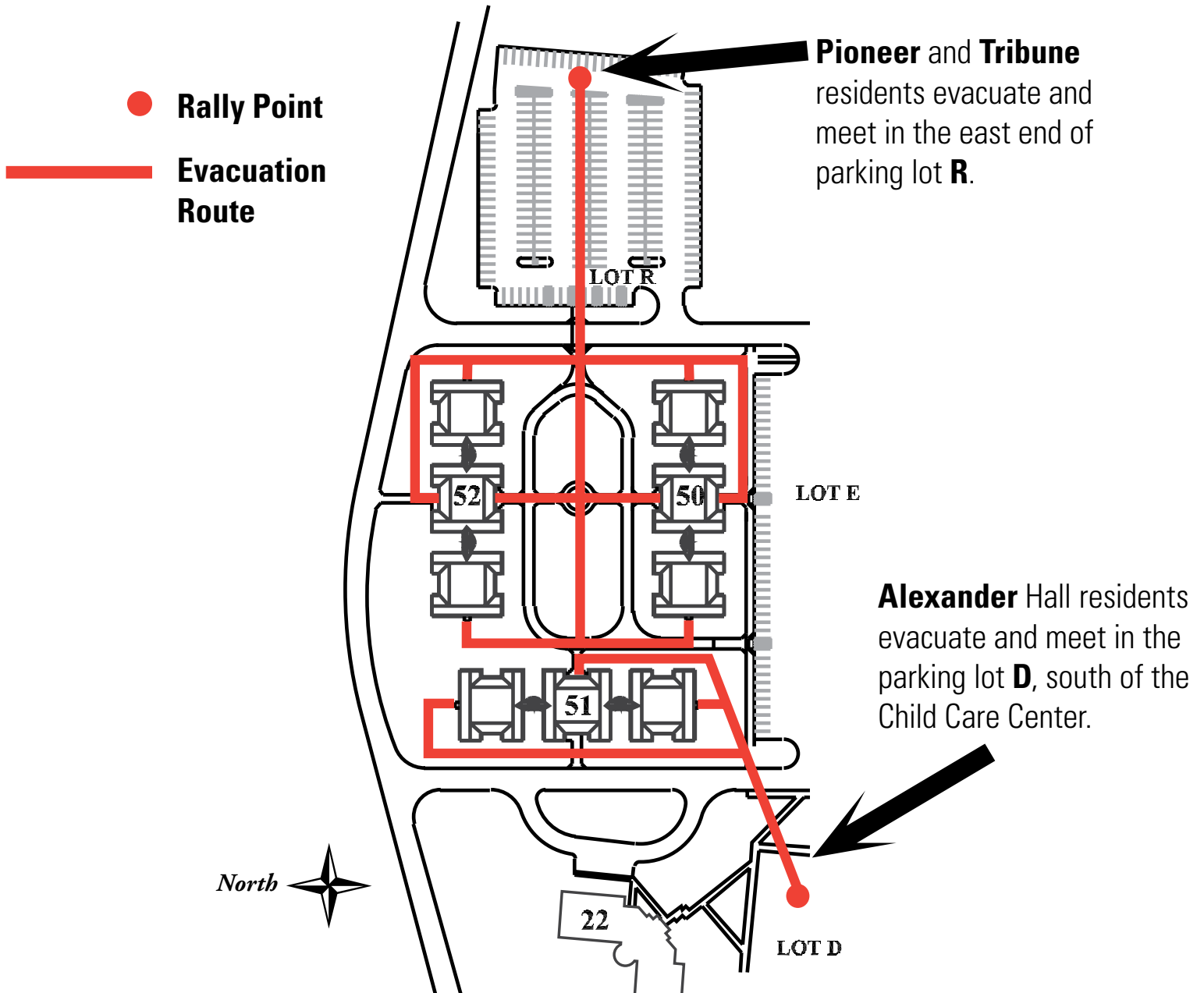
A signal is sent to the MCC Public Safety Dispatcher and emergency personnel will respond. Immediately move to a spot where fresh air is available – preferably outdoors. CONTACT PUBLIC SAFETY AT 292-2911.

Protection is guaranteed 24/7 by central station monitoring, regardless of whether residents are away from home, sleeping or already suffering from the effects of CO. If you have questions, contact the Safety/Hazard Prevention office at 292-3150.

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EVACUATION ROUTES AND RALLY POINTS FOR PIONEER, ALEXANDER & TRIBUNE RESIDENCE HALLS



EMERGENCY NUMBERS:

Call MCC Public Safety in **ALL** emergencies.

MCC Public Safety – from a Residence Hall phone:

3911

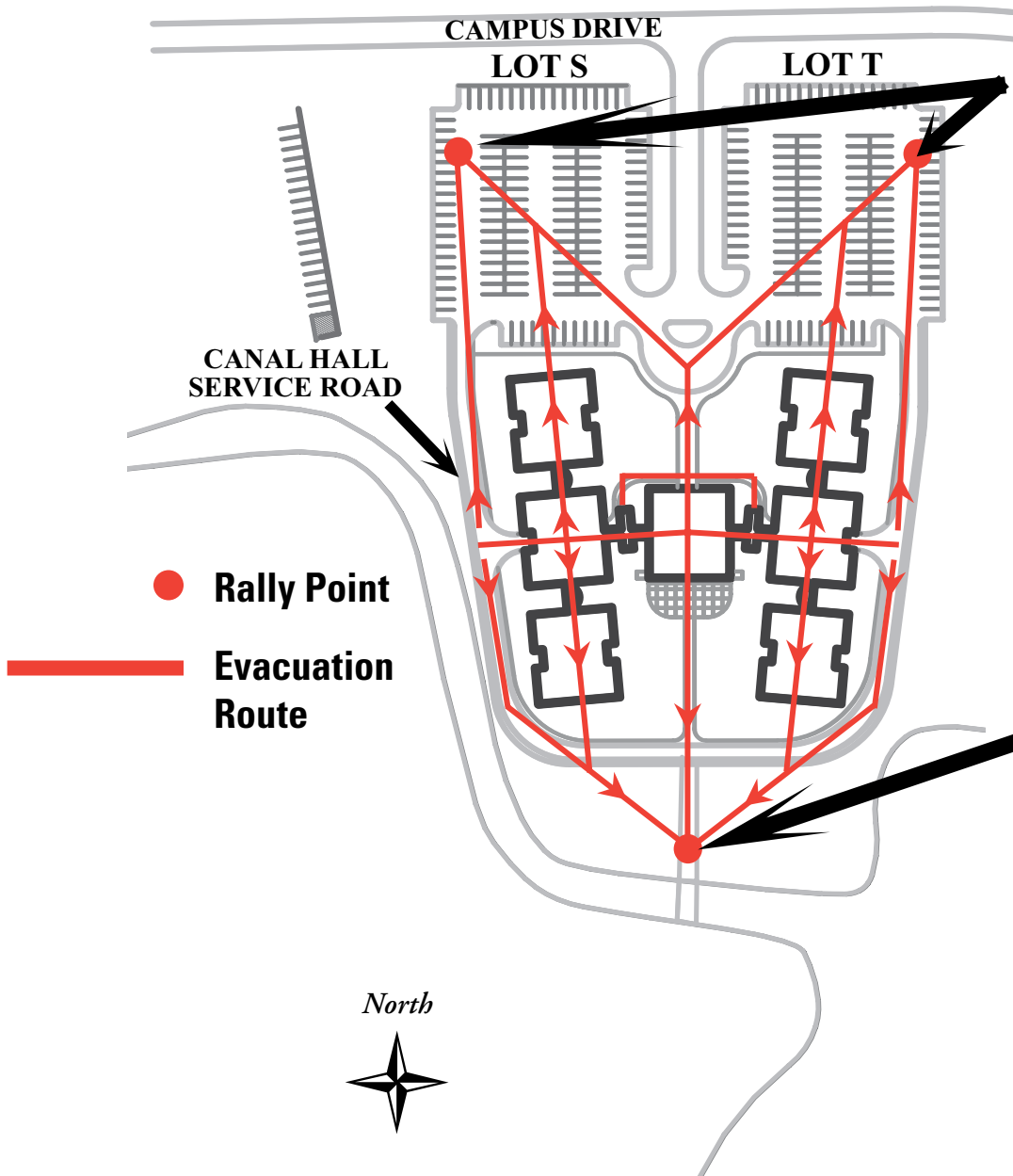
Or from a cell phone:

MCC Public Safety:
292-2911

Fire • Ambulance • Rescue/EMS

911

EVACUATION ROUTES AND RALLY POINTS FOR CANAL EAST AND WEST HALLS



Canal residents from the **NORTH** section evacuate and meet in the northwest corner of parking lot **S** and the northeast corner of parking lot parking lot **T**.

USE THE CLOSEST EMERGENCY EXIT.

Canal residents from the **SOUTH** section evacuate and meet in the south area past the Canal Hall Service Road (just before the bridge). **DO NOT BLOCK THE SERVICE ROAD.**

EMERGENCY NUMBERS:

Call MCC Public Safety in ALL emergencies.

MCC Public Safety – from a Residence Hall phone:

3911

Or from a cell phone:

MCC Public Safety:
292-2911

Fire • Ambulance • Rescue/EMS

911

- When an alarm sounds, before leaving the room touch the door to see if it is warm. If the door is warm, DO NOT open it. If possible, put a damp towel along the bottom of the doorway. If the door is not warm, open the door slightly to see if there is smoke.
- If you cannot get out of the room and your room is filled with smoke, put YOUR HEAD out a window to breathe. Wave a towel or other object to let the firefighters know that you are trapped.
- Put a damp towel over your mouth and nose to keep from breathing smoke.
- Crawl or stoop low on the floor to avoid smoke inhalation.
- If you are trapped and there is a phone nearby, call Public Safety. Call 3911 from a residence phone or call 292-2911 from a cell phone.
- Close doors and windows behind you to help prevent the spread of fire. Do not lock the doors.
- DO NOT USE THE ELEVATORS.
- Call Public Safety to report the fire from a safe location.

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The residence halls are equipped with many safety features. In addition, annual fire safety inspections are conducted by local and state officials. Any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to the following:

- Security Cameras
- Building Access Doors
- Exterior and Interior Safety Lights
- Sprinkler Systems
- Fire Alarm Systems

Residents are expected to observe all of the following fire code regulations. Violators of these regulations are subject to student conduct action, payment of any damages, and fines. The fine for setting off a smoke or fire detector, sprinkler system or fire extinguisher within a building as a result of negligence, misuse or abuse can range from \$100 - \$1,000 plus the cost of damages. Personal items that are in violation of the fire code will be confiscated and tagged. All confiscated items which are not picked up and taken home within thirty (30) days will be disposed of by the Housing and Residence Life staff. Residents will be subject to a fine.

- For the protection of residents, residence halls are equipped with smoke and fire detection, sprinkler systems and fire extinguishers. Tampering with any of these systems is a violation of the college Code of Conduct and well as a violation of New York State law. **At no time should anything be hung from or placed over a sprinkler head, smoke detector or over light fixtures.**
- **Ceiling hangings of any description are not permissible, as they interfere with the proper function of the fire/smoke detection and prevention devices.** Room decorations should be non-combustible or flame retardant.
- Wall decorations are limited to 20 percent of each wall of the room. **Wall decorations** (such as blankets or tapestries), cannot cover windows, and **must be at least 18 inches below the ceiling height.**
- **Only store-bought curtains hung on tension rods may be used as approved window coverings.** These must be made of non-combustible or flame retardant material.
- Lighting or heating devices that produce an open flame are prohibited in the residence halls. This includes, but is not limited to, candles, kerosene lamps and lamps with the globe facing upward, such as torchiere lamps. No hot plates, toaster ovens, George Foreman and similar grills, electric fry pans or auxiliary heaters are to be used. Coffee pots should be used only on the kitchen counter.
- Bedroom furniture must allow at least a 36 inch clear walkway from the opposite side of the bedroom or common area to the door.
- Stairwell doors leading to hallways should be kept closed.
- Hallways must be kept clear at all times. Furniture and personal belongings such as trunks, boxes and drying racks may not be placed in hallways.
- Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)
- Bicycles left in residence hall common rooms, halls, stairwells, or where they obstruct exits will be removed. They should be stored only in designated bike storage areas located outside each building.

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- Flammable holiday decorations such as live Christmas trees, (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the buildings.
- Only MCC Association, Inc. wiring is allowed in residence hall rooms with the following exceptions: U.L. listed power strips with circuit breaker and power surge protection. Power strips may not be used in a series to gain greater lengths and ceiling fixtures may not be installed. Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used. Multi-outlet devices such as adapters, cubes, plug-in air fresheners, etc., are prohibited. Dimmer switches and ceiling fixtures may not be installed. Extension cords are prohibited.
- Electrical cords and data cables cannot be installed from room to room where their existence may cause a tripping hazard, nor can they be run through the ceiling tiles.
- Combustible liquids such as gasoline, turpentine, charcoal lighter, diesel fuel, liquid propane tanks or cylinders and self-starting charcoal are prohibited from being stored in the buildings.
- Motorized vehicles, including motorcycles, mopeds, and motorbikes are not allowed in or near the residence halls.
- **There is to be absolutely NO smoking in the residence halls.** This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, hookahs and burning incense. Smoking is permitted only in the designated smoking areas outside the residence hall buildings. When smoking outside please be sure to comply with the Housing and Residence Life policy which requires all individuals to stand beyond the designated line in front of each residence hall and dispose of cigarette butts in the appropriate receptacles.

Regardless of alarm activation, if it is determined that smoking has occurred inside the suite, all residents may be subject to the following sanctions:

First Violation*

- Residence Hall Probation – Duration based on severity of the incident and resident's judicial history, a fine of \$75.00, Educational sanction/referral and possible referral to the Office of Housing and Residence Life.

Second Violation*

- Heightened Residence Hall Probation – Duration based on severity of the incident and resident's judicial history, a fine of \$100.00, Educational sanction/referral and referral to the Office of Housing and Residence Life.

*These are the minimal recommended sanctions for violations and are not required. Depending on the severity of the incident, you may also be suspended or removed from the residence halls and/or referred to the Vice President for Student Services Offices for additional sanctions outlined in the College's Conduct Regulations.

- **Never leave food unattended in the microwave, oven or on top of the stove.** Use the kitchen ventilation fan when cooking.

Room Decorating Safety Requirements

Residents may not cover their walls or hang from their ceilings items such as tapestries, sheets, canopies and fishnets. Window curtains must be manufacturer made of non-combustible or flame retardant materials and hung only with a tension rod. Items are not permitted to be hung or placed over light fixtures, sprinkler heads, or smoke detectors. Wall decorations are limited to 20 percent of each wall of the room. Wall decorations cannot cover windows, such as blankets or tapestry, and must be at least 18 inches below the ceiling height.

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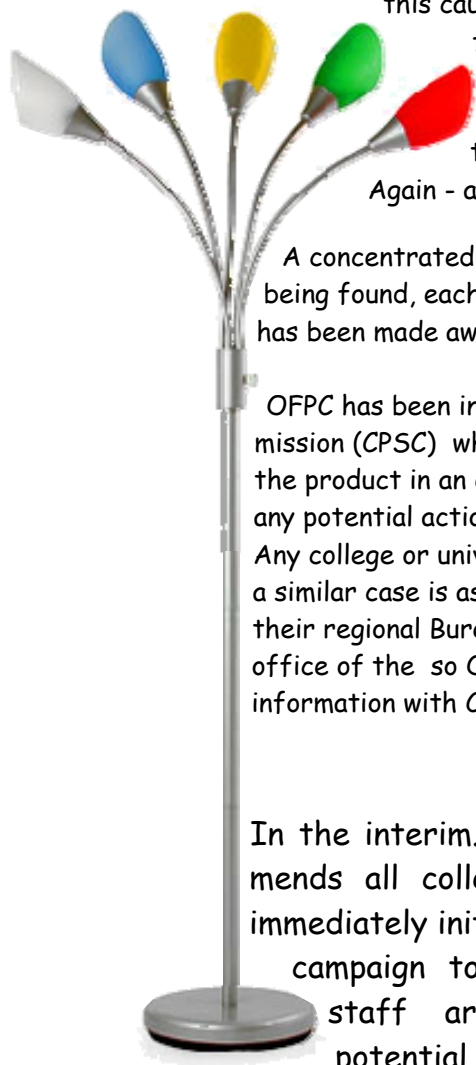
Office of Fire Prevention and Control

Bureau of Fire Prevention

Campus Fire Safety Bulletin

Potential Hazard

A New York campus recently had two "close calls" involving a floor lamp similar to the one illustrated below. In both cases, heat from the bulbs caused the shades to melt. In one room, this caused a build-up of toxic fumes and the melted plastic from the shade burned a hole in the bedspread. The second incident involved a student who had turned on the lamp and, within 15 minutes, the shade melted and the heat began to turn a poster on the wall brown. Again - a very close call.



A concentrated search on this campus resulted in five additional lamps being found, each with at least some visible damage. Additionally, OFPC has been made aware of similar occurrences at other campuses.

OFPC has been in contact with the U.S. Consumer Product Safety Commission (CPSC) who advise that they will be conducting an evaluation of the product in an effort to determine any potential actions they may initiate. Any college or university that identifies a similar case is asked to please notify their regional Bureau of Fire Prevention office of the so OFPC can share the information with CPSC.



In the interim, OFPC strongly recommends all colleges and universities immediately initiate a public awareness campaign to ensure students and staff are cognizant of the potential hazard.



§F110.1.2 Unsafe equipment. Unsafe equipment includes ... electrical wiring or other equipment on the premises or within the structure that is in such disrepair or condition that such equipment is a hazard to life, health, property or safety of the public or occupants of the premises or structure.



New York State Department of State
Office of Fire Prevention and Control
41 State Street
Albany, NY 12231-0001

♦ Phone: (518) 474-6746
♦ Fax: (518) 474-3240
♦ campusfiresafety@dos.state.ny.us
♦ <http://www.dos.state.ny.us/fire/firewww.html>



Office of Fire Prevention and Control

Bureau of Fire Prevention

Campus Fire Safety Bulletin

תוכנית אבטלה
משרד המשפטים
משרד המשפטים
משרד המשפטים

What's the Number 1 Cause of Fires on Campus?

Cooking!

Cooking related fires are more frequent on campus than those caused by any other source. Yet they can easily be prevented.

On average, cooking-related fires cause an estimated 185,600 structure fires, 80 civilian deaths, 3,875 injuries, and \$481 million in property damage, according to the U.S. Fire Administration.

Several straightforward and easily implemented steps can be taken by individuals to prevent cooking-related fires and to protect themselves from injury should a cooking fire occur.



First, care should be taken when cooking with oil, butter, or other greasy foods that are highly flammable and can easily splatter or spill from pots and pans.

Do not attempt to extinguish grease-based fires with water as it reacts violently when poured on hot grease or oil. Small grease fires can be extinguished by placing a cover on the pan or using a fire extinguisher.



Inattention is the leading cause of kitchen fires. Never leave your cooking unattended, whether it be to leave the room, answer the phone or chat with others. In addition, always remember to turn your burner or oven off when the food is done.

What's on your stove?

New York State Department of State
Office of Fire Prevention and Control
41 State Street
Albany, NY 12231-0001

♦ Phone: (518) 474-6746
♦ Fax: (518) 474-3240
♦ campusfiresafety@dos.state.ny.us
♦ <http://www.dos.state.ny.us/fire/firewww.html>



Office of Fire Prevention and Control

Bureau of Fire Prevention

Campus Fire Safety Bulletin

Fire and smoke doors can not protect you...

... if they are held open or do not close properly

All the protection smoke and fire doors have to offer in time of fire, is useless if the doors are not closed. Designed to contain smoke and fire, sometimes automatically, these doors help provide occupants time to escape.

These pictures from the same fire clearly show the power of a door. Inside the room was destroyed, while outside the hallway remained clear enough for everyone to escape.



On average, more than 5000 violations related to obstructed, damaged or compromised fire doors are identified on colleges and universities in New York State each year.



So the next time you walk down the hall, enter a stairwell, or bend down to place the wooden chock, remember, the door you silently curse, is the door designed to protect you.



Trust your life with the door - not Dorothy's red slippers.

SF703.2 Opening protectives. Opening protectives shall be maintained in an operative condition in accordance with NFPA 80. Fire doors and smoke barrier doors shall not be blocked or obstructed or otherwise made inoperable.



Is the door nearest you, one of them?

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MCC has an outstanding safety and security record. This is due to our excellent Public Safety staff and procedures, as well as from features such as secure card access readers, blue light emergency phone stations, state-of-the-art smoke/heat systems, camera monitoring systems and 24 hour Public Safety surveillance around campus.

Safety is everyone's responsibility. Report any unusual, dangerous, illegal, harassing, or otherwise unsafe behaviors to a Housing and Residence Life staff member or Public Safety.

PUBLIC SAFETY

The Public Safety Department provides security and related services to the college community seven days a week, 24 hours a day. All Public Safety Officers are Civil Service employees and must successfully complete the Police Recruit Training Course at the Public Safety Training Center. This is the same course attended by all Police Officers in Monroe County. No other college in Monroe County maintains this standard for their security or Public Safety Officers. Officers have also been trained in emergency medical procedures, first aid, CPR and Critical Incident Command.

Campus Public Safety Officers are Peace Officers. Peace Officers are armed while conducting exterior patrols and money escorts. They conduct foot, bike and vehicular patrols on campus and at satellite locations, 24 hours a day. On campus, the Public Safety Officers enforce all laws and regulations, both of the college and the State of New York. The Public Safety Department works very closely with the Brighton Town Police Department and other local and state law enforcement agencies to assist them with incidents that may occur off-campus.

Potential criminal actions and other emergencies on campus can be reported by any student, faculty member or employee directly to the Public Safety Department. It is extremely important to notify Public Safety so they are aware and involved with any action or investigation. **If dialing from a residence hall phone, dial 3911 to contact Public Safety. If dialing from a Brighton Campus phone, dial 2911. If dialing from a cell phone or off campus line, dial (585) 292-2911.** Emergencies can also be reported by using blue-light courtesy phones, located throughout the campus. Upon receiving a call, officers are dispatched immediately to the site of the complaint.

The college encourages accurate and prompt reporting of all crimes or suspected criminal activity. Reports may be made anonymously via the web by going to the **Silent Witness** at www.monroecc.edu/go/witness or by calling the **Crime Stoppers** confidential tip line at (585) 292-3636.

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Criminals who see an opportunity for gain will take risks. Assault and robberies can happen to anyone, anywhere, at any time. If we work together, we can stop crime before it occurs. Crime reduction on campus requires the continued active support of the College community. The following are a few suggestions, which may help to prevent crime by planning ahead for personal protection.

PERSONAL SAFETY . . . WHAT YOU CAN DO!

The best defense against crime is to take adequate precautions, and always practice good personal safety. Precaution and prevention are the most effective tools that can be used to reduce the chances of falling victim to a crime. Know the current environment and be alert at all times, whether at home, out walking (especially at night), driving or at work.

AT HOME, YOUR APARTMENT, OR RESIDENCE HALL ROOM

- Keep doors and windows locked when at home to keep out unwanted visitors.
- Lock all doors and windows whenever exiting. Even the best locks won't work if you do not use them.
- Don't automatically open the door when someone knocks. Use the peep hole in the front door to see who is there.
- When strangers ask to use personal phones, offer to make the necessary call but don't let the person into the room.
- Do not loan room keys to anyone.

WHEN WALKING

- Know the locations of blue-light courtesy call boxes along daily routes.
- Plan routes in advance. Stay away from alleys, fields, and dark areas. Avoid shortcuts.
- Walk on lighted walkways on campus. Use the Public Safety Escort Service.
- Don't walk alone. Walk with a friend, especially at night.
- Use RTS buses. Wait for the bus with a friend.
- Women need to be extra cautious.
- If being followed, change directions and head for a public place.
- Have keys ready to enter a car, room, or apartment immediately.
- Don't accept rides from strangers. Don't hitchhike.

IF YOU ARE THE VICTIM OF A CRIME

The first thing to do is notify the authorities at once. If the incident happened on campus, call Public Safety at **2911 from any Brighton Campus telephone. If dialing from a residence hall phone, dial 3911 to contact Public Safety. If dialing from a cell phone or off campus line, dial (585) 292-2911.** If the incident happened off campus, contact the local law enforcement agency serving that area.

Confidential counseling services are available through Rape Crisis, a service of Planned Parenthood. A counselor is available 24/7 by calling (585) 546-2777.

MCC provides a wide variety of security services and prevention programs to everyone in the campus community. Although everyone is ultimately responsible for their own physical safety, learning and practicing the basic precautions will enhance every student's well-being.

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CLASS CANCELLATIONS

A listing of daily class cancellations is available on the Internet at www.monroecc.edu. Click on the A-Z index; C to access Class Cancellations. Please utilize local television, radio or the MCC website for closing information. Please refrain from calling the media or the College.

CLOSED CAMPUS HOURS

College community members are prohibited from entering any campus building, excluding the residence halls, between midnight and 6:00 am. In addition, college community members are restricted from coming to campus anytime the college is closed.

EMERGENCY MESSAGES

If someone needs to contact a resident in case of an emergency, call the Office of Student Services at (585) 292-2052. Public Safety will try to reach the resident. After 5:00 pm, Public Safety should be contacted directly at (585) 292-2075.

ESCORTS

Public Safety officers can escort college community members who are on campus late in the evening. Call (585) 292-2911 or 3911 to utilize this service.

PUBLIC ACCESS DEFIBRILLATORS

Public access defibrillators are located in the following residence hall locations:

- The front entrance hall of Pioneer Hall – Building 50
- The front foyer of Canal Hall – Building 53

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Cooking is allowed only in suite kitchen areas. Residents are encouraged to cook with the kitchen appliances provided in the residence halls. It is expected that residents wishing to cook will apply all fire safety precautions and observe good cooking practices. **It is recommended that residents regularly clean the stove drip pans to prevent residue build up that could result in excessive smoke or fire.** Residents will be held financially responsible for any building fire alarm activation, or related damages resulting from negligence while cooking.

UL-approved sealed unit coffee makers and toasters are allowed to be used in the **kitchen area only.**

The use of any other cooking appliances is prohibited in all suites, including but not limited to, hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich and quesadilla makers, oil fryers or auxiliary heaters.

GENERAL COOKING GUIDELINES

- When cooking, keep suite door to the main hallway closed.
- **Use the stove ventilation fan** set at high to remove any cooking steam or smoke which may develop.
- **Use a minimal amount of grease or butter** for cooking.
- **Do not leave food unattended.**
- Cook at **lower temperatures** and **monitor** progress.

Follow these simple guidelines for **Kitchen Safety:**

1. **Don't leave cooking unattended.** Stay in the kitchen when you have something cooking on the stove or in the oven.
2. Unplug your appliances and turn off the stove or oven as soon as you are finished with them.
3. Keep your appliances clean! Greasy appliances can catch fire. **Clean as you go.**
4. Keep combustible objects clear of the stove. This includes tea towels, recipe cards or books, dish cloths and long flowing sleeves. Wear tight fitting sleeves to cook.
5. Don't over load outlets with too many appliances. They can short and cause a fire.
6. Use oven mitts when removing hot things from microwaves, ovens and stove tops.
7. Always turn your pot and pan handles inward. If they are leaning over the side of the stove they can be knocked down and seriously hurt someone.
8. Never touch anything electrical with wet hands and do not use electric appliances near or in a sink.
9. Sharp knives should be held by the handle with cutting edge away from you.



REDUCING STEAM
& SMOKE WILL PREVENT
ACTIVATION OF
THE SMOKE DETECTORS
IN YOUR SUITE.

FOR FIRE, MEDICAL & OTHER EMERGENCIES CALL PUBLIC SAFETY:

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STOVETOP

- **Never leave food unattended on the stovetop, especially with temperatures set at HI or MEDIUM HIGH.** Boiling over causes smoking; greasy spillovers may catch fire, or food will burn easily.
- Keep the stovetop clean and free of grease or cooked on foods. Wiping the stovetop area immediately after each cooking use will be easier and will save you time and effort in the long run. It will also help to eliminate any possibilities of smoke or grease fires.
- Do not use water on grease fires. Never pick up a flaming pan. Smother flaming pan on surface unit by covering pan completely with a well-fitting lid, cookie sheet or flat tray. Flaming grease outside a pan can be put out by covering with baking soda or, if available, a multi-purpose dry chemical or foam type fire extinguisher.
- **Always turn the surface unit to OFF before removing cookware.** An indicator light will glow when ANY heat on ANY surface unit is on.
- **Do not touch heating elements or interior surface of oven.** These surfaces may be hot enough to burn even though they are dark in color. During and after use, do not touch, or let clothing or other flammable materials contact surface units, areas nearby surface units or any interior area of the oven; allow sufficient time for cooling first.
- Potentially hot surfaces include the cook top and areas facing the cook top, oven vent opening and surfaces near the opening, and crevices around the oven door. Remember: The inside surface of the oven may be hot when the door is opened.
- Keep handles of cookware pointed safely toward the center of the range without extending them over nearby surface units. This will minimize the possibility of burns, ignition of flammable materials and spillage.
- Don't overfill cookware with fat that may spill over when adding food. Frosty foods bubble vigorously. Watch foods frying at high temperatures. Keep range and hood clean from accumulated grease.
- Make sure that drip pans are in place while cooking. Their absence during cooking could damage range parts and wiring. Always make sure that drip pans are clean and free of food or grease, to prevent smoking or fires. **Don't immerse or soak removable surface units. Don't put them in a dishwasher.**
- Set the controls by pushing the control knob in (from the off position) and turning to selected heat setting.
- Heat Setting Guide:
 - HI – Quick start for cooking; bring water to a boil.
 - MEDIUM HIGH – Fast fry, pan broil; maintain fast boil on large amount of food.
 - MED – Saute and brown; maintain slow boil on large amount of food.
 - MEDIUM LOW – Steam rice, cereal; maintain serving temperature of most foods.
 - LO – Cook after starting at HI; cook with little water in covered pan.
 - At MEDIUM LOW or LO, melt chocolate, butter on small unit
- To avoid the possibility of a burn or electric shock, always be certain that the controls for all surface units are at OFF position and all coils are cool before attempting to lift or remove the unit.

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OVEN

- Do not heat unopened food containers in the oven. Pressure could build up and the container could burst, causing an injury.
- When using cooking or roasting bags in the oven, always follow the manufacturer's directions.
- Do not use your oven to dry newspapers or other items. If overheated, they can catch on fire.
- To use the oven, simply turn the knob to the desired cooking temperatures, which are marked in 25 degree increments on the dial. OVEN TEMP maintains the temperature you set, from WM (170 degrees) to BROIL (550 degrees). The Oven Cycling Light glows until the oven reaches your selected temperature, then goes off and on with the oven unit(s) during cooking.
- The oven shelves are designed with stop-locks so when placed correctly on the shelf supports, they will stop before coming completely out of the oven and will not tilt when you are removing or placing food on them. When placing cookware on a shelf, pull the shelf out to the bump on the shelf support. Place the cookware on the shelf, then slide the shelf back into the oven. This will eliminate reaching into the hot oven. To remove the shelves from the oven, pull them toward you, tilt front end upward and pull them out. To replace, Tilt up front and push shelf toward back of oven until it goes past the bump on the shelf support. Then lower front of shelf and push it all the way back.
- Place oven shelf in desired position while the oven is cool. If shelves must be handled when hot, do not let pot holder contact heating units in the oven. Pulling out shelf to the shelf stop is a convenience in lifting heavy foods. It is also a precaution against burns from touching hot surfaces of the door or oven walls.
- The oven has four shelf supports – A (bottom), B, C and D (top). Most baking is done on the second shelf position (B) from the bottom. Roasting is usually done on the bottom shelf position (A). To avoid possible burns, place the shelves in the desired position before you turn the oven on.
- If you find preheating the oven is necessary, keep an eye on the indicator light and put food in the oven promptly after the light goes out.
- **VERY IMPORTANT NOTE: When baking or roasting, NEVER turn the OVEN TEMP knob to BROIL and back to the desired temperature. Turning the OVEN TEMP knob to BROIL sets the thermostat in a BROIL mode. To reset the thermostat to Bake, turn the OVEN TEMP knob to OFF then back to the desired Bake/Roast temperature.**
- Always use the broiler pan with the grid in place to suspend meat over the pan while using the broiler. The rack to hold the broiler pan should be placed in the C (second from top) position. DO NOT LEAVE ITEMS UNATTENDED WHILE USING THE BROILER.
- A few suggested broiling times:
 - Ground Beef Patties – shelf at C position – 7 min. first side, 5 min. second side.
 - Beef Steaks (Medium) – shelf at C position – 9 min. each side
 - Fish ¼" – ½" thick – shelf at C position – 5 min. each side
 - Chicken – pieces – shelf at A position (bottom) – 35 min. first side, 15 min. second side

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CARE & CLEANING OF THE STOVETOP & OVEN

- **Be sure electrical power is off and all surfaces are cool before cleaning any part of the range.**
- The porcelain enamel finish is sturdy but breakable if misused. This finish is acid-resistant. However, any acidic foods spilled (such as fruit juices, tomato or vinegar) should not be permitted to remain on the finish.
- The oven shelves can be cleaned with an abrasive cleanser or steel wool. After cleaning, rinse the shelves with clean water and dry with a clean cloth.
- For care & cleaning of surface units (coils), contact your RD for full instructions. Never immerse the surface units in liquids of any kind. Do not clean the surface units in a dishwasher. Do not bend the surface unit plug terminals. Do not attempt to clean, adjust or in any way repair the plug-in receptacle.
- To remove the drip pans for cleaning, the surface units must be removed first. If unfamiliar with this process, contact your RD for assistance to assure that the surface units are properly removed and replaced without damage and are operating correctly. Lift the surface unit about 1 inch above the drip pan and pull it out. **Do not lift the surface unit more than 1 inch. If you do, it may not lie flat on the drip pan when you plug it back in. Repeated lifting of the surface unit more than 1 inch above the drip pan can permanently damage the receptacle.** Then remove the drip pan and clean in the dishwasher or by hand. If using a scouring pad, rub lightly to prevent scratching. Do not cover the drip pans with foil because using foil so close to the receptacle could cause shock, fire or damage to the range.
- To replace a surface unit, replace the drip pan into the recess in the cook top. Make sure the opening in the pan lines up with the receptacle. Insert the terminals of the surface unit through the opening in the drip pan and into the receptacle. Guide the surface unit into place so it rests evenly.
- To avoid the possibility of a burn or electric shock, always be certain that the controls for all surface units are at OFF position and all coils are cool before attempting to lift or remove the unit.
- Do not clean the bake element or the broil element. Any soil will burn off when the elements are heated. The bake element can be lifted gently to clean the oven floor. If spillovers, residue or ash accumulate around the bake element, gently wipe around the element with warm water.
- After broiling, remove the broiler pan from the oven. Remove the grid from the pan. After the pan has cooled down, carefully pour out grease from the pan into a proper container for disposal. Wash and rinse the broiler pan and grid in hot water with a soap-filled or plastic scouring pad. If food has burned on, sprinkle the grid with detergent while hot and cover with wet paper towels or a dishcloth. Soaking the pan will also remove burned on foods. **Do not store a soiled broiler pan and grid anywhere in the range.**
- Control knobs may be removed for easier cleaning. Before removing, please note that the knobs are in the proper OFF position. When replacing the knobs, check the OFF position to insure proper placement. To remove a knob, pull it straight off the stem. Wash the knobs in soap and water but do not soak. Avoid getting water down in the knob stem holes.
- To clean the interior of the oven use soap and water. Heavy spills may require cleaning with a mild abrasive cleanser or pad. To make the job easier, the night before cleaning place ½ cup household ammonia in a shallow glass pan and leave in the cold oven overnight. The ammonia fumes help loosen the burned-on grease and food. If using a commercial oven cleaner, follow the package directions. Take caution not to spray the cleaner onto the electrical controls and switches because it could cause a short circuit and result in sparking or fire. Do not allow a film from the cleaner to remain on the temperature sensor – it could cause the oven to heat improperly. (The sensor is located at the top of the oven.) Carefully wipe the bulb clean after each oven cleaning, being careful not to move the sensor as a change in its position could affect how the oven bakes. Check with your RD if you are unsure of the locations of the above mentioned items within the oven before using a commercial oven cleaner.

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GENERAL SAFETY TIPS

- Remove covers carefully after cooking an item to avoid steam burns. Venting plastic wrap or covering with wax paper allows excess steam to escape and reduces build up at end of cooking.
- Cook only with micro-safe cookware. Avoid placing metal items in the microwave which will cause arcing. This would include such items as foil, twist-ties, metal rimmed dishware, or recycled paper towels containing small metal pieces.
- Remove cooked items from the microwave with potholders to avoid burns. Bowls which have been micro-waved for several minutes or more can be too hot to handle without protection for your hands.

CHANGING THE POWER LEVEL

- The power level may be entered or changed immediately after entering the feature time for TIME COOK, TIME DEFROST, or EXPRESS COOK. The power level may also be changed during time countdown.
 1. Press TIME COOK or TIME DEFROST.
 2. Enter cooking or defrosting time.
 3. Press Power Level.
 4. Select desired power level 1 – 10 (High 10 = 100% power (vegetables, boiling liquids), Med-High 7 = 70% power – (most reheating), Medium 5 = 50% power (slow cooking), Low 3 = 30% power (defrosting, simmering), Warm 1 = 10% power (keeping food warm))
 5. Press START

TIME COOK I & II

- Power level 10 (High) is automatically set, but you may change it for more flexibility. This is the most commonly used cooking feature.
 1. Press TIME COOK.
 2. Enter cooking time.
 3. Change power level if you don't want full power. (Press POWER LEVEL & select desired power level 1- 9)
 4. Press START. You may open the door during TIME COOK to check the food. Close the door and press START to resume cooking.
 5. For Time Cook II, after entering the first cooking time, press TIME COOK again repeat steps 2 & 3. Press START and when Cook Time I is complete, Cook Time II will begin to count down.

TIME DEFROST

- Allows you to defrost for a selected length of time. The power level is automatically set at 3 but can be changed. (Power level 7 would cut the total defrosting time in about half.) Food will need more frequent attention to assure that it does not start to cook rather than defrost.
 1. Press TIME DEFROST.
 2. Enter defrosting time.
 3. Press START.
- For other features and operating instructions on the microwave oven check with your RD.
- Clean up splatters on the door and inside surfaces of the oven with a mild, nonabrasive soap or detergent using a sponge or soft cloth. Rinse with a damp cloth and dry. Immediate attention to spills and splatters will allow for easier clean up. **Never use a commercial oven cleaner on any part of your microwave.**

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- Use only powder, tabs, liquid detergents or rinse agents recommended for use in a dishwasher and keep them out of the reach of children. Cascade, Cascade Complete and Electrasol Automatic Dishwashing Detergents, and Jet-Dry rinse agent have been approved for use in all GE washers. **NEVER USE HAND DISH DETERGENT IN A DISHWASHER!**
- Locate sharp items so that they are not likely to damage the door seal.
- Load sharp knives with the handles up to reduce the risk of cut-type injuries.
- Do not wash plastic items unless marked **dishwasher safe** or the equivalent. For plastic items not so marked, check the manufacturer's recommendations.
- Non-Dishware Items: Do not wash items such as electronic air cleaner filters, furnace filters and paint brushes in your dishwasher. Damage to dishwasher and discoloration or staining of dishwasher may result.
- Do not touch the heating element during or immediately after use.
- Do not operate your dishwasher unless all enclosure panels are properly in place.
- Close supervision is necessary if this appliance is used by or near children.
- Load light plastic items so they will not become dislodged and drop to the bottom of the dishwasher – they might come into contact with the heating element and be damaged or possibly be a fire hazard.

The college expects a certain level of cleanliness and a certain level of safety standards to be maintained in the residence halls. It is the responsibility of all residents within a suite to maintain a clean and healthy living environment. To ensure that this standard is met, the Housing and Residence Life staff will conduct:

- A weekly “walk-through” to make sure the common areas of suites are kept in a safe and sanitary condition.
- Monthly health and safety inspections of the entire suite, including individual bedrooms.

Staff personnel from the Safety/Hazard Prevention department will also conduct periodic inspections of the entire suite, including individual bedrooms. New York State fire safety inspections of the entire suite, including individual bedrooms, will also be conducted periodically and unannounced.

If a problem is noted in the room/suite, residents will be given a verbal/written request to rectify the situation by a specific date. At that time the room/suite will be re-inspected. Failure to correct a documented problem may result in judicial action.

Excessive damage or a problem that produces an unsafe or unhealthy living condition may result in judicial action including, but not limited to, residence hall probation, professional cleaning charges or the loss of residence hall privileges.

Any fines that are imposed by the New York State fire inspector will be billed directly to the resident(s) responsible for the violation. In the case where the responsible party cannot be identified for a violation within a suite, the amount will be split equally among the members of the suite.

If you have any questions regarding inspections or violations identified by the Safety/Hazard Prevention personnel or the New York State Fire Inspector, contact Martin Gilmore, supervisor of Safety/Hazard Prevention at (585) 292-3151, or by e-mail at mgilmore@monroecc.edu.

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The following are prohibited in or around the college residence halls and violators are subject to immediate action and/or removal by college personnel. The Department of Housing and Residence Life reserves the right to authorize personnel to confiscate any prohibited item or item deemed to be a danger to the individual, other residents or college property at any time. Confiscated items must be picked up by the resident within thirty (30) days of confiscation for the purpose of taking the item off-campus. Residents are responsible for any charges related to confiscated items including, but not limited to, storage or transport. All confiscated items which are not picked up and taken home may be disposed of by the Housing and Residential Life staff.

1. Alcohol advertisements, signs and/or potentially offensive material in public viewing areas (including windows, hallways and doors).
2. Animals or pets of any kind including snakes and turtles. (Small 5 gallon fish aquariums are permitted – one per resident.)
3. Any type of smoking substance or inhalant that violates NY state or federal laws, and the use of electronic smokeless cigarettes. Lawful tobacco product usage (cigarettes, cigars, chewing tobacco) must follow the residence and campus smoking policy regulations.
4. Candles – (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible flame/ember device (i.e. gasoline, benzene, flammable liquids, chemicals).
5. Dartboards of any kind – including magnetic, felt or plastic tipped darts.
6. Electric blankets, air mattresses, hot tubs/jacuzzi's, liquid filled furniture, non-college lofts, cinder blocks, air conditioners.
7. Electrically amplified instruments, including DJ equipment and drum sets.
8. Extension cords or multi-plug outlets, plug-in air fresheners. (Power strips and surge protectors are permitted.)
9. Exterior television, radio antennas, satellite dishes or any object that protrudes from a window or attaches to the exterior of a residence hall.
10. Federal, state, college, local or other signs.
11. Firearms, weapons, or other dangerous instruments which may cause injury or damage to person or property. This includes, but is not limited to: firearms, B-B guns, paintball guns, fireworks, knives and archery equipment.
12. Halogen lamps, black lights, lava lamps, or other high-intensity lamps including torchiere lamps, spider lamps or any upward facing bowl lamps.
13. Hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, broilers, heating coils, waffle, sandwich & quesadilla makers, oil fryers or auxiliary heaters and refrigerators exceeding 4.0 cubic feet.
14. Indoor use of any athletic or recreation equipment, any hall sports/gaming, water fights, or horseplay, including bouncing or throwing any type of ball and skateboarding.
15. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol, including those beers designated "non-alcoholic".
16. Live-cut Christmas trees and flammable decorations.
17. Neon signs, strings of lights – including holiday and rope lights.
18. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars, etc.).
19. Wireless routers from external providers.

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SAFETY/HAZARD PREVENTION OFFICE

ANNUAL FIRE SAFETY REPORT

At Monroe Community College, the safety of our students, employees and visitors is our top priority. The Safety/Hazard Prevention Department is charged with implementing policies and programs to ensure the health and safety of our community, while being compliant with federal, state and local regulations and requirements.

Each year, the Safety/Hazard Prevention Department provides fire safety training for all Resident Assistants and Resident Directors. This training includes: Residence Hall Rules and Regulations, Building Fire Alarm Systems, Evacuation Procedures, Inspection Techniques, Fires and Fire Spread, and Hands-On Fire Extinguisher Training in coordination with the West Brighton Fire Department.

A log recording all fires at the MCC Residence Halls is available for review at the Public Safety Department located at Bldg 7-341 of the Brighton Campus.

FIRE STATISTICS 2008-2010

Location/Year	Date	Fire	Cause	Injuries	Deaths	Damage
Canal Hall						
2010	0	0	0	0	0	0
2009	0	0	0	0	0	0
2008						
	10/13/2008	Stove	Burner Pan Grease	0	0	\$50.00
	5/19/2008	Fan Motor	Burned Out	0	0	\$150.00
	5/12/2008	Exterior	Ash Tray	0	0	0

Location/Year	Date	Fire	Cause	Injuries	Deaths	Damage
Pioneer Hall						
2010	0	0	0	0	0	0
2009						
	12/8/2009	Stove	Burned Pot Holder	0	0	\$5.00
2008	0	0	0	0	0	0

Location/Year	Date	Fire	Cause	Injuries	Deaths	Damage
Alexander Hall						
2010	0	0	0	0	0	0
2009	0	0	0	0	0	0
2008	0	0	0	0	0	0

Location/Year	Date	Fire	Cause	Injuries	Deaths	Damage
Tribune Hall						
2010	0	0	0	0	0	0
2009	0	0	0	0	0	0
2008	0	0	0	0	0	0

RESIDENTIAL FIRE SAFETY SYSTEMS

Location	Fire Extinguishers	Sprinkler System	Smoke/Heat Detectors	Manual Pull Stations	Fire Alarm Audio/Visual
Canal Hall	Yes	Yes	Yes	Yes	Yes
Pioneer Hall	Yes	Yes	Yes	Yes	Yes
Alexander Hall	Yes	Yes	Yes	Yes	Yes
Tribune Hall	Yes	Yes	Yes	Yes	Yes

SUPERVISED RESIDENTIAL FIRE DRILLS

	Pioneer Hall	Alexander Hall	Tribune Hall	Canal Hall
2010	6	5	5	5
2009	6	7	5	7
2008	5	5	5	5

FIRE SAFETY INSPECTIONS

Along with varied internal inspections by the Safety Office Staff, Monroe Community College is inspected on an annual basis by the New York State Office of Fire Prevention and Control. The OFPC has the authority to inspect public and private colleges and universities to insure campuses are in compliance with the New York State Fire Safety Code.

FIRE EVACUATION PROCEDURES

The fire alarm system in the residence halls is directly connected to the Monroe Community College Public Safety Dispatcher and is monitored 24 hours per day.

- When an alarm sounds, all occupants must vacate the building quickly and safely and meet in the following areas:
- Pioneer residents (Bldg. 50) will meet in the east end of parking lot R.
- Alexander residents (Bldg. 51) will meet in parking lot D, the MCC Child Care Center parking lot.
- Tribune residents (Bldg. 52) will meet in the east end of parking lot R.
- Canal East and West residents (Bldg. 53) will meet as follows:
 - From the northern section of buildings – meet in the northwest corner of parking lot S and northeast corner of parking lot T.
 - From the southern section of buildings – meet in the area just past the Canal Hall Service Road and just before the bridge which crosses the pond. **Do not block the service road.**

The Fire Department, Public Safety Officers and Housing and Residence Life staff members will ensure that the building has been properly evacuated. Any resident found in the building during an alarm will be subject to student conduct sanctions and fines.

The Fire Department will determine when it is appropriate to return to the building. Under no circumstances should you return to the building unless you are told to do so by the Fire Department, Public Safety, or a Housing and Residence Life staff member acting for the Fire Department.

POLICIES ON PROHIBITED ITEMS, SMOKING, ELECTRICAL APPLIANCES & OPEN FLAMES

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(Small 5 gallon fish aquariums are permitted – one per resident.)
3. Any type of smoking substance or inhalant that violates NY state or federal laws, and the use of electronic smokeless cigarettes. Lawful tobacco product usage (cigarettes, cigars, chewing tobacco) must follow the residence and campus smoking policy regulations.
4. Candles – (with or without wicks; decorative or otherwise), fireworks, explosives, charcoal/gas grills, oil lamps, incense or any combustible flame/ember device (i.e. gasoline, benzene, flammable liquids, chemicals).
5. Dartboards of any kind – including magnetic, felt or plastic tipped darts.
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15. Kegs and beer balls, alcohol cans/bottles (full or empty), beer pong tables, funnels, shot glasses or any other item affiliated with the consumption or possession of alcohol, including those beers designated "non-alcoholic".
16. Live-cut Christmas trees and flammable decorations.
17. Neon signs, strings of lights – including holiday and rope lights.
18. Weightlifting apparatus (barbells, free weights, exercise machines, pull up bars, etc.).
19. Wireless routers from external providers.

Monroe Community College is a unit of the State University of New York. It is the policy of the University and this College not to discriminate on the basis of age, sex, race, color, religion, national origin, disability, marital status, or sexual orientation in admissions, employment, and treatment of students and employees in any educational program or activity administered by any of its units.

MCC

MONROE COMMUNITY COLLEGE

Brighton Campus

1000 East Henrietta Road
Rochester, NY 14623
(585) 292-2200

Damon City Campus

228 East Main Street
Rochester, NY 14604
(585) 262-1600

Applied Technologies Center

2485 West Henrietta Road
Rochester, NY 14623
(585) 292-3700

Public Safety Training Facility

1190 Scottsville Road
Rochester, NY 14625
(585) 753-3800

www.monroecc.edu