

FIRE SAFETY IN THE RESIDENT HALLS

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1. WHEN THE FIRE ALARM SOUNDS

When the fire alarm sounds:

1. Stay calm; do not panic. **Do not assume it is a fire drill.** You must evacuate quickly and safely.
2. Quickly gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
3. Evacuate the building via the **closest exit**. If you are the last person out of the room, close the door behind you to keep fire from spreading into nearby rooms. **Do not use the elevators.**
 - If the closest exit is blocked, go to the next closest exit. If all exits are blocked or if there is life threatening smoke or fire in the corridor, go back to your room. Close the room door and call Public Safety (292-2911) to report your location.
 - If you are physically disabled and are not able to self-evacuate via the stairwell, proceed to the closest stairwell and wait for emergency personnel assistance. If life threatening smoke or flames encroach this area while waiting for assistance, go inside the enclosed stairwell and wait on the landing. Enclosed stairwells provide fire protection for at least 2 hours. If possible, position yourself on the landing such that you do not block or impede pedestrian flow or access to the stairwell. If you have a cell phone, call Public Safety (292-2911) to report your location. If you don't, tell another person to alert emergency personnel of your location once they get outside.
4. Once outside, move away from the building. Go directly to your designated meeting area.
 - Alexander Residents will meet in Parking Lot D (Child Day Care parking lot)
 - Pioneer Residents will meet in Parking lot R
 - Tribune Residents will meet in Parking Lot R
 - Canal Residents will meet in Parking Lot T
5. Resident Directors/Assistants will report to emergency personnel any student not present at his/her designated meeting point.

NOTE: 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 one is not posted in your room, please inform your suite's Resident Director or Resident Assistant.

2. WHEN FIRE OR SMOKE IS DISCOVERED

When fire or smoke occurs or is discovered:

1. Shout "Fire!" to alert those in the immediate vicinity and assist any person in immediate danger, only if it can be accomplished without risk to yourself.
2. Activate the nearest fire alarm as you exit the building. This will automatically notify the fire department and get help on the way. It will also shut down the air handling units to prevent the spread of smoke throughout the building.
3. **If you have been trained in the use of a portable fire extinguisher** and are comfortable doing so, you may attempt to extinguish a fire, **BUT ONLY** after activating the fire alarm and assisting those in immediate danger. Be sure to fight the fire with the exit at your back.
4. If one extinguisher does not put out the fire, close the door as you exit the area and immediately evacuate the building.

3. EXTINGUISHING A FIRE

Fire Extinguishers are provided in the residence halls for fighting a fire in its very beginning stages. No resident is expected to use a fire extinguisher. Individuals trained in using fire extinguishers and are comfortable doing so, may attempt to extinguish a small contained fire. College personnel trained in fire extinguisher usage include:

- Public Safety personnel
- Facilities Maintenance personnel

For Grease Fires-

- Do not use water! 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, a multi-purpose dry chemical or foam type fire extinguisher.

4. ACTIVATION OF THE HEAT/SMOKE DETECTOR ALARM

Your fire alarm system was installed with your safety in mind and was designed to activate when a minimal amount of heat or smoke is present.

- 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 that will detect even a low density of smoke or steam.

When smoke/steam or heat is detected, the alarm first sounds only in your suite. If the smoke or steam clears within 30 seconds, the alarm will stop however Public Safety will automatically be notified and will respond to investigate. **If the smoke or heat does not dissipate within 30 seconds, the fire alarm will activate throughout the entire building. When this occurs you and the rest of the building occupants must evacuate.** The fire department will respond to the alarm.

TO AVOID HEAT AND SMOKE ALARM ACTIVATION, ALWAYS:

- Turn on the ventilation fan in the kitchen while cooking.
- When a smoke alarm sounds, if not in danger, attempt to clear the smoke/steam by fanning the area immediately below the smoke detector. Clearing the alarm within 30 seconds will keep the entire building from going into alarm. Please note: When one alarm is activated by smoke/steam in a suite, all alarms in the suite will sound. The device with the red blinking light is the one that detected the smoke/steam. All others in the suite will have a green blinking light.
- Regularly clean the stove and oven drip pans to prevent residue build up that could result in excessive smoke or fire.
- Turn on the ventilating fan when showering in the bathroom.
- Do not shower with extremely hot water OR for extended periods of time.
- Aerosol sprays and heat producing devices, such as blow dryers and curling irons, can activate an alarm. Be careful when using these items near the smoke detector located by the communal sink in the hallway.

5. FIRE SAFETY WHEN COOKING

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. **Residents will be held financially responsible for any building fire alarm activation, or related damages resulting from negligence while cooking.**

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, auxiliary heaters, and refrigerators exceeding 4.0 cubic feet.

FIRE SAFETY COOKING TIPS

- **Regularly clean the stove drip pans and oven drip pans** to prevent residue build up that could result in excessive smoke or fire. 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.

- **Use the stove ventilation fan** set at high to remove any cooking steam or smoke which may develop.
- When cooking, keep suite door to the main hallway closed.
- **Use a minimal amount of grease or butter** for cooking.
- Cook at **lower temperatures** and **monitor** progress.
- **Do not leave food unattended**, especially when using high or medium temperatures. Stay in the kitchen when you have something cooking on the stove or in the oven.
- UL-approved sealed unit coffee makers and toasters are allowed to be used in the kitchen area only.
- Keep combustible objects clear of heating elements. This includes long sleeves, dish towels, oven mitts, etc. Do not wear long loose flowing sleeves when cooking.
- Don't over load outlets with too many appliances. They can short and cause a fire.
- **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.
- Use oven mitts when removing hot things from microwaves, ovens and stove tops.
- **Always turn the surface unit to OFF before removing cookware.** An indicator light will glow when ANY heat on ANY surface unit is on.
- 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 pot handles being bumped into, causing burns and ignition of flammable materials and spillage.

6. GENERAL FIRE SAFETY RULES

FIRE SAFETY RULES INCLUDE:

- At no time should anything be hung from a sprinkler head.

- Stairwell doors leading to hallways must 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 the hallways
- 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 shall be non-combustible or flame retardant. Fireworks and firecrackers are not permitted in the residence halls. (Residents are not permitted to possess fireworks and firecrackers while on campus.)
- Bedroom furniture must allow at least a 36 inches clear walkway from the opposite side of the bedroom or common area to the door.
- Only store-bought curtains hung on tension rods may be used as approved window coverings
- 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.
- 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 torchier lamps.
- No hot plates, toaster ovens, George Foreman and similar grills, electric fry pans, waffle, sandwich & quesadilla makers, oil fryers, auxiliary heaters and refrigerators exceeding 4.0 cubic feet.
- 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. See Bicycle policy for more information.
- 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.
 - Extension cords, multi-outlet devices such as adapters, cubes, plug-in air fresheners etc., are prohibited.
 - Dimmer switches and ceiling fixtures may not be installed.
 - Electrical cords and data cables cannot be installed from room to room where their existence may cause tripping hazard, nor can they be ran through the ceiling tiles.
 - Electrical cords must not be used unsafely (under carpets, in pathways, taped down, etc.). Spliced, taped or frayed cords must not be used.
- 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 building
- Motorized vehicles, including motorcycles, mopeds, and motorbikes, are not allowed in or near the residence halls
- Flammable holiday decorations such as live Christmas trees (cut or balled), wreaths made from pine boughs, and untreated bunting are not permitted in the building.

- Neon signs and string lights are prohibited.
- Tattoo equipment is prohibited

In addition, any failed or successful attempt to dismantle or bypass any of these safety features is prohibited. This includes, but is not limited to, security cameras, building access doors, exterior and interior safety lights, sprinkler system and fire alarm system. Violators of fire code 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 \$200-\$1000 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.

7. FIRE & SAFETY INSPECTIONS

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.

The Environmental Health and Safety Office conducts quarterly inspections of the automatic sprinkler system, as per New York State Fire Code. Sprinkler heads are located in all of the rooms and hallways. Under no circumstances should they be blocked or tampered with. Nothing is allowed to be attached to the head as it may cause accidental discharge, or prevent the proper operation of the head.

Monroe Community College is inspected periodically by the New York State Office of Fire Prevention and Control (OFPC). The OFPC has the authority to conduct unannounced inspections of the resident halls, including the required annual fire inspection. Entire suites, including individual bedrooms, are included in the annual fire inspection to insure the campus is in compliance with the New York State Fire Safety Code.

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.