

## Higher Education Opportunity Act 2009- 2010 Annual Fire Safety Report

### Overview

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fires safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to SUNY College at Old Westbury.

### Fire Log

SUNY College at Old Westbury maintains a fire log which is available by contacting the Office of Environmental Health & Safety. The following chart is a compilation of fires that occurred on campus property during 2009.

Date	Location	Type/Cause	Number of related injuries treated at medical facility	Related deaths	Property Damage	Value of damaged property
02/03/09	Dumpster near Marshall Hall	Unknown	0	0	0	0
03/13/09	Transformer on Ring road	Mechanical failure due to mfg. defect.	0	0	0	0
9/11/09	C Gate Road	Unknown	0	0	0	0

Note: Cases of arson would also be reported in the crime section of the College Campus Safety Report.

## Fire Safety Systems Description

### Student Housing Facilities

#### Woodland Halls

The Woodland student housing buildings are fully equipped with sprinkler systems, automatic fire alarm system, strobe lights, heat detectors, smoke detectors, etc., in all areas. The fire alarm system is directly wired to University Police Headquarters. The fire alarm system is fully integrated and complies with current regulatory requirements.

Name of Residence Halls	Number of Beds	Sprinkler or Fire Suppression (Yes/No)	Sprinkler in Storage and Trash Rooms	Detection Type (Heat/Smoke)	Fire Alarm Sound	Strobe Lights (Yes/No)
Woodland Hall 1	163	Yes	Yes	Heat/Smoke	Horns	Yes
Woodland Hall 2	163	Yes	Yes	Heat/Smoke	Horns	Yes

<b>Woodland Hall 3</b>	163	Yes	Yes	Heat/Smoke	Horns	Yes
<b>Woodland Hall 4</b>	163	Yes	Yes	Heat/Smoke	Horns	Yes
<b>Woodland Hall 5</b>	163	Yes	Yes	Heat/Smoke	Horns	Yes

### Academic Village Halls

The Academic Village student housing buildings are fully equipped with an automatic fire alarm system consisting of strobe lights, heat detectors, smoke detectors, etc., in all areas and directly wired to University Police Headquarters. The fire alarm system is fully integrated and complies with current regulatory requirements. Each room and suite area contains smoke & heat detectors and each floor at the end of the building has pull stations, which are directly wired to monitor systems at University Police Headquarters.

<b>Name of Residence Hall</b>	<b>Number of Beds</b>	<b>Sprinkler or Fire Suppression (Yes/No)</b>	<b>Sprinkler in Storage and Trash Rooms</b>	<b>Detection Type (Heat/Smoke)</b>	<b>Fire Alarm Sound</b>	<b>Strobe Lights (Yes/No)</b>
<b>John F Kennedy Hall (Bldg 4)</b>	96	No	No	Heat/Smoke	Horns	Yes
<b>Simon Bolivar Hall (Bldg 5)</b>	88	No	No	Heat/Smoke	Horns	Yes
<b>Harriet Tubman Hall (Bldg 6)</b>	92	No	No	Heat/Smoke	Horns	Yes
<b>Eleanor Roosevelt Hall (Bldg 7)</b>	82	No	No	Heat/Smoke	Horns	Yes
<b>Martin Luther King Hall (Bldg 8)</b>	106	No	No	Heat/Smoke	Horns	Yes
<b>Susan B Anthony Hall (Bldg 9)</b>	96	No	No	Heat/Smoke	Horns	Yes
<b>Thurgood Marshall Hall (Bldg 10)</b>	68	No	No	Heat/Smoke	Horns	Yes
<b>Walt Whitman Hall (Bldg 11)</b>	82	No	No	Heat/Smoke	Horns	Yes
<b>An Wang Hall (Bldg 12)</b>	86	No	No	Heat/Smoke	Horns	Yes

## Number of Fire Drills per Year & Evacuation Assembly Area Locations

The College is required by NYS Office of Fire Prevention and Control to conduct a minimum of three fire drills in each residence hall per academic year. When the fire alarm is activated, all residents must immediately evacuate the building by following the fire drill procedures outlined in the College Emergency Response Plan and the Guide to Campus Living. Failure to vacate the building during a fire alarm will result in disciplinary action.

Residence Halls	Number of Fire Drills Per Year	Assembly Area(s)
Woodland Hall 1	3	Walk 50 feet to the Center Square of Residential Hall Complex
Woodland Hall 2	3	Walk 50 feet to the Center Square of Residential Hall Complex
Woodland Hall 3	3	Walk 50 feet to the Center Square of Residential Hall Complex
Woodland Hall 4	3	Walk 50 feet to the Center Square of Residential Hall Complex
Woodland Hall 5	3	Walk 50 feet to the Center Square of Residential Hall Complex
John F. Kennedy Hall (Bldg 4)	3	Front of Bolivar Hall (Bldg 5)
Simon Bolivar Hall (Bldg 5)	3	Front of Tubman Hall (Bldg 6)
Harriet Tubman Hall (Bldg 6)	3	Front of King Hall (Bldg 8)
Eleanor Roosevelt Hall (Bldg 7)	3	Front of King Hall (Bldg 8)
Martin Luther King Hall (Bldg 8)	3	Front of Café Area at Anthony Hall (Bldg 9)
Thurgood Marshall Hall (Bldg 9)	3	Front of the Bolivar Hall (Bldg 5)
Susan B. Anthony Hall (Bldg 10)	3	Front of Café Area at Anthony Hall (Bldg 9)
Walt Whitman Hall (Bldg 11)	3	Front of Rathskeller Bldg
An Wang Hall (Bldg 12)	3	Front of Rathskeller Bldg

## Student Housing Policies - Fire Safety Related

### Portable Electric Appliances

For the safety of all residents, use and/or possession of these appliances in the residence halls are prohibited.

- \*extension cords
- space heaters
- air conditioners
- electric blankets
- forman grills/propane grills
- \*\*coffee pots
- deep fat fryers
- charcoal burners
- \*\*\*microwave ovens
- heaters
- hot pots
- sun lamps
- halogen, spider & oil lamps
- toaster ovens

\*All extension cords used at SUNY Old Westbury must have a surge protector. Regular extension cords/zip cords/adapters/3-way tap/orange heavy cords/damaged cords or wires are prohibited.

\*\*Students can have UL approved coffee pots with built-in automatic shut offs.

Residents are permitted to have one refrigerator per room that is Underwriters Laboratory (UL) approved with a three-pronged plug, tight-fitting door gasket and unfrayed feeder line. The student refrigerator must meet the following specifications: 115-200 volts, maximum power 2.0 amps, and maximum capacity 2.5 cubic feet. \*\*\*Microfridge units (combine/refrigerator/microwave oven) are the only microwaves approved for use in student rooms.

### Open Flame in Student Housing Facilities

The use of candles (including birthday candles), incense, oil lamps, or any other item using an open flame is prohibited in the residence halls.

### Smoking Policy in Student Housing Facilities

Effective July 1, 2007, smoking is prohibited within any College Building, including residence halls. Smoking is permitted 50 feet away from any building entrance or air intake vent. For more information please refer: Residence Hall Smoking Policy, Document Number #3452  
[http://www.suny.edu/sunypp/documents.cfm?doc\\_id=577](http://www.suny.edu/sunypp/documents.cfm?doc_id=577)

### Furnishings

Residents are permitted to bring personal items such as rugs, throw pillows, curtains, and bedspreads. However, all tapestry, window curtains and rugs must have a fire retardant/flame retardant label (NFPA 701, ASTM E-84) affixed to the fabric. Residents are not permitted to drape or cover lights or ceilings in any manner. Paper or other flammable decorations (posters, collages, etc.) should be used in moderation.

### **Reporting Responsibilities for Fire Related Emergencies (Student Housing)**

All fire related emergencies must be immediately reported to University Police at 516 876-3333 (x-3333).

University Police - has responsibility for 1) assisting with fire drills and emergency evacuations; 2) reporting fires and emergencies to the appropriate agencies; and 3) responding to or assisting with other campus emergencies. If the emergency requires medical treatment or assistance, University Police will facilitate the response.

Office of Residential Life - During normal business hours, any emergency in or around the residential hall areas should also be reported to the Director of Residential Life and the Assistant Director of Residential Life. A Residential Director (RD) is on call 24 hour. During off hours, emergencies should be reported to University Police and the RD on Duty. They will work with University Police to initiate an appropriate emergency response.

Residence hall staff, including RAs and RDs, will be contacted in addition to assist with these efforts. In situations where there is a campus wide impact, those RDs available should report to the Housing Office (if possible) for further instructions and RAs should report to their assigned residence hall office (if possible) and await further instructions.

Office of Environmental Health & Safety – has the following responsibilities under the emergency response plan: 1) coordinating annual review and update of the safety standards; 2) evaluating the standard's

effectiveness; 3) providing and/or coordinating Emergency Response training; 4) reporting fires, emergencies, and related issues to the appropriate agencies; 5) providing information about this standard and specific responsibilities to employees; and 6) responding to or providing assistance during campus emergencies.

Supervisor - will assist with efforts to provide Emergency Response Training to employees.

Employees – have responsibility for 1) reporting fires and other emergencies; 2) correcting or reporting unsafe conditions; and 3) observing evacuation procedures and protocols for campus emergencies.

Students – have responsibility for 1) reporting fires and other emergencies; 2) correcting or reporting unsafe conditions; and 3) observing evacuation procedures and protocols for campus emergencies.

Visitors – have responsibilities for observing evacuation procedures and protocols for other campus emergencies.

### **Campus Emergency Communications**

The Crisis Communication Plan provides policies and procedures for the coordination of communication within the College, and externally among the College and the media and public in the event of an emergency or controversial issue. The College will provide communication alerts to inform the College Community as to the status of an incident.

The College presently utilizes the following methods of external and internal communications during emergency situations:

- SUNY NY Alert – campus communication system
  - Text messaging
  - Email notification
  - Telephone notification
- Campus Television Emergency Alert System
- Campus Emergency Call Box
- Campus Outdoors Mass Notification & Siren System
- Two-way radio communication
- Satellite telephones
- Blue light emergency telephones
- Assigned staff - messengers/runners

### **Fire Safety Education and Training Programs for Students, Faculty, and Staff**

The Office of Environmental Health & Safety provides training to employees, staff, faculty, and students. This training will include: protocol for reporting fires, procedures for evacuating a building, use of fire extinguishers, how to respond to other emergencies.

#### **A. New Employees**

All new employees of SUNY College at Old Westbury are provided with information about safety and fire prevention. The Fire Safety and Emergency Response Procedure Quick Reference Guide is available online at <http://www.oldwestbury.edu/pdf/forms/EmergencyQuickGuide4.pdf>. Supervisors are required to review the fire hazards and emergency procedures for the new employee's workplace within the first few days of employment.

## B. Employees

A variety of fire and life safety training programs are available to all SUNY Old Westbury employees. EH&S maintains a library of videotapes that are available on loan to departments, free of charge. Training for target audiences on fire and life safety, emergency planning, emergency evacuation and portable fire extinguisher use can be arranged on request through the Office of Environmental Health & Safety, at 516 876-2787 or email at [browmi@oldwestbury.edu](mailto:browmi@oldwestbury.edu).

## C. Students

The Office of Environmental Health & Safety and Office of Residential Life work together each year to provide fire and life safety education to students living on campus. Residential Directors attended fire and life safety training each year in August. Each semester Residential Assistants are required to attend fire and life safety training during orientation programs conducted in August and January.

Students receive fire safety training during the beginning of the fall semester or orientation sessions. In addition, students are reminded about fire evacuation procedures during hall meetings, floor meetings, and after problems occur during fire drills and accidental activation of the alarm.