

2009–2010 ANNUAL SECURITY/FIRE REPORT

Notre Dame de Namur University Public Safety

Higher Education Opportunity Act

2010–2011 NDNU Campus Fire Safety

Annual Compliance Report

Overview

In August 2008, the Higher Education Opportunity Act (Public Law 110-315) became law. This act requires all U.S. academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire related on-campus statistics pertaining to on-campus residential buildings. Pursuant to this act, the following document is a report detailing the fire safety practices, standards, and statistics applicable to the Notre Dame de Namur University Campus.

These three apartment complexes have heat detectors in boiler rooms which automatically report to the monitor center.

Fire Drills

All University Residence Halls are scheduled to have one fire drill per semester during the academic school year. Academic buildings receive fire drills periodically based on hazard assessment, accreditation requirements, and safety committee recommendations.

University Housing

Residence Halls

Three (Julie Billiard, Saint Joseph's, New Hall) operational residence halls have full fire sprinkler systems and automatic fire alarm systems that report to a continuously staffed monitoring center.

Campus Apartments

Three (Carroll, Kane, Wilkie) on-campus apartment complexes for students and staff. Of these three complexes, has an alarm system that automatically reports to a continuously staffed monitoring center.

All apartment units in all three complexes have smoke and heat detectors. Most of these smoke detectors are single station detectors, thus, they sound a local alarm and automatically report to the monitor center.

NDNU

Fire Statistics

[2009 Fire Statistics, NDNU Residential Buildings](#)

Fire	Resident Halls	Campus Apartments
Number		
Causes		
Injuries		
Fatalities		
Combined Damages		

2009–2010 ANNUAL SECURITY/FIRE REPORT

Fire Safety Regulations

Residence Hall Fire and Safety Regulations

The following is the list of room regulations every resident must follow. The list is posted in every residence hall room.

- Smoke detectors are located in all residence hall sleeping rooms as a source of early warning in case of fire. To ensure it is working properly, test your smoke detector monthly. Smoke detectors can be tested by pushing the test button on the bottom of the detector. If a loud shrill alarm is produced by the detector, it is working properly. If the detector fails to sound an alarm or if it emits a short beep intermittently, the battery in the detectors must be replaced. Remove the battery from the detector and take it to the hall information desk for a replacement battery, free of charge.
- All extension cords must be three-wire, three prong type, and must be constructed with a minimum of 16-gauge wire. (Gauge numbers vary inversely with capacity.) Cords must be well-maintained, with no breaks in the insulation.
- Light-construction, multiple-outlet devices (cube taps) that plug directly into outlets are not authorized. Heavy-duty, multiple-outlet devices equipped with internal breaker protection, three-wire, three-prong ground protection, and 16-gauge or heavier wires are authorized. Authorized extension cords may be equipped with multiple outlets, as long as the outlet fitting is a single-piece, fused-rubber type that is an integral component of the extension cord.

- Not more than one high-wattage appliance such as a hair dryer, water warmer, etc., may be connected to a single wall outlet at one time.

- All appliances must be sufficiently protected from shock hazards and must be maintained in good repair, with no insulation damage or exposed wires.

- Electrical cooking equipment such as fry pans, toasters, hot oil popcorn poppers, hot plates, personal microwaves, etc., are not authorized for use in student rooms. Well maintained hot air popcorn poppers, coffee pots, bread making machines, and water warmers are allowed only if they are placed on a non-combustible surface such as ceramic or insulated metal.

- Electrical cords must not be crushed, compressed, constricted, or coiled in a manner that may cause breakdown of insulation, cause heat, or cause an induced current to appear in adjacent metal objects. Modification of electrical wiring is not permitted. Electrical cords shall not run through walls, ceilings, floors, doorways or windows, or across exits.

- Portable space heaters are not allowed

- Draperies, tapestries, blankets, or posters that are displayed on walls and doors in a manner which would facilitate ignition, block exits or fire detection units, or present overhead fire hazards are not authorized.

- Student-constructed furniture, posters, papers, and combustible decorations may not be present in sufficient amounts to constitute an excessive combustible fire load nor can fire safety devices be obstructed.

2009–2010 ANNUAL SECURITY/FIRE REPORT

• Decisions concerning fire load violations will be rendered in accordance with the judgment of the inspector and the following inspection guidelines:

• Combustible wall paneling is prohibited.

• Not more than 50% of room wall space may be covered with combustible decorations.

• Full floor carpeting is allowed only on the original floor. (No carpet on walls, doors, ceilings, etc.)

• Student-made bunk constructions, shelves, or tables are allowed within a 100-board-foot maximum limit per room, as long as all exposed wood is treated with a minimum of three coats of approved flame retardant paint. Bunk constructions, including mattresses, can be no more than 72 inches above room floor level. It is strongly recommended that residents utilize noncombustible materials whenever possible in student-made constructions to limit fire load. Furthermore, all installations are subject to approval as to structural integrity and safety by representatives of Residence Life or Housing Services following installation.

• Anything which hinders quick exit from a room (e.g. messy room, furniture, etc.) is prohibited and must be corrected.

• Life safety signs on the inside of each residence room door shall be visible at all times. If the placard has been torn or defaced, a new placard shall be obtained from Housing Services and placed over the existing placard.

• Decorations must be non-combustible or flame proofed. Paper and streamers attached to ceilings are not allowed. All decorations must be removed no

later than three days following a holiday; Christmas/Chanukah/Kwanza/Ramadan decorations must be removed before semester break. Christmas trees and decorations are not prohibited in hallways and elevator rooms. Flame resistant artificial trees are permitted in rooms and lounges only. Decorative lighting must be well maintained and bear the "UL" label. Lights must be unplugged when unattended.

• Special permission from Public Safety and Housing Office is required if decorative lights are to be used anywhere other than on Christmas trees (i.e. around one's room and in doorway is prohibited).

• Decorations in hallways are limited to room doors

NDNU Fire Safety Guidelines

EMERGENCY EXITS

• Do not prop open, hold open, or obstruct designated fire doors.

• Do not lock or otherwise close a fire door or exit door to prevent or impede exit.

• Remove all obstruction from emergency exits and corridors.

• Report blocked or locked fire exits to The Public Safety and Housing Offices.

• Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, fire sprinkler heads, fire/smoke detectors, or any other fire protection equipment.

NOTE: Each sprinkler head must have a minimum of 18 inches of clearance.

2009–2010 ANNUAL SECURITY/FIRE REPORT

ELECTRICAL APPLIANCES

- Do not allow electrical appliances to be near common combustible materials.
- Observe good housekeeping practices. Do not allow concentrations of combustibles to collect or pile up and regularly empty wastebaskets.
- When a fire alarm sounds, exit the building immediately.

EMERGENCY EVACUATION PLAN

All buildings should have an emergency evacuation plan. The plan must be in writing and made available to employees on request. The employer should mandate that employees be trained to assist with a safe and orderly emergency evacuation of the building.

FIRE SAFETY IN UNIVERSITY HOUSING

Fire safety regulations are part of your rental agreement. Failure to comply with these regulations may result in disciplinary actions, fines, penalties, liabilities, and/or eviction.

Read the fire safety regulations carefully as they provide you with information to make you and your residence fire-safe. Help us promote fire safety by complying with these important policies. If you have questions or wish for further information on fire prevention or fire survival, please call the NDNU Public Safety office #650-508-3502

EMERGENCY SITUATIONS

If you need emergency fire assistance or medical assistance, call 9-911. There is a delay of approximately seven seconds for on-campus phones before it rings—stay on the line. Be prepared to give a clear description of the problem, your location (including hall, floor, and the nearest entrance), and your name and phone number. If possible,

designate someone to meet the emergency response crew/police to give them information about the situation and directions to the location of the situation. Residence Life staff are trained to assist in emergencies; utilize them in seeking help.

FIRE REPORTING PROCEDURES

In the event of a fire:

- Contain the fire, if possible, by closing the door, and pull the fire alarm (if available).
- Notify the Fire Department by telephone (dial 9- 911), identify what is burning, and be sure to report the building, floor, and your name.
- Leave the building using the nearest stairwell; do not use an elevator. Close the room and hallway doors, and lock them behind you if there are security issues. Remain calm at all times.
- Do not attempt to fight the fire- evacuate the building.

BUILDING EVACUATION

Everybody is required to evacuate the building when a fire alarm is sounded. Those refusing to cooperate with staff and/or evacuate the building during a fire alarm are subject to disciplinary and/or legal action. Fire drills are conducted periodically to ensure that residents know evacuation routes. All residents should know the location of fire exits. Please memorize the fire instructions that are posted on the back of each student room door. Do not obstruct fire safety instructions.

CORRIDORS AND EXITS

It is absolutely essential for corridor separations and stairwell doors to be closed at all times, unless the door is equipped with an approved electromagnetic door closer. Fire doors retard the travel of smoke, heat, toxic gases, and fire. All stairwell doors must be

2009–2010 ANNUAL SECURITY/FIRE REPORT

closed at all times. Do not place any combustible material on these doors. Absolutely no paneling, burlap, draperies, parachute netting, Styrofoam, or any type of wood can be installed in exit corridors or stairwells.

Building fire equipment such as sprinkler heads, smoke detectors, heat detectors, fire hoses, extinguishers, standpipes, and alarm boxes must remain in good working condition and must not be obstructed. Unauthorized use or tampering with this equipment will result in disciplinary and/or legal action.

Some halls are equipped with fire escapes. These escapes are not to be used for any reason except in an actual emergency. Disciplinary action will result if fire escapes are used inappropriately.

FLAMMABLE FLUIDS AND CHEMICALS

Use or storage of flammable fluids, flammable chemicals, and/or potentially dangerous chemicals is prohibited in all residence halls.

OPEN FLAME BURNING

Open flame burning of any kind (e.g., candles, burners, incense, etc.) is prohibited. Any exceptions must be approved in advance by the Fire Marshal, on a case by case basis. Unburned decorative candles are allowed as long as they do not contribute to a combustible fire load. Should the origin of any fire be traced to a resident ignoring this policy, the resident is subject to disciplinary action, legal action, and financial responsibility. Residence hall rooms may be inspected by University officials to ensure a safe, healthy living environment. Individuals found in violation of safety regulations will be cited and given the opportunity to correct the problem. Failure to comply

with safety regulations will result in disciplinary action and/or a fine.

SMOKING

No smoking is permitted in any state buildings, including residence halls and apartments, by state law.

FIRE INSPECTIONS

Belmont / San Carlos Fire Department has one fire marshal and one fire inspector assigned to plans review, fire code enforcement, fire inspections, and fire safety training. The public areas (hallways, corridors, meeting rooms, etc.) of residence halls are inspected once each semester. Academic buildings are inspected periodically based on hazard classification and time availability. NDNU Public Safety conduct fire & hazard inspections on a regular basis.

FIRE SAFETY TRAINING

The fire inspector conducts fire extinguisher training classes with hands-on extinguishment of fires for university employees. These classes are conducted outside in non-freezing weather using water and propane gas based fire extinguisher training apparatus. The fire marshal and/or the fire inspector also conduct fire safety seminars and classes for residence halls and academic departments when requested.

EMERGENCY FIRE RESPONSE

Belmont / San Carlos Fire Department respond to all fire alarms.

LIFE SAFETY TECHNICIANS

NDNU Public Safety routinely maintain and test fire sprinkler systems, fire alarm systems, and fire extinguishers on the NDNU campus to ensure reliable operation in the event of a fire emergency.