

# 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

### Disclosure of Fire Safety Standards and Measures

1. Annual Fire Safety reports on student housing required- Each eligible institution participating in any program under this title that maintains on-campus student housing facilities shall, on an annual basis, publish a fire safety report, which shall contain information with respect to the campus fire safety practices and standards of that institution, including –
  - a. Statistics concerning the following in each on-campus student housing facility during the most recent calendar years for which data are available:
    - (i) the number of fires and the cause of each fire;
    - (ii) the number of injuries related to a fire that result in treatment to a medical facility
    - (iii) the number of deaths related to a fire; and
    - (iv) the value of property damage caused by a fire
  - b. A description of each on-campus student housing facility fire safety system, including the sprinkler system
  - c. The number of regular or mandatory supervised fire drills
  - d. Policies or rules on portable electrical appliances, smoking and open flame (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff, and
  - e. Plans for future improvements in fire safety, if determined necessary by such institution.
2. Report To The Secretary- Each eligible institution participating in any program under this title shall, on an annual basis, submit to the secretary a copy of the statistics required to be made available under paragraph (1)(A).
3. Current Information To Campus Community- Each eligible institution participating in any program under this title shall:
  - a. Make, keep, and maintain a log, recording all fires in on-campus student housing facilities, including the nature, date, time, and general location of each fire; and
  - b. Make annual reports to the campus community on such fires.
4. Responsibilities Of The Secretary- The secretary shall-
  - a. Make the statistics submitted under paragraph (1)(A) to the secretary available to the public and
  - b. In coordination with nationally recognized fire organization and representatives of intuitions of higher education; representatives of associations of institutions of higher education, and other organizations that represent and house a significant number of students-
    - (i) identify exemplary fire safety policies, procedures, programs, and practices, including the installation, to the technical standards of the National Fire

- Protection Association, of fire detection, prevention, and protection technologies in the student housing, dormitories, and other buildings;
- (ii) disseminate the exemplary policies, procedures, programs and practices described in clause (i) to the administrator of the United States Fire Administration;
  - (iii) make available to the public information concerning those policies, procedures, programs, and practices that have proven effective in the reduction of fires; and
  - (iv) develop a protocol for institutions to review the status of their fire safety systems.
5. Rules Of Construction- Nothing in this subsection shall be construed to –
    - a. Authorize the secretary to require particular policies, procedures, programs; or practices by institutions of higher education with respect to fire safety, other than with respect to the collection, reporting, and dissemination of information required by this subsection;
    - b. Affect section 444 of the General Education Provision Acts (the Family Educational Rights and Privacy Act of 1974) or the regulations issued under section 264 of the Health Insurance Portability and Accountability Act of 1996
    - c. Create a cause of action against any institution of higher education or any employee of such an institution for any civil liability; or
    - d. Establish any standard of care
  6. Compliance Report- The secretary shall annually report to the authorizing committees regarding compliance with this subsection by institutions of higher education including and up-to-date report on the secretary's monitoring of such compliance.
  7. Evidence- not withstanding any other provision of law, evidence regarding compliance or noncompliance with this subsection shall not be admissible as evidence in any proceeding of any court agency, board, or other entity, except with respect to an action enforce this subsection.

## **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.

## **University Student 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.

- Julie Billiard- Monitor/Pull/Sprinkler/Smoke detector
- Saint Joseph's- Monitor/Pull/Sprinkler/Smoke detector/Heat detector
- New Hall- Monitor/Pull/Sprinkler/Smoke detector/Heat detector

## Campus Apartments

Three (Carroll, Kane, Wilkie) on-campus apartment complexes are for students and staff. Each of these three complexes, have an alarm system that automatically reports to a continuously staffed monitor center and activates the alarm system. All apartment units in all three complexes have smoke and heat detectors. These smoke/heat detectors are single station detectors, thus, they sound a local alarm and automatically report to the monitor center.

- Carroll - Monitor/Pull/Sprinkler/Smoke detector/Heat detector
- Kane - Monitor/Pull/Sprinkler/Smoke detector/Heat detector
- Wilkie - Monitor/Pull/Sprinkler/Smoke detector/Heat detector

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

### **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. We test Alarm System and Fire Suppression Systems quarterly, bi-annually, and annually. Each system is certified annually.

### **Resident Hall Fire Drill Schedule**

Non-essential personnel will not be notified prior to drill -  
Evening Practice Drill/ Timed exercise

*August* - 15-30

*September* - 15-30

*January* - 15-30

*May* -Fire alarm testing provided by Costco Fire Alarm Service

### **Emergency Evacuation Plan**

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

### **Specific Fire Prevention Related Policies**

It is the policy of Notre Dame de Namur University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. The primary goal of the University's Fire Prevention Program is to recognize hazardous condition and take appropriate action before such conditions result in a fire emergency. This goal is accomplished by (1) conducting periodic fire safety inspections of all university buildings; (2) increase the fire safety

awareness of employees and students by conducting periodic training on basic fire safety, and (3) conducting third party fire safety audits via our insurance consortia.

Regarding Fire Safety Inspections, fire and life safety features of the buildings shall be in compliance with all applicable standards of the National Fire Protection Association (NFPA) and the local authority having jurisdiction such as Belmont / San Carlos Fire department. Basic fire safety instructions will be provided during new employee orientation. Additional training is available by request from a department or group of employees. Basic fire safety instructions is provided to all Student Residence Life Staff Living in Resident Halls who attend the orientation program at the beginning of each academic years. Fire exits drills will be conducted as follows: (1) Administrative buildings one/year, (2) Academic buildings one/year, (3) Resident halls twice/year.

The NDNU Public Safety will coordinate with the Belmont Police and Belmont / San Carlos Fire departments in the investigation of each fire incident.

To minimize the potential for fires at Notre Dame de Namur University, it is the policy of the University to prohibit open burning and the use of combustible decorations at all times (unless in accordance with other university policies and procedures, and or authorized by the authority have jurisdiction.) Open burning as defined by the university is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, bonfires, campfires, barbeque grills (except for those permanently installed and portables at least 50 feet from any building) and their related accessories such as: gasoline, propane, lighter fluid, charcoal, and pyrotechnics. All decorations and ornaments must be of fire-resistant or non-combustible material, U.L. rated and approved for use. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguisher, sprinkler heads and piping, smoke detectors, fire alarms pull boxes, ect.) on or near exits, on or near emergency lights, on or near any other protective or operating features provided by the University, or in any manner that could present a fall or trip hazard, or impede egress. Removal of all decorations, ornaments and displays are required immediately after the event. Decorative light including holidays light as well as flood lights extension cords or electrically operated ornaments must be U.L. rated and approved for use. Electric lights or electrically operated ornaments shall not be used on metal, aluminum or any other similar metal, which could induce electric shock. Only heavy-duty extension cords and decorative lights in good conditions (free from damage or exposed wiring) shall be used for decorations, must be unplugged at the end of each day, and removed after the event or holiday season. They shall not be hung or posted on any fire protection equipment (fire hose cabinets, fire extinguishers, sprinkler heads and piping, smoke detectors, fire alarm pull boxes, ect.) on or near exits, on or near exit or emergency lights on or near any other protective or operating feature provided by the University, or in any manner that would present a fall or trip hazard, that would impede egress. Extension cords or decorating light may not be routed under rug or carpets, through doorways or in any manner that could present a fall or trip hazard, or impede egress. It is the policy of the University that only artificial holiday trees will be used and should be of fire-retardant or non combustible material. Indoor trees must be placed out of the way of traffic, do not block doorways, exits, exit signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, ect) or

places in any manner that could present a fall or trip hazard, or impede egress. Holiday tree lights must be unplugged at the end of each day, and removed after the event or holiday season. Artificial snow and other decorative sprays should be used with extreme caution; they shall not be used in laboratory and or clinical settings. Avoid spraying around exits, exits signs or any of the fire protection equipment (fire hose cabinets, fire extinguishers, sprinklers heads and piping, fire alarm pull boxes, smoke detectors, ect.).

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. Contact Public safety and/or Facilities for replacement.
- 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.
- 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.*

### **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.

### **EVACUATION ASSEMBLY LOCATIONS**

Building	Assembly Area
Apartments-	
Carroll	Quad
Kane	Quad
Wilkie	Quad
Lower Offices	Oaks Pool Area
Dormitories -	
Julie Billiard Hall	Quad
St. Joseph Hall	Library Lawn
New Hall	Library Lawn

### **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 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**

NDNU Public Safety in coordination with the Belmont/ San Carlos Fire Department conducts fire extinguisher training classes with hands-on extinguishment of fires for Housing Staff and university employees. These classes are conducted at the beginning of each semester. 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 on the NDNU Campus.

**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.

***NDNU Fire Statistics 2009-2010 Fire Statistics, NDNU Residential Buildings***

Fire	Resident Halls	Campus Apartments
Number		
Causes		
Injuries		
Fatalities		
Combined Damages		