Albion College
Office of Campus Safety
2020 Annual Fire Safety Report

In August 2008, the Higher Education Opportunity Act included provisions requiring institutions of higher education to annually disclose certain information regarding fires and fire safety in residential buildings. This report has been prepared in accordance with those provisions. Questions or concerns about this report may be directed to the Mr. Kenneth Snyder, Associate Dean of Students/Director for Campus Safety, (csdirector@albion.edu), or Mr. John Collins, Senior Associate Director of Campus Safety (jcollins@albion.edu). Mr. Snyder and Mr. Collins may also be contacted by calling (517) 629-0213.
This report is also available electronically at the following web address:
https://www.albion.edu/images/sites/campussafety/reports/Annual_Fire_Report.pdf .

GENERAL INFORMATION:

Reporting Fires:

All fires or suspected fires should be reported to the Albion College Office of Campus Safety by calling 517-629-1234 or 517-629-0911. Campus Safety can also be reached by dialing extension 1234 or 0911 from any Campus phone. Fires can also be reported to the Albion Department of Public Safety calling 911 on your cell phone.

Protect Yourself:

Campus Safety should be notified of any defects or deficiencies of fire safety equipment on campus.

Supervised Fire Drills:

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by Campus Safety and Residential Life Staff. Fire drills are conducted to ensure the students of Albion College are familiar with the alarm procedures and evacuation routes for the residential buildings in which they reside.

Evacuation Policy and Procedures:

Evacuation emergencies include fires, hazmat and explosion emergencies (when evacuation is directed by emergency personnel), natural gas leaks, unplanned utility outages, bomb threats and other situations in which Campus Safety staff direct evacuation of a building. In the event of fire, fire alarm signal, or other evacuation emergency at Albion College, all persons in the affected premises must evacuate immediately.

Albion College staff and students will be notified of a fire or other evacuation emergency by a fire alarm signal, which may be a bell or a horn, depending on the building. Other emergency notification methods may include e-mail, text message, phone communication, or in person, as appropriate or warranted by the situation.

All large residence hall hallways are equipped with evacuation maps posted inside the rooms which indicate the safest and most direct exit routes from the room in the case of an emergency.

Residence Hall Fire Safety:

If You Discover A Fire:

- If you discover a fire or smoke situation, activate the fire alarm pull station and contact Campus Safety at (517) 620-1234 or (517) 629-0911.
- If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are responding to your location.

When The Fire Alarm Sounds:

- Close all windows but leave curtains and drapes open.
- Leave the overhead lights on.
- Before opening any door, feel the door. If it is hot, do not open it. If it is not hot open the door slightly. If you encounter heat or heavy smoke, close the door and stay in the room.
- If you cannot leave the room, open the window slightly and hang a sheet or other light colored cloth out the window to attract the attention of emergency personnel. If there is a phone in the room, call Campus Safety (517 629-1234) or the Albion Department of Public Safety (911 from cell phone) and report that you are trapped. Remain calm and give your room number and building location. Stuff towels, sheets or other similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room.
- If conditions allow you to leave the room, close, but do not lock the door and walk directly to the nearest exit and leave the building.
- If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.
- **DO NOT** use elevators. If hallway and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.
- If you have exited the facility, stand clear of the building. Emergency apparatus may be maneuvering around the building.
- Follow the directions of the fire and police personnel and never re-enter the building until they give permission to do so.

BUILDING SAFETY FEATURES:

Fire Doors:

Stairwell fire doors should be kept closed at all times. During a fire the stairwells will provide a place of refuge and will protect you during your escape from the building. If the fire doors are left open, the stairwells will act as chimneys, rapidly spreading the fire and smoke throughout the building.

Exits:

Each exit or exit access should be kept clearly marked with a lighted or fluorescent exit sign. You should familiarize yourself with all exit routes in your residential building.

Fire Alarms:

Fire alarm systems provide a rapid means of notifying all occupants of an emergency. Continued abuse of these systems creates a complacent attitude among the building residents which may result in injury or death when the alarm is ignored in an actual emergency situation. Fire alarm systems such as pull boxes and smoke alarms may not be tampered with or altered for any reason.

Fire Extinguishers:

Multi-purpose ABC fire extinguishers are located throughout all academic, administrative and residential buildings for use on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P - Pull the pin.
- A - Aim.
- S - Squeeze the trigger.
- S - Sweep the fire.

POTENTIAL HAZARDS:

Appliances:

Sun lamps, halogen lamps, string lights, hot plates, toaster ovens, electric skillets, rice steamers, woks, indoor or outside grills, space heaters and other high-powered electrical appliances are prohibited in residence hall rooms. Items such as irons and hair dryers should be unplugged after use and not stored until they are cool enough to touch. Too many appliances plugged into the same outlet or extension cord may cause an overloading of the circuit resulting in loss of power or possible fire.

Obstacles:

Storage of bicycles, chairs, desks, trunks, etc. in hallways, stairwells, or any place which would interfere with public access or exit areas of the building is strictly prohibited. These items left unattended in such areas are in violation of fire safety codes and will be removed by authorized personnel.

Open Flames:

Open flames, candles, incense, charcoal grills, etc. are not permitted in all residential buildings.

Flammable Liquids and Gasses:

Gasoline, paint, ether, propane or any other flammable liquids or gasses are not allowed in any residential building for any reason.

Fireworks:

Fireworks, gunpowder or any type of explosives are not allowed in residential buildings per fire code.

Elevators Are Hazardous to Use in Fires:

Elevators should never be used as a means of evacuation during an emergency. In a fire, the elevator shaft could act as a chimney in transmitting heat and smoke from floor to floor. In addition, elevators may malfunction and stop at the floor involved in the fire, opening automatically, and exposing the passengers to heat and smoke.

Party Decorations:
The use of crepe paper, cloth, corn stalks, and bales of hay or other combustible materials for party decorations inside residential buildings is strictly prohibited.

Prohibited Items in Campus Residences:

To reduce unnecessary health and safety risks the following are prohibited in all campus residences:

• Fireworks and any incendiary devices;

• Guns, paint ball guns, or other dangerous instrumentality;

• Chef, butcher, and carving knives;

• Flammable liquids;

• Dangerous chemicals (mace, etc.);

• Candles/open flame devices;

• Excessive dirt/garbage, etc.

• Animals except ESAs (fish are permitted);

• Internal combustion engines;

• Game/fish cleaning on campus;

• Draperies/tapestries covering lights;

• Flags or other cloths on ceilings above beds or lofts;

• Extension cords;

• Non-UL-approved appliances;

• Electrical appliances that have high surface temperatures or which may create a fire or shock hazard such as:

- Sun lamps;
- Halogen lamps;
- Hot plates;
- Toaster ovens;
- Electric skillets, rice steamers, woks;
- Indoor and outdoor grills;
- Space heaters;
- Electrical appliances that have high power needs such as:
- Air conditioners (unless approved through proper procedures);
- Microwaves exceeding 600 watts;

- Refrigerators exceeding 3.5 cubic feet or exceeding 1.4 amps.
- Electric candle wax warmers.
- String lights.

Only two items should be plugged into each outlet. While extension cords are not permitted, a power strip with a circuit breaker is allowed and encouraged for students to use with electrical equipment. Two high-voltage items should not be plugged into the same outlet.

Please remember that most outlets in the residences are back to back. Be aware of the items that neighbors have plugged into their outlets. All electrical appliances must carry the Underwriters Laboratories, Inc. seal.

Students are urged to be mindful of conserving energy when using electrical appliances and not create a fire hazard by overloading electric circuits.

Fireworks/Incendiary Devices:
The possession or use of fireworks or any incendiary devices is prohibited. Failure of students to comply with this regulation will result in College disciplinary action, up to and including suspension or expulsion from the College.

Bonfires, Campfires and Fire Pits:

Bonfires and campfires are prohibited outside all student residences. Bonfires are normally only permitted on campus at the fire pit along the Kalamazoo River near the long jump area and must be approved in advance. Student groups requesting to hold a bonfire must submit a request to the campus scheduler. If the bonfire fire pit is available, the campus scheduler will inform the group representative(s) to contact Campus Safety at least three days prior to the event for approval to have the bonfire. The representatives will be issued a burning permit from Campus Safety, and must agree to follow all of the conditions listed on the permit during the event. Campus Safety may immediately extinguish bonfires if a violation of any of these conditions is observed or reported.

Bonfires will not be approved during drought or extremely dry conditions. If sustained winds in excess of 15 mph are expected, or if a burning ban is in effect. Only wood provided by the Grounds Department may be burned for bonfires. No trash, rubbish, or other materials may be burned.

The College has gas fire pits installed around campus that are available for student use. Students must adhere to all safety regulations when using these fire pits.

Use of Tobacco Products:

To respect the rights of non-smoking persons, to maintain a healthy environment, to ensure the upkeep of College buildings, and to abide by the Calhoun County Clean Indoor Air Regulation, smoking is prohibited in any academic or administrative buildings and the majority of residential areas (including student residence lounges, lobbies, hallways, and other common areas). In addition, smoking is prohibited within 25 feet of all College buildings or along any access route to buildings where others may be exposed to second hand smoke. Students who smoke inside the perimeters may be subject to disciplinary action.

Designated smoke-free housing is intended to support those students who desire a smoke-free environment. Primary responsibility for enforcement of the smoke-free environment rests with those individuals assigned to live in a smoke-free building. Residential Life staff will intervene to support those situations where residents have been unable to resolve conflicts, or where violations of the smoking perimeters and designated areas are suspected. Fiske House, Ingham Hall, Seaton Hall, Mitchell Towers, Wesley Hall, and Whitehouse Hall are smoke-free residences.

In residential areas not designated as smoke free housing areas (fraternities, apartments, and other annexes), smoking is prohibited in individual student rooms unless all occupants in the room agree that smoking should be permitted. Smoking is also prohibited in all common living areas of these buildings including but not limited to living rooms, kitchens, lounges, lobbies, hallways, laundry rooms, and basements

Fire Safety and Regulations:

Fire alarms, smoke detectors, fire sprinklers, and fire extinguishers are provided for students' safety and should be activated in cases of suspected or actual fire. Activation of this equipment should be reported immediately to Campus Safety, the office responsible for ensuring that the equipment is restored to operating condition. All students, visitors, and guests must cooperate with fire alarm evacuation procedures and follow all fire safety regulations or face strict disciplinary action and fines.

Tampering with sprinkler systems and other fire safety equipment, false activations of fire alarms or sprinklers through negligence, vandalism, horseplay, or other acts, or engaging in other activities that may endanger the lives of others or threatens or causes damage to College or personal property can result in judicial and/or legal action, and restitution for damages and expenses incurred as a result of the behavior or activity. Costs to the College resulting from the misuse of fire safety equipment will be charged to the individual(s) involved. Repair and replacement costs of College property necessitated by improper use of appliances, accessories, smoking materials, etc. are the responsibility of the student.

Fire safety doors should not be locked, propped open, or blocked. Violation of this policy may result in disciplinary action.

Candles and other flame-producing accessories, incense, and live Christmas trees are potential fire hazards and are prohibited in student residences. Fire-rated artificial Christmas trees are permitted.

Fire Safety Education and Training Programs

All Area Coordinators (AC) and Community Advisers (CA) receive fire safety and emergency action plan training and are responsible for providing fire safety information to students in residential buildings. ACs and CAs conduct mandatory residential housing meetings for students, during which evacuation procedures, and fire safety rules are reviewed with new and returning residents. Fire Safety programs are provided by Campus Safety when requested throughout the academic year.

Fire System Inspections:

All fire alarm systems, fire extinguishers and sprinkler systems in all College buildings are inspected annually during the winter and summer breaks, and were inspected and certified in 2020 by authorized companies contracted by Albion College.

2020 Updates and Future Fire Protection System Updates:

Fire alarm monitoring by an outside company (Allied Universal) was added for most of the buildings on campus during the summer of 2020. These alarms are also monitored by the Office of Campus Safety.

Fire Log: (Includes all fires on Albion College property)

All fire calls reported to Campus Safety are logged in the Campus Safety Incident Log, which is maintained on the Campus Safety web page (https://www.albion.edu/offices/campus-safety/incident-logs/). Each entry

includes the nature of the call, date, time, general location and cause of each fire. Below are all fires that occurred on campus and were reported to Campus Safety in 2020.

2020:

1/17/20 / 7:50 P.M.
Report of a fire inside an overhead heating unit at the Tennis Center. Unit was turned off and Facilities was contacted to check the heating unit. Fire was the result of an item lodged next to the heating element of the unit; determined to be accidental.

9/8/20 / 6:20 A.M.
Fire alarm activation at Baldwin Hall. Found to be a fire in the attic of the building. Albion Public Safety Dept. responded and extinguished the fire. Fire was ignited in the attic by a lightning strike.

10/13/20 / 11:44 P.M.
Fire alarm activation at Wesley Hall, the second floor east wing. Found to be paper set on fire on the floor inside the bathroom. Fire was intentionally set. Determined to be arson.

10/19/20 / 5:24 P.M.

A Gatorade bottle stuffed with toilet tissue was found burned in the men's second floor west bathroom. When found the bottle was not burning but had been ignited at some point. Fire was intentionally set. Determined to be arson.

2020 CAMPUS HOUSING FIRE PROTECTION SYSTEMS REPORT **Residential Buildings**	**Monitored Fire Alarm System**	**Smoke Detectors (Hardwired)**	**Smoke Detectors (Battery Only)**	**Alarm Strobe Lighting**	**Audible Alarm Horns/Sirens**	**Wet Sprinkler System**	**Fire Extinguishers**	**Marked Fire Exits**	**Emergency Fire Exits And Fire Evacuation Info Posted In Rooms**
Briton Apts.	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Burns St. Apts.	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**

Mae Karro Apts.	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Mitchell Towers	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Munger Apts.	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Seaton Hall	**Yes**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Wesley Hall	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Whitehouse Hall	**Yes**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
416 E. Cass St. (E-House)	**No**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**Yes**	**No**
416 E. Erie St. (Octagon)	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
507 E. Erie St.	**No**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**No**	**No**
711 Michigan Ave.	**No**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**	**No**	**No**
1112 E. Porter St.	**No**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**
Dean Hall	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Fiske House	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**	**Yes**
Ingham Hall	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**No**	**Yes**
Munger Annex	**No**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**No**	**Yes**
1101 E. Erie St	**No**	**Yes**	**No**	**No**	**Yes**	**No**	**Yes**	**No**	**No**
Fraternities:									
Alpha Tau Omega	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Delta Sigma Phi	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Delta Tau Delta	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Sigma Chi	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Sigma Nu	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**
Tau Kappa Epsilon	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**No**	**Yes**	**Yes**	**Yes**

2020 CAMPUS HOUSING FIRE STATISTICS REPORT <u>Residential Buildings</u>	**Intentional (Arson)**	**Unintentional**	**Mechanical**	**Electrical**	**Act of Nature**	**Smoke Invest.**	**Other**	**Fire Drills**	**Treated Injuries**	**Deaths**	**Property Damaged ($)**
Briton House Apts.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Burns St. Apts.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Mae Karro Village	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Mitchell Towers	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Munger Apts	**0**	**0**	**0**	**0**	**0**	**0**	**1**	**2**	**0**	**0**	**0**
Seaton Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Wesley Hall	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Whitehouse Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
416 E. Cass St. (E-House)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
416 E. Erie St. (Octagon)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
507 E. Erie St.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
711 Michigan Ave.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
1000 Porter St. (Not used in 2019)	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
1112 E. Porter St.	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Dean Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Fiske House	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Ingham Hall	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Munger Annex	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**

1101 E. Erie St	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Fraternities:											
Alpha Tau Omega	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Delta Sigma Phi	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Delta Tau Delta	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Sigma Chi	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Sigma Nu	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Tau Kappa Epsilon	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**2**	**0**	**0**	**0**
Totals	**0**	**2**	**0**	**0**	**0**	**0**	**0**	**38**	**0**	**0**	**0**