

ANNUAL FIRE SAFETY REPORT

For Student Housing

Berea College each year publishes a Fire Safety Report and a Campus Security Report to the community in compliance with the Higher Education Act (HEA) as amended in 2009 and with Kentucky's Minger Act. The required policy information and statistics for both crime and residence hall fire related issues are available in the form of a printable brochure on the Berea College Public Safety web page.

The fire safety report outlines fire safety practices, standards, training measures and all required residence hall fire statistics. The report provides information on the fire suppression and notification systems, and policies related to portable electrical appliances, smoking and open flames in student housing facilities. Individual residence hall data is presented in the matrix titled Residence Hall Fire Safety

The fire alarm systems of 15 Berea College residence halls are monitored 24 hours/day by contract with an off-site alarm monitoring firm which notifies Berea Fire Department and Berea College Public Safety Office of alarm activations. Automatic fire suppression sprinkler systems and electrically wired smoke detectors with battery backups are located in individual living units and in the public areas of each of these 15 halls. The smoke detectors located in Estill Street Complex are battery operated only and the batteries are checked and replaced at least annually.

Fire extinguishers are located in prominent and public locations in all residence halls. Environmental Health and Safety coordinates monthly scheduled checking and reporting by trained hall staff on the status of residence hall fire extinguishers, emergency lights and fire egress systems.

Twenty Eight of the 50 apartments in the Ecovillage, designed for families and single parents, have automatic sprinkling systems. All apartments have fire extinguishers and two or more smoke detectors. Fire extinguishers are checked quarterly in each apartment and the Commons House.

Evacuation Procedures

Students must evacuate during a fire alarm and proceed to a designated assembly area until notified it is safe to return to the building and rooms. Building evacuation routes are posted on the back of the door of each room and in the public areas. It is the responsibility of every member of the residence hall community and their guest(s) to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells, phones, and elevators. Students who fail to evacuate during a fire alarm may be subject to disciplinary action.

Persons with disabilities who may need assistance should inform College personnel including the Disabilities Coordinator and the Department of Public Safety, of the nature of the disability and type of assistance that may be needed. Residential students also must inform their Hall Coordinator and Collegium member of the accommodations needed. Students also should notify labor supervisors and

instructors because evacuation may be required from the workplace, classroom, or laboratory. Individuals who must stay in place until emergency personnel arrive should be sure to inform another person of their specific location so they can inform the emergency responders. They also can call Public Safety and 911.

Fire Prevention

It is the policy of Berea College to provide students, faculty, staff, and visitors with the safest possible environment, free from known fire hazards. The college's goal is to recognize hazardous conditions and take appropriate action before such conditions result in a fire. The goal is accomplished by conducting periodic safety inspections of fire systems, residence hall facilities, keeping facilities in compliance with all applicable state and federal fire codes, and increasing the fire safety awareness of residents by conducting fire drills. Periodic inspections are conducted by the State Fire Marshall Office, Public Safety, Facilities Management and Residence Life. All Student Residence Life Staff are provided fire extinguisher training at the beginning of each academic year. Supervised fire exit drills are conducted in residence halls at least two times a year.

Residence Hall Fire Safety Regulations

To minimize the potential for fires, Berea College prohibits smoking in all residence halls, class rooms, laboratories, hallways, staircases, campus grounds and walkways. Any open flames, candles, incense, electrical wax pots, potpourri pots, candle burners and electric plates are prohibited. Candles and explosives are not permitted in the residence halls. Appliances in rooms must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. Appliances that are not permitted include popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, grills, halogen lamps, etc. Extension cords must be in good working order and have the U.L. seal of approval. Cords must not be spliced or changed in any way. Extension cords should not be used under rugs or furniture or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used. Curling irons, etc., are to be used in the bathroom and are not to be left plugged in even if they are turned off. Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. U.L. adapters may be used. Irons are to be used only in laundry rooms or other designated areas within the residence halls.

Plans for Improving Fire Safety

2010 -11 academic year Residence Hall staff training will go beyond the traditional instruction on proper use of fire extinguishers. Full time and student Residence Life staff training will include information on fire prevention and evacuation procedures which these persons will be expected to share with first year resident students during fall orientation.

A simulated evacuation drill is planned in conjunction with members of the Berea City Fire Department. Each hall will conduct two supervised fire drills each fall and spring terms.

Reporting

All students and employees must immediately report fires to the Public Safety Office (ext. 3333 from a campus phone) or 911. All students and employees must report all potential fire hazards to Facilities Management, Public Safety or Residence Life Collegium.

Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident either to Residence Life, Facilities Management or Public Safety. Knowledge of all fire situations is an important aid to investigation and follow up aimed at prevention of similar future incidents and to alerting others in the halls to potential dangers.

A daily Fire Log is maintained and updated on the Public Safety email Bulletin Board. A copy of the log is also posted on a bulletin board outside the Public Safety main office.

Statistical Reporting of Fire Incidents in Individual Residence Halls

There were no reported residence halls fires for the reporting periods beginning September 2008 through December 31, 2008 nor the period of January 1, 2009 through December 31st 2009. There have also been no reported fires between January 1, 2010 and June 30th 2010. A statistical table for calendar year 2009 is included for illustration purposes.

Helpful Numbers

Public Safety Office	985-3333
Emergency Dispatch	911
Facilities Management	985-3827
Residence Life Collegium	985-3115

A table is included which provides detailed descriptions of the fire protection and notification systems in each individual residence hall. The table also shows the number of supervised drills conducted in each hall during the 2009 calendar year.