

## 2018 Annual Fire Safety Report Holy Cross College

### POLICY STATEMENT:

A building with high concentrations of people poses serious hazards in the event of a fire. The loss of life and property in any fire has proven to be the least where well organized procedures have been established, and where all persons involved have carried out their instructions in a systematic organized and effective manner. For this reason, every employee is instructed to fully acquaint him or herself with this plan of procedure. If you have any questions, or if you are not completely sure of your specific functions, you should immediately discuss these matters with your supervisor.

### POINTS TO REMEMBER:

The greatest single hazard of a fire is panic. You must avoid panic among the students, and, above all, you must avoid giving any other person the impression that you are frightened or in a state of panic. You should assume the air of a cool, reassuring person who has a task to perform and is performing it in an efficient manner.

The Holy Cross Campus is composed of fire resistant buildings. However, the contents are not all fire resistant or fireproof, and the spread of a fire will be determined by the amount of flammable material that is in the vicinity of the fire.

For the wellbeing of students, no student shall be involved in the effort to put out the fire or to move about the building, unless they have been specifically trained to carry out such activity i.e. RAs, HDs. Then only when the probability of the entire building being involved in a fire is most remote.

### Statistics and Related Information Regarding Fires in Residence Halls:

#### 2016

- No Fires reported.

#### 2017

- No Fires reported.

#### 2018

- No Fires reported.

### FIRE DRILLS

Two fire drills were conducted in each of the residence halls during the spring and fall semesters of 2017.

### FIRE POLICIES:

**Cooking.** Cooking in James, Basil, North, or Anselm Hall rooms is not permitted.

**Electrical Appliances.** Electrical appliances that have an open heating element may not be used in residence hall rooms. Toasters, toaster ovens, air conditioners, space heaters, hot plates, and the like are not allowed. Halogen lamps are also banned. Small refrigerators of less 2.5 cubic feet, hair dryers, curling irons, computers, printers, radios, TVs, stereos, fans, and microwaves (in North, Pulte & South only) may be used. Students may use only UL listed cords and surge protectors. Appliances are subject to safety inspection by the hall staff. Hall staff will confiscate unauthorized appliances. Curling irons, straighteners, and irons must be equipped with an auto shut-off feature.

**Fire Safety.** In the interest of fire safety, open flames, smoking, the burning of any substance, and the possession of incense, candles, or oil lamps, in the residence hall is prohibited. Students who fail to evacuate during a fire drill or alarm, or who do not promptly obey the direction of a College or

civil official during an emergency, will be subject to disciplinary action. Setting false fire alarms, tampering with or misuse of fire safety equipment will result in severe disciplinary action for all persons involved.

**FIRE SAFETY SYSTEMS IN HC RESIDENCE HALLS:**

Facility	Smoke Detection Systems	Fire Alarm Monitoring by Notre Dame Fire Dept.	Audible Strobes	Automatic closing Fire Doors	Full Sprinkler System	Fire Extinguishing Devices
Anselm	X	X	X		X	X
Basil	X	X	X		X	X
James	X	X	X		X	X
North	X	X	X	X	X	X
Pulte	X	X	X	X	X	X
South	X	X	X	X	X	X

**PROCEDURES:**

1. Any employee discovering evidence of a fire, or large quantities of smoke, should observe the following rules:
  - a. DO NOT panic!
  - b. Remove students, etc. away from immediate danger!
  - c. Close door behind you to contain any smoke and prevent fire from spreading.
  - d. Quickly locate and pull the nearest fire alarm pull station.
  - e. Notify Campus Safety and Security (574-239-8312)
2. The automatic fire alarm system will sound an alarm for the fire area via a pull station, smoke detector, or sprinkler head being activated.
  - a. The automatic fire alarm system will receive an alarm signal from an activated device and call the fire department, sound an audible alarm signal in the fire area, and annunciate the location of the fire on the fire panel and at the building entrance.

***The Notre Dame Fire Department will arrive with-in six minutes. Campus Safety and Security or his designee will meet the fire department to give necessary information. After hours, the safety and security officer on duty will meet the fire department at the entry to the affected building.***

- b. Telephone the Notre Dame Fire Dept. (574-631-5555) and give your name, Holy Cross College, and specific location of the fire.
  - c. Instruct all personnel to remain well clear of the area affected by the fire to allow uninhibited access for firemen, both in and outside the building.
  - d. Use the telephones only for emergency calls.
  - e. Only the fire dept., \*Administrator or the Director of Facilities and Grounds will call an ALL CLEAR and silence the alarm and reset the fire system.
  - f. Convene Emergency Response Team.
3. The automatic fire sprinkler system – **Residence Halls**
  - a. The sprinkler heads are activated automatically by a rise in temperature from ambient to 160 degrees.
  - b. The activation of a sprinkler head will automatically sound the fire alarm and call the fire dept.

- c. Only the fire department or the Director of Facilities will shut off the water feeding the activated sprinkler head after the fire department has determined the fire is out and the ALL CLEAR has been given.
4. The fire alarm audible signal has sounded
    - a. Immediately **evacuate** the building.
    - b. Close doors behind you.
    - c. Don't panic.
    - d. If possible knock on your neighbor's doors and say - **THERE IS A FIRE GET OUT!** Room checks will not be conducted while departing the building. Hall staff will not delay in evacuating the building.
    - e. If smoke is in the corridors - get low - there is oxygen near the floor - crawl to exits.
    - f. If you are unable to get out of the room use wet towels or what you have to prevent smoke from entering the room under doors etc., stay near the floor there will be oxygen there. Try to draw attention to the area you are trapped in; phone, window or calling for help. (Most fire related deaths are from smoke inhalation).
    - g. When you get outside stay together. Dorm residents are to meet at the outdoor basketball court. At that time it will be determined who is unaccounted for and where everyone should go until the ALL CLEAR is sounded.
  5. Orientation instruction:
    - a. All members of the Residence Hall staff undergo fire safety training with members of the local fire department prior to the start of each academic year.
    - b. All residents shall receive instruction at the beginning of each semester with respect to; Escape routes, evacuation procedures, and fire equipment procedures and disaster event procedures.
    - c. All faculty and staff shall review at the beginning of each new school year evacuation procedures, fire and fire equipment procedures, disaster event procedures and the Crisis Management Plan.
  6. Fire Extinguisher
 

There are many fire extinguishers located throughout the HCC campus. The same basic steps of use apply to all. It helps to remember **PASS**.

    - a. **P**ull the safety pin.
    - b. **A**im at the base of the fire.
    - c. **S**queeze the handle.
    - d. **S**weep the extinguisher aim the discharging agent at the base of the fire until the fire is out.

## **EVACUATION PROCEDURE:**

Only the President or a designated College official may order the general evacuation of a building.

In case of partial evacuation of residence halls, temporary housing of displaced students will be according to the following priority:

- With other students in remaining residence halls.
- In the Pfeil Recreation Center. Donations of blankets, pillows, air mattresses, and other supplies will be requested of other students, Red Cross, South Bend Community.
- Local hotels.
- Long term accommodations may be sought in homes of members of the community (Media/Public Relations)
- Dorm space may become available by encouraging local students to volunteer to move home.

**EXCEPT IN THE EVENT OF FIRE - IF THE FIRE ALARM IS SOUNDING, ALL PERSONNEL IN THE BUILDING SHALL EVACUATE THE BUILDING TO THE OUTDOORS. USE ESTABLISHED ESCAPE ROUTES AND FOLLOW THE EVACUATION PLAN.**

## Non-Emergency Fire Reporting

Per federal law, Holy Cross College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in residence halls. These are fires for which you are unsure whether the Campus Safety and Security may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Campus Safety and Security 574-239-8312
- Director of Residence Life 574-239-8390

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## Plans for Future Improvements in Fire Safety

- Improve out of code wiring in kitchen
- Remove old electric base board heat in several units and replace w/ modern units
- Annual Fire alarm and smoke head inspection
- Annual Fire extinguisher inspection
- Semiannual Restaurant hood inspection
- Annual back flow protection
- Semiannual sprinkler inspection

The **Annual Security Report** is published separately and is available at the following link:

<http://www.hcc-nd.edu/safety-and-security/>

Please contact Mr. Andrew Polaniecki to obtain a paper copy of this report