

Lane Community College Annual Fire Safety Report

**2016 Calendar Year
September 30, 2017**

Annual Fire Safety Report – 2017 (January 1, 2016 through December 31, 2016)

I. Introduction

The Higher Education Opportunity Act (HEOA) was signed into law in August 2008 and contains several crucial campus safety components. One of the main provisions of the HEOA is the Campus Fire Safety Right-to-Know Act. This provision calls for all Title IV eligible institutions that participate in Title IV programs and maintain on-campus student housing facilities to publish an annual fire safety report that outlines fire safety systems, policies, practices, and statistics. The following report discloses all information required by HEOA as it relates to Lane Community College.

II. Definitions:

The following terms will be utilized in the Daily Fire Log and the Annual Fire Safety Report.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.

Cause of Fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, employees, visitors, firefighters, or any other individuals.

Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing system, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quality. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

III. FIRE SAFETY POLICIES

1. Fire Drills

Fire drills are an important aspect of student safety in the residences and will be executed quarterly during the school year and all residents (who are present) are expected to participate. Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). When the notice is given, all persons in residence are to evacuate the building immediately, according to the established evacuation plan. Failure to leave the building during a fire alarm/drill is a serious violation of College policy and may result in disciplinary sanctions. A minimum of two fire drills are held annually in Titan Court. The first fire drill of the academic year is announced and after the first drill all other drills are unannounced. At least one fire drill will be held at night.

2. Appliances

See Titan Court lease at the end of the document for additional information.

3. Smoking

Smoking is not permitted in Titan Court, nor is it permitted within 25 feet of the facility.

4. Fire Hazards

The following items are not permitted in rooms and/or housing facilities since they are in violation of local safety codes: natural Christmas trees, flammable substances hung on walls or ceilings, heaters, hot plates, electric frying pans, high intensity lamps (Halogen), air conditioners, large refrigerators, candles, incense and crock pots. Residents should review the housing contract for additional information regarding fire hazards. For specific prohibitions and other details see the Titan Court Lease, appended to this document.

5. Tampering with Fire Safety Equipment

See the Titan Court Lease at the end of this document for additional information.

IV. FIRE SAFETY PROCEDURES

Lane Community College will consistently abide by and enforce all fire safety policies. Students living in the residential facility (Titan Court) are subject to the following procedures with regards to fire safety:

Each student will abide by the fire safety regulations applicable to his assigned room, suite, or other area. Fire drills will be held from time to time and all Titan Court areas must be immediately and completely evacuated when the alarm sounds.

A. PREVENTION

In support of Fire Safety, the following are strictly prohibited anywhere in Titan Court:

- a. Overloading of electrical outlets, signs, of overheating or charring is especially bad.
- b. Multi-plug adaptors or extension cords of any type.

- c. Plug strips (surge protectors), with a fuse, are allowed if they are plugged directly into an outlet – no daisy chains of plug strip to plug strip.
- d. Protect cords to prevent wear or pinching especially in doorways or under rugs.
- e. Use of cooking devices that can produce grease is not allowed in the rooms (ex. Foreman grills, hot plates, crock pots etc.). The use, possession, use of food or beverage heating, cooling, cooking, or other preparations devices of every nature and description except as provided by the College or as expressly sanctioned by the College.
- f. The possession or use of any halogen or multi-colored floor lamps.
- g. The burning of candles and incense is not allowed.
- h. Overloading with combustible materials such as papers, posters, or fabric. Tapestries covering more than 25% of the single wall surface or placed on the ceiling. Do not put anything over lamps, such as scarves, clothes, or towels. Tube, rope, or string lighting of any type.
- i. Using holiday lights unsafely is prohibited. This includes plugging one into another, using them for more than just holiday use, placing them behind flammable material/fabric, or hanging them in or around an entryway.
- j. The possession or use of lanterns, volatile solutions, explosives, fireworks, or other dangerous materials.
- k. The possession or use of open-element space heaters.
- l. Any other item that is specifically prohibited in the lease agreement for reasons of fire safety are also prohibited.

All electrical appliances must be UL approved and in good working order. Electrical appliances are not permitted which: (1) have exposed heating units; and (2) are used for cooking foods, except hotpots, popcorn poppers and coffeemakers contained in an enclosed unit. Any cooking equipment that can produce grease or has an exposed heating element is prohibited.

Residents of Titan Court are cautioned to ensure that their rooms are safe, *before* leaving each day.

B. BEFORE A FIRE EMERGENCY

Know the location of fire exits in your area.

C. DURING A FIRE EMERGENCY

If a fire emergency should occur remember these life-saving steps as you attempt to evacuate:

1. From inside the room, check for smoke seepage around the door cracks.
2. Feel the inside door surface with the back of your hand. If it is hot, **DO NOT OPEN**.
 - a. Seal up the cracks around the door using sheets, pieces of clothing, tape or whatever is handy. The door can hold back killing heat and smoke.
 - b. Hang a sheet out the window to signal rescuers. **DO NOT JUMP**.
 - c. Open windows slightly to let in the fresh air and let out bad air.
 - d. Grab a wet towel. Place it over your head and face (nose and mouth) and stay low if smoke is heavy.

3. If it is safe to leave your room:
 - a. Put on shoes and jacket.
 - b. Take room key.
 - c. Close and lock room door.
 - d. **DO NOT** use elevators.
 - e. When the building evacuation alarm is sounded, assume an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
 - f. Vacate the building by the shortest, safest route, and gather by living area at a safe distance from the building.
 - g. Stay low if you encounter smoke while vacating the building.
 - h. Keep roadways and building entryways clear so that emergency vehicles can get through.
 - i. If there is no fire, staff may check every student room to ensure total evacuation, and during future alarms staff may spot check student rooms.
 - j. Assist the disabled in evacuating the building.

4. After leaving your room:
 - a. Assist the disabled in evacuating the building.
 - b. Once outside, move to a clear area away from the affected building to the designated assembly area. Keep the streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Public Safety and Titan Housing Management staff will direct individuals to rally points or appropriate shelter.
 - c. If requested, assist emergency crews.
 - d. A Temporary Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
 - e. Remain outside the building until directed to return by the fire department, Public Safety Officers, or Building Management Staff.

D. FIRE SYSTEM INFORMATION

- a. Fire System reports to a contracted monitoring service, Convergent.
- b. In the event of a fire emergency, the monitoring service will contact the Eugene Fire Department and Lane Community College Public Safety when a system alarm is activated.
- c. Lane Community College Public Safety and Titan Housing Management personnel will investigate and determine why an alarm is sounding, facilitate evacuation, and (Public Safety) will take fire department personnel to the alarm source. When possible, Public Safety will notify the Eugene Fire Department as to whether or not a fire appears to be “real” before units arrive.
- d. Fire department personnel may access Titan Court by utilizing the Knox Box installed on the exterior of the building.
- e. Fire detection apparatus include smoke detectors on all floors, in resident apartments, and in public areas.

VI. FIRE SAFETY EDUCATION & TRAINING

Titan Court Management provides in depth fire safety training for building staff. Emergency procedure information is included in the Titan Court Student Handbook. Every resident is provided with a copy of this document.

In the event of a fire, the following individuals (Organizations) should be notified:

1. Eugene Fire Dispatch - 9-1-1
2. Department of Public Safety – (541) 463-5555

In reporting that a fire has occurred for the purpose of including the statistics in the annual fire safety report, the following individuals (organizations) should be notified:

1. Director of Emergency Management, Jace Smith, 541-463-5558
2. Downtown Campus Liaison, Greg Holmes, CFO – (541) 463-5516
3. Director of Facilities Planning Management, Jennifer Hayward, (541) 463-5594
4. Chief Public Safety Officer, Jace Smith – (541) 463-5558
5. Titan Court Management – (541) 344-2828
6. Emergency and Risk Management Coordinator, Dawn Barth - (541) 463-5503

VII. FIRE LOG

Institutions must maintain a fire log that reflects the nature of the fire, date, time and general location of each fire in on-campus student housing facilities. Lane Community College complies with this rule by including all fire-related incidents in the Daily Fire Log.

The Department of Public Safety maintains a Fire Log of all incidents reported. This log includes the incident type, date incident is reported, date and time of occurrence, general location of each reported incident type and the disposition of the incident if that information is known. The Department of Public Safety posts specific incidents in the Fire Log within two (2) business days of receiving a report of an incident and reserves the right to exclude reports from a log in certain circumstances as permitted by law. The most current 60 days of information is available by contacting Titan Court Management or the Public Safety Office at the main campus of Lane Community College.

The Annual Security Report for Lane Community College, which cross references information about Arson, may be found at: <http://www2.lanecollege.edu/sites/default/files/psd/clery.pdf> .

VIII. FUTURE IMPROVEMENTS

Titan Court is a brand new residential facility. There are no future improvements planned for the facility at this time.

IX. APPENDED DOCUMENTS

1. Titan Court Lease (relevant information extracted)
2. Sample Fire Incident Sheet (blank)
3. Evacuation Plan 1
4. Evacuation Plan 2
5. Evacuation Plan 3
6. HEOA Compliance Data

**APPENDED DOCUMENT 1
TITAN COURT LEASE - AGREEMENT**

8. Tenant's Obligations – page 2

Tenant acknowledges that smoking is prohibited in the Apartment and in the entire Project. Tenant shall not smoke and shall be responsible for guests not smoking within the Apartment and the Project. Tenant shall respect the rights, privileges and property of other tenants of the Project, and shall refrain from any activity that will materially or substantially interfere with operations of the Project or endanger the healthy, safety, or welfare of other people or tenants.

d. Not possess or use, explosives (including fireworks), firearms, dangerous chemicals, flammable materials or any other dangerous weapon or instrument within the Apartment or the Project.

23. Smoke Detector/Carbon Monoxide Detector – page 4

Tenant acknowledges that Landlord has installed a smoke detector in the Apartment. The maintenance and replacement of batteries, as required for the proper operation of the smoke detection device, shall be the responsibility of the Tenant, and Tenant agrees to test the smoke detector regularly.

TITAN COURT LEASE – RULES AND REGULATIONS

10. **The overhead sprinkler system** will activate in the event of a fire.

24. **Smoking is not permitted** in the Apartment, the corridors or other common areas, including any exterior common areas.

25. **Tenant shall not use candles, fireworks, matches, lighters or any other item** that is normally intended to be ignited, burned, or set to smolder. In addition, Tenant shall not burn or cause to smolder, for any purpose, vegetative matter (plants, herbs, weeds, etc.) or incense.

26. **No barbecues, outdoor cooking, or fires** of any kind are permitted.

27. **Tenant shall not store highly flammable liquids** including, but not limited to, gasoline, kerosene, lighter fluid, or any similar liquid in the Project.

TITAN COURT LEASE – SMOKE DETECTION DEVICE

1. The subject property does have a fire sprinkler system.
2. The subject property does have a local fire alarm system.
3. The subject property does have a smoking policy. Smoking is not permitted on the property.

4. The subject property does have an emergency evacuation plan.

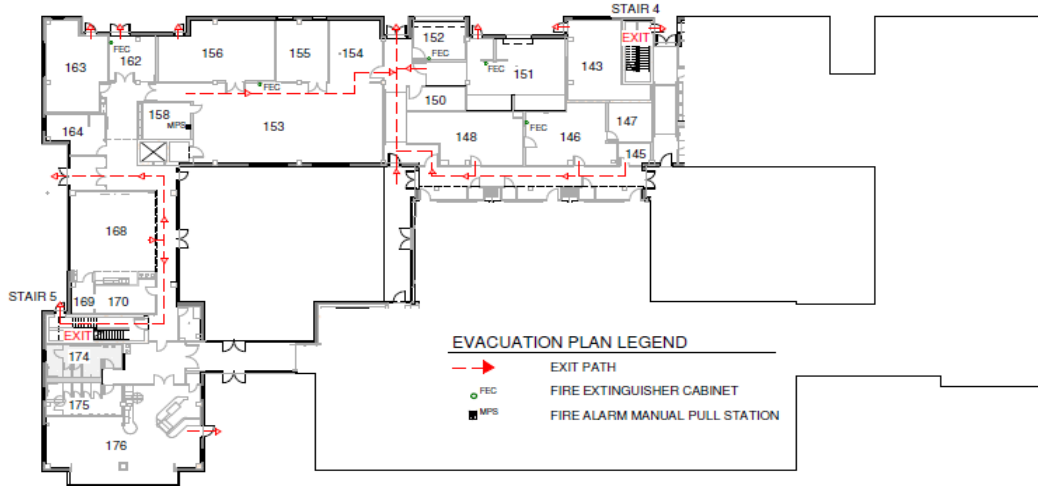
The emergency evacuation plan (if any) has been provided to Tenant(s) and Tenants' initials acknowledge receipt.

TITAN COURT LEASE – SMOKING POLICY DISCLOSURE

1. **Purpose of No-Smoking Policy.** The parties desire to mitigate (i) the increased maintenance, cleaning and redecorating costs from smoking (ii) the increased risk of fire from smoking, and (iii) the higher costs of fire insurance for a non-smoke free building.

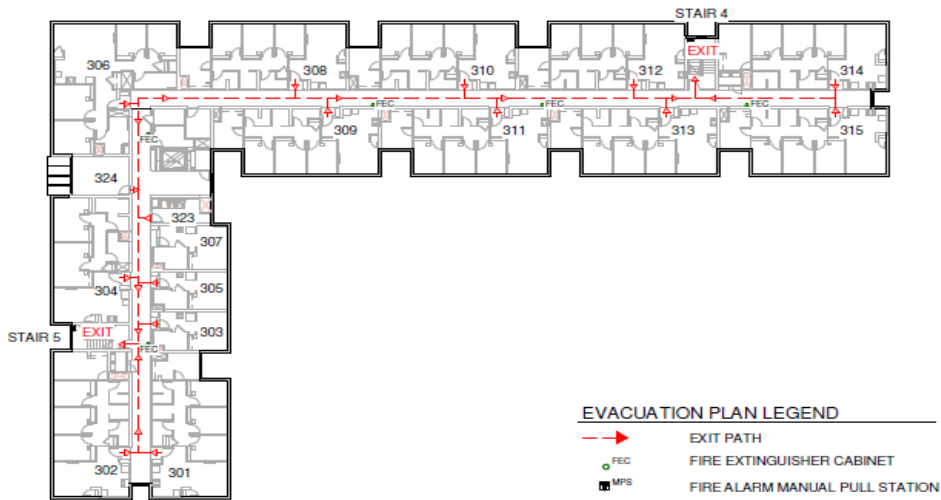
APPENDED DOCUMENTS 3-5
Evacuation Plans

EVACUATION PLAN 1



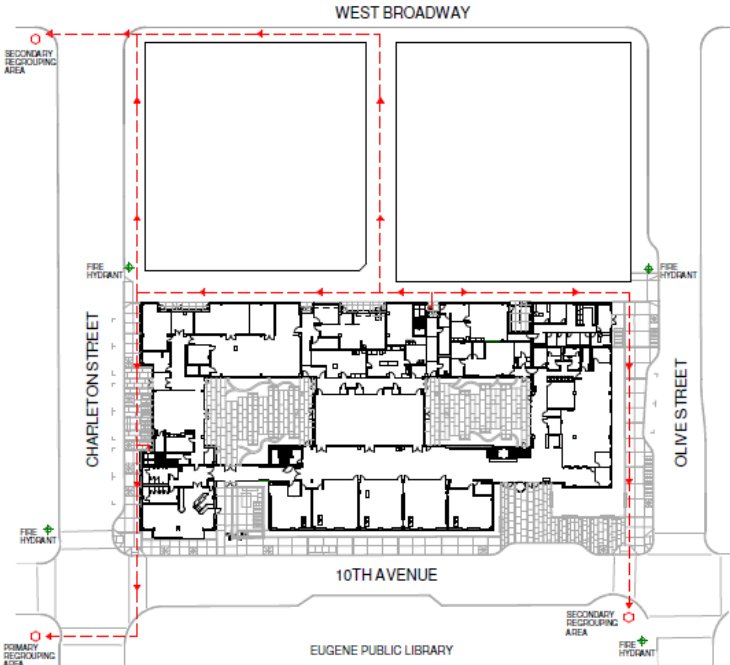
Evacuation Plan - Housing Level 1

EVACUATION PLAN 2



Evacuation Plan - Housing Level 3

EVACUATION PLAN 3



Evacuation Plan - Housing Site Plan



**APPENDED DOCUMENT 6
HEOA COMPLIANCE DATA**

LCC Downtown Residential Campus Titan Court HEOA Compliance Data		
ITEM	INFORMATION/RESPONSE	NOTES
Panel Location(s)	Main panel in MDF/IDF Room A-158 Readout in Entry Lobby A-160	
Smoke Detectors	Elevator Room A-157 Entry Lobby A-160 Throughout housing corridors and units	
Heat Detectors	Elevator Room A-157 Elevator	
Sprinklers	Housing building, fully sprinkled	
Sprinkler Valve Locations	FDC NW corner along Charnelton. Valves at each intermediate landing of North and West stairs	
Stand Pipe	Stand pipes located in North and West stairs	
Monitoring Company	ACS (503) 641-6761	Account number on inside of fire alarm panel in A-158
Annual Inspections	Facilitated by Facilities. Contracted service.	See Facilities for records.
Exit Signs/Batteries	Exit signs emergency power provided by generator (no batteries)	Exit signs located as shown on G111.5-G115.5
Fire Extinguishers/Locations/Service Date	Fire Extinguisher Locations Floors 2-6: 33 North Corridor, 2 West Corridor First Floor: Recycling room A-162 Annual inspection - September	
Evacuation Procedures	See appended information.	
Drill Schedule (Dates or Periodicity)	Four times a year.	