CLOUD COUNTY COMMUNITY COLLEGE
Campus Fire Safety Right-to-Know Act
2023 Annual Fire Safety Report

## PURPOSE

This annual report is submitted to meet the federal requirements of the Campus Fire Safety Right-to-Know Act, an amendment to the Higher Education Opportunity Act. It includes information about campus fire safety policies and procedures as well as reported campus fire statistics.

A printed report is available by contacting the Director of Auxiliary Services at 785-243-1435 x342.

View the Annual Fire Safety Report for 2023 at https://www.cloud.edu/about/campus-safety-security/

## FUNCTION

The primary function of the Campus Security Department is to ensure the safety of students, staff, and faculty at Cloud County Community College and the continuity of the College's mission by establishing optimal fire safety and fire emergency programs.

## POLICIES AND PROCEDURES

### FIRE ALARMS AND EVACUATION

In the event of a fire, the most important thing is for you to evacuate the building safely. Make sure you familiarize yourself with the evacuation routes in your area.

Never assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

### UPON DISCOVERY OF A FIRE

Report all fires and smoke to Emergency Services by dialing 911.

Fires that have been extinguished should also be reported to the Director of Auxiliary services so that an investigation may be conducted.

If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are in route to your location.

### WHEN THE FIRE ALARM SOUNDS

Before opening any door, feel the surface.  If it is HOT, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room. If there is a phone available, call 911 and report that you are trapped. Remain calm and give your room number and building location.
Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if

smoke enters the room.  If there is not a phone available, pound on the door to draw the attention of emergency personnel.

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 hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, closet eh door and follow the instructions given above.

Once you exit the facility, stand clear of the building and move toward the Thunder Heights parking lot.  Emergency apparatus may be maneuvering around the building, so use caution.

Follow directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

## WITHIN STUDENT HOUSING FACILITIES

## ELECTRICAL WIRING AND APPLIANCES

Tampering with electrical wiring, including, but not limited to, the installation of direct-wired ceiling fans and unauthorized entry into electrical panel boxes, is prohibited.  Residents are responsible for any damages caused by electrical appliances that are not owned by Cloud County Community College.

All electrical appliances shall be UL approved and maintained in good condition.  Numerous electrical devices plugged into one outlet through an outlet cube or extension cord may cause a circuit overload or may cause overheating of the electrical appliances, resulting in a fire.  Therefore, the use of outlet cubes or extension cords is prohibited.  Use a power strip, with a built in circuit breaker.  However, refrigerators, freezers, fans, and microwaves must be plugged directly into the wall socket.  Extension cords are prohibited.

Heat producing appliances (e.g. hair dryers, coffee pots, irons, etc.) should never be plugged into multi-plug adaptors, extension cords or power strips and should never be left unattended.

## SMOKING

Cloud County Community College seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members.  Tobacco in any form is not permitted in any college building including student housing.  The use of tobacco products is allowed 20' from doors, windows, or ventilation units only.

## OPEN FLAMES

It is a violation of college policy to light any material on fire on campus. Candles, other open flame devices, grills, incense, and any other flame/heat producing items are strictly forbidden for use inside college facility.  Students will be held financially accountable for any damage they or the open flame device causes as a result of violating this policy and will be referred to the disciplinary process.

## SPECIAL EVENT PROCEDURES

Cloud County Community College works diligently to ensure safety and compliance during events on campus.  Security department personnel attend numerous events including athletic games, Cook Theatre events, and community meetings to ensure compliance with the NC Fire Code-specifically overcrowding, maintaining clear aisle and egress paths, and providing instant response in the event of fire alarm activation.

## EMERGENCY RESPONSE

### INCIDENT REPORTING AND RESPONSE

Students, staff, faculty and visitors must immediately report any fire or other emergency directly to Campus Security.
Likewise, if a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus security has already responded, the person should immediately notify Campus Security to investigate and document the incident.

Campus Security can be reached at 785-243-6646.  We encourage students, staff and faculty to put this number into their cell phones in a speed dial entry.

### CAMPUS SECURITY-FIRE EMERGENCY RESPONSE PLAN

Campus Security staff monitors emergency radios and responds to fire alarm and fire emergency situation calls on campus.  The goal is to provide assistance to responding police and fire units in the early minutes of an emergency as needed to save lives and protect college assets.  Staff members are trained to monitor radio traffic and read a fire alarm panel.  Security staff will receive ongoing training on these procedures.

The major benefit of these procedures is that early arrival at an emergency can reduce human injury and minimize college losses.  In many instances, the Campus Security staff provides initial vital information before the arrival of emergency services (which can take 5-10 minutes)  The staff works closely with the Concordia Police Department, Concordia Fire/EMS department, Junction City Fire/EMS and Junction City Police and has established a close collaboration with those groups.

## TRAINING AND EDUCATION

### Resident Life Coordinator and Resident Assistant training

On campus, the Residence Life Coordinator and 14 RA's receive fire and life safety training.  Instruction is received during orientation/training in the fall. Training is conducted by local Fire Department personnel.  The Residence Life department maintains documentation of completion of the training.

### STUDENT TRAINING

All resident students attend mandatory housing meetings and fire policies, and codes are stressed by Campus Security staff as well as Resident Life personnel.  Education continues during fire drill training

and throughout the year as the Resident Life department provides educational material and hands on fire extinguisher training during Fire Safety Awareness Week in October.

FIRE DRILL TRAINING

Cloud County Community College's Security department conducts two housing fire drills per semester. The drills are coordinated by the RA's in each building and they conduct all aspects of the drills, including observation, evaluation and documentation.  The standard procedures entail activating the fire alarm or going room to room with a verbal announcement.

All students and visitors must exit the building and move to the designated gathering area.  RA and RL staff evaluates the performance and discuss ways to improve said evacuation.

CCCC Security conducts four fire drills per year in the Main buildings.  The drills are coordinated by the Director of Auxiliary Services and are conducted in all aspects of the drill, including observation, evaluation and documentation.  The standard procedure entails activating the fire alarm system.

All students, staff, faculty, and visitors must exit the building and move to the designated gathering areas. Red Pack holders are on site to help move people to the Thunder Heights parking lot and keep people out of the way of emergency response vehicles.

The office of Auxiliary Services maintains formal documentation of all campus fire drills and any fires reported on campus.

ADDITIONAL TRAINING INFORMATION

The Campus Security department provides fire safety information in the Residence Life student handbook and on the college webpage.  Also, during Fire Safety Awareness Week, they provide various activities and educational opportunities to students and staff.  The local fire department is on campus handing out information about fire safety and demonstrating fire equipment.  They also provide training on the use of fire extinguishers.  Campus Security is readily available to review and answer any questions or concerns.

ADVANCED EDUCATION FOR CAMPUS SECURITY

CCCC Campus Security operates on a limited budget. They do however take every opportunity to participate in free webinars on various topics such as Life Safety Code and Fire Alarm Code.

FIRE EXTINGUISHER TRAINING PROGRAM

The Director of Maintenance, Grounds and Transportation manages the fire extinguisher inspection program for the Main building on the Concordia campus. The Residence Life Maintenance Supervisor manages the fire extinguisher inspection program for the Residence Halls. The Custodial staff at the GCC manages the fire extinguisher inspection program for the Geary County Campus. Extinguishers are inspected once a month.

CCCC provides fire extinguisher training once a year for staff, faculty and students in cooperation with the Concordia Fire Department. Documentation of training is on file in the Auxiliary Services Department.

## FIRE SAFETY SYSTEMS

## STUDENT HOUSING FIRE SAFETY EQUIPMENT

Each student apartment in T-bird village is equipped with a fire extinguisher.

Thunder Heights has 2 extinguishers on each floor. Thunder Heights also has a monitored fire alarm system.

Smoke detectors in Thunder Heights are tied directly into the building fire alarm system. An activation of the fire alarm system will annunciate the notification devices: horns and strobes as well as send an automatic call to Emergency services dispatch center. The apartments in T-bird village, the LaBarge Honors' House are equipped with smoke detectors that are battery powered.

All smoke detectors are tested monthly.

The following student housing areas are also protected by an automatic sprinkler system: Thunder Heights, Building 15 and Building 7.

(See table 1 for complete fire safety system features).

Table 1-Student Housing Fire Safety System Features

| Building name | Address | Sprinkled | Fire Extinguishers | Fire Alarm | # of Fire Drills | Smoke detectors |
|---|---|---|---|---|---|---|
| Building 1 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 2 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 3 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 4 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 5 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 6 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 7 | 2222 Campus Dr. | Yes | Yes | No | 4 annually | Yes |
| Building 8 | 2222 Campus Dr | No | Yes | No | 4 annually | Yes |
| Building 9 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 10 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 11 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 12 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |

| | | | | | |
|---|---|---|---|---|---|
| Building 13 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 14 | 2222 Campus Dr. | No | Yes | No | 4 annually | Yes |
| Building 15 | 2222 Campus Dr. | Yes | Yes | No | 4 annually | Yes |
| LaBarge Honors House | 2132 Republican | No | Yes | No | 4 annually | Yes |
| Thunder Heights | 2227 Campus Dr. | Yes | Yes | Yes | 4 annually | Yes |
| Hillside Apartments | 731 W 11th | No | Yes | No | 4 annually | Yes |

## DAMAGING OR TAMPERING WITH FIRE SAFETY EQUIPMENT

Relocating, removing, tampering with, or destroying smoke detectors or fire safety equipment is strictly prohibited. Damage and/or theft of fire equipment are punishable under Kansas state law as well as the CCCC student code of conduct and Residence Life Handbook.

Intentional false alarms, damage, theft, and misuse of fire detection, alarm and extinguishing equipment is punishable under the criminal law provision of the state of Kansas, statute 21-6207 and may result in the loss of housing privileges and/or action by the disciplinary system. In addition, residents will be charged for the fire damage and/or repair/replacement of equipment resulting from neglect or intentional actions.

If a resident or staff member notices any damage, missing, or malfunctioning equipment, they should immediately report the deficiency to the Residence Life Office or Campus Security.

## RESIDENCE LIFE INCIDENTS

DEPARTMENT OF EDUATION 2021-REPORTED STATISTICS

Table 2, located below, contains fire incidents that occurred in student housing during the three year period from 2020-2022. This information is required to be submitted to the Department of Education.

| | 2020 | | | 2021 | | | 2022 | | |
|---|---|---|---|---|---|---|---|---|---|
| Name of Facility | Fires | Injuries | Deaths | Fires | Injuries | Deaths | Fires | Injuries | Deaths |
| Building 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 5 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 8 | 0 | 0 | 0 | 0 | 0 | 0 | - | - | - |
| Building 9 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Building 11 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 13 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building 15 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| LaBarge Honors House | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Thunder Heights | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hillside Apartments | 0 | 0 | 0 | 0 | 0 | 0 | - | - | - |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

## **PLANS FOR THE FUTURE**

The fire alarm system in the main campus building needs to be upgraded.  It is the hope of CCCC that when this is done, a notification system will be integrated as well.   Grant funding is being sought and will continue to be a priority.

CURRENT STATUS OF PROGRAMS AND FUTURE PLANS

Fires are among the most common hazards on college campuses.  Even when extensive fire prevention measures are in place, fire can strike anywhere, any time.  According to the National Fire Protection Association, colleges and universities across the United States average more than 3,300 fires per year, most of which occur due to a general lack of knowledge about fire safety and prevention.

CCCC will continue to make fire safety awareness and emergency preparedness a top priority.  However, it is everyone's responsibility to reduce fire hazards and keep Cloud County Community College as safe as possible from the threat of fire.