

## 2008 Annual Fire Safety Report on Student Housing

On August 14, 2008, the Higher Education Opportunity Act was signed into law. In order to comply with this Act, the college has prepared this report, which includes required information about student housing fire safety systems, fire drills, fire safety policies and education and training programs.

### On-Campus Housing Fire Safety Equipment and Plans for Future Improvement

With the exceptions noted below, all of Goucher College's residence halls have full sprinkler systems and networked fire alarm systems. When a networked fire alarm is activated, the alarm sounds on a panel at the Public Safety Office, which is staffed, 24 hours a day, 365 days a year. An officer then responds to the building and determines the cause of the alarm and whether the fire department should be notified to respond.

Residence Hall	System description
Mary Fisher Hall	Full sprinkler and networked alarm system installed 2008.
Heubeck Hall	Full sprinkler and networked alarm system installed 2000.
Froelicher Hall	Full sprinkler and networked alarm system planned to be installed summer of 2009.
Stimson Hall	Networked alarm system installed in 2004. No sprinklers.
Sondheim House	Full sprinkler and networked alarm system installed 2002.
Welsh Hall	Full sprinkler and networked alarm system installed 2005.
Dulaney Valley Crescent Apartments	Full sprinkler and networked alarm system.

### Supervised Fire Drills

Mandatory, supervised fire drills are conducted for each residence hall in the fall and spring semesters by officers from the Office of Public Safety. Additionally, each time new residents occupy a building during the summer for camp-related activities, a fire drill is conducted to ensure the temporary residents are familiar with evacuation routes and procedures.

### Evacuation Policy and Procedures

The Goucher College Emergency Action Plan, located online at [http://www.goucher.edu/documents/Legal/Goucher\\_Emergency\\_Action\\_Plan.pdf](http://www.goucher.edu/documents/Legal/Goucher_Emergency_Action_Plan.pdf), provides the following instructions to be followed in the case of an evacuation emergency:

“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 emergency personnel direct evacuation of a building. In the event of fire or other evacuation emergencies at Goucher College, all persons in the affected premises must evacuate. You 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. Initial emergency notifications may also be followed by e-mail, text messages and phone communications (voice mail) if appropriate.

If you discover a fire or smell smoke, or discover any other hazardous emergency condition in a college facility, immediately activate the building fire alarm and call 911 first, and then the college Office of Public Safety at 410-337-6111. Calmly alert others in the affected area that they must leave and may take only important personal possessions that are in their immediate vicinity, if they can carry such items without risk to themselves or others. Items you may take include coats, valuables, medicines, purses, wallets and keys. You should also take any pets with you. You should never try to retrieve items in another location in the building.

Building occupants are not required or encouraged to fight fires and may not use a fire extinguisher unless they are designated and trained by the college to do so. Any individual designated and trained by the college in the proper use of a fire extinguisher and confident in his or her ability to cope with the hazards of a fire may use a portable fire extinguisher to fight incipient fires (no larger than a waste basket). Any such efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat, or flames.

Upon hearing a building fire alarm signal, evacuate immediately unless you have specific emergency responsibilities designated in the Additional Duties section of this plan. Close windows and the doors behind you. Use the nearest safe exit, but DO NOT use any elevators. If you are caught in smoke or heat, stay low where the air is better, and attempt to reach a safe exit or area of refuge.

If the door or doorknob to the hallway is hot, do not open it, as fire may be on the other side. If you are unable to leave your room or office due to heat or heavy smoke in the hallway, other obstructions, or physical disability, try to put a cloth or towel under the door to help prevent the entry of smoke. Call 911 and then the Office of Public Safety at 410-337-6111 and give your exact location so that emergency personnel can be directed to you.

Assist individuals who are blind, visually impaired, deaf, hard of hearing or mobility impaired as needed and immediately inform the nearest emergency responder of the individual's location. Individuals who have a disability that may impede their exit from a building in an emergency are encouraged to inform their supervisor of the nature of their disability in advance so that emergency evacuation procedures can be developed that will ensure their safe evacuation from the workplace.

Know the location of all exits from your building. All exits in college facilities are marked with EXIT signs and directional arrows.

Leave the building and assemble in the designated area assigned for your building, where you will not hinder the approaching emergency response personnel and apparatus (see Appendix A for designated evacuation areas). Students and employees should attempt to account for individuals that are known to be in the building, including all visitors. Any missing individuals should be reported to the Office of Public Safety or emergency personnel. In addition, security personnel will conduct a sweep of all floors if sufficient personnel are available and it is safe to do so.

Wait for Public Safety officers or emergency personnel to tell you when it is safe to return to the affected building. Even though the alarm may stop, the building may not be safe to re-enter.

If re-entry to the building is not imminent, occupants will be directed to proceed to another location. Depending on the severity and scale of the event that triggered the evacuation, Public Safety will implement procedures to account for all college employees and residents known to have been in the building, and all are expected to cooperate in the effort. To the extent possible, telephones and computers will be provided to allow employees and residents to contact family members.”

### **Fire Safety Violations and Prohibitions (including rules on portable electrical appliances, smoking and open flames)**

The Student Code of Conduct contains a section addressing prohibited fire safety violations. A fire safety violation “includes, but is not limited to storing or possession of any hazardous, flammable, or explosive materials; failure to leave a building during a sounded alarm; tampering with fire/safety equipment such as fire extinguishers, smoke detectors, pull stations, or sprinklers; false alarms or the false reporting of a bomb, fire, or other emergency on college premises or at activities sponsored by the college.”

The Community Living website, which can be accessed at <http://www.goucher.edu/x7263.xml>, lists items and activities prohibited in private residence halls rooms, including candles, incense, irons, hot pots, coffee makers, and halogen lamps. In addition, each student is given a copy of a handbook at orientation that includes rules relating to permitted small appliances and fire safety in general.

Goucher’s smoking policy, found in the Student Handbook, prohibits smoking in any Goucher vehicle or building, including residence halls, individual rooms and apartments within residence halls, individual faculty offices, faculty and staff lounges, the Gopher Hole, and the Pearlstone Café. Smoking is also prohibited within 25 feet of any Goucher building.

## **Fire Safety Education and Training Programs**

All Community Living Coordinators and Community Living Assistants receive fire safety and emergency action plan training and are responsible for providing fire safety training to students. Prior to the first fire drill of the year, each Community Assistant conducts a mandatory house meeting for students during which evacuation procedures, and fire safety rules are reviewed with new and returning residents.

All residence hall rooms are equipped with evacuation maps posted on the back of the door which indicate the safest and most direct exit routes from the room in the case of an emergency. Also on the back of the door in each room is a copy of the college's Campus Emergency Procedures Guide which provides information on how to respond appropriately in any number of emergency situations.

Professional staff and faculty members receive Emergency Action Plan training during which fire safety and evacuation procedures are reviewed. Staff and faculty are provided with copies of the Campus Emergency Procedures Guide (available on-line at <http://www.goucher.edu/x31057.xml>) at that time and the guides are displayed throughout campus. In addition, Community Living Coordinators, Public Safety Officers and Facilities employees are provided with training under the college's Fire Watch policy (<http://www.goucher.edu/x20737.xml>), as well as hands-on fire extinguisher training by a professional firefighter instructor in order to ensure their familiarity with campus equipment.