

# 2019 Annual Fire Safety Report

The Higher Education Act (HEA), as amended by the Higher Education Opportunity Act (HEOA), specifies new campus safety requirements for fire safety issues – required of any Title IV institution that maintains an on-campus student housing facility. These institutions must collect fire statistics, publish an Annual Fire Safety Report, and keep a “fire log.” These disclosures are required beginning with the Annual Fire Safety Report due on October 1, 2010. The statistics will also be collected via the Department of Education’s web-based Campus Safety and Security Survey beginning in August, 2010.

The Suites at Laker Landing, 4316 College Suites Dr. Canandaigua NY 14424, provides apartment-style student housing; conveniently located next to FLCC’s nature trails, tennis courts and arboretum with lighted walkways to FLCC’s main building, full kitchens, wireless Internet access, single occupancy bedrooms, in-building laundry, fitness facilities, lounge and study areas. The facility is owned and operated by Association Housing, LLC.

## A. 2018 Fire Statistics for On-campus Student Housing Facilities

Date	Time	Location	Cause	Damage	Injuries	Deaths
1/8/18	6:10PM	309	Smoke/Cooking	\$0	None	None
1/26/18	10:30AM	Attic	Heating Duct	\$0	None	None
1/28/18	10:17PM	D/E Hallway	Vaping	\$0	None	None
2/7/18	12:20PM	120	Smoke/Cooking	\$0	None	None
2/20/18	11:07AM	Full Bldg	DRILL	\$0	None	None
2/23/18	11:48PM	Hallway outside 204	Vaping	\$0	None	None
3/1/18	10:20AM	335	Smoke/Cooking	\$0	None	None
3/13/18	8:00AM	Attic	Heating Duct	\$0	None	None
3/27/18	4:40PM	216	Smoke/Cooking	\$0	None	None
4/2/18	6:08PM	Full Bldg	DRILL	\$0	None	None
4/16/18	5:27PM	114	Smoke/Cooking	\$0	None	None
4/22/18	9:00AM	112B	FIRE Multi-plug Adaptor IR 4-22-18-01	\$100	None	None

Date	Time	Location	Cause	Damage	Injuries	Deaths
9/4/18	10:00AM	328	Smoke/Cooking	\$0	None	None
9/6/18	3:00PM	Full Bldg	DRILL	\$0	None	None
9/12/18	6:45PM	309	Smoke/Cooking	\$0	None	None
10/9/18	8:15PM	Full Bldg	DRILL	\$0	None	None

**B. Description of On-Campus Student Housing Fire Safety Systems**

The housing facility has the following:

- A) A complete automatic sprinkler system.
- B) Fire Alarm System is currently monitored by SimplexGrinnell’s Central Monitoring Station.
- C) Smoke detectors in each sleeping unit, common area and corridor.
- D) Sleeping units, common areas and corridors are connected to the building’s Fire Alarm Control Panel (FACP).
- E) ADA apartments for residents with disabilities have ADA devices available for fire alarm.

**C. Number of regular mandatory supervised fire drills:**

Each on- campus undergraduate housing facility has two fire evacuation drills conducted by Office of Housing and Residential Life in consultation with the State of New York Office of Fire Prevention and control each semester.

**D. Policies on portable electrical appliances, smoking and open flames:**

On campus housing facilities have prohibitions against the following activities:

- Smoking and Vaping
- Open flames and incendiary devices, including candles, incense, sternos, and kerosene lamps
- Storage, possession, and use of flammable liquids and substances, including gasoline, kerosene, charcoal, and lighter fluid
- Extension cords; surge protectors must be UL-approved
- Spider and halogen lamps and bulbs; light bulbs must not exceed 100 watts
- Hoverboards and hoverboard chargers
- Natural trees, wreaths, and garland
- Tapestries and similar coverings; blankets and sheets may not be used as curtains
- Personal property shall not be kept in hallways/stairwells or placed in any manner where it may create an obstacle to an exit route
- Cooking in the hallways

- The use of multiple plugs off of a single outlet; if additional plugs are required, multiple plug fuse strips or surge protectors must be used
- Small UL-approved outdoor/indoor lights, including battery-operated string lights
- Toaster ovens, hot plates, deep fryers, George Foreman grills, quesadilla makers, sandwich and waffle makers, and any other cooking devices without automatic shut-off
- Mini-refrigerators
- Microwaves
- Air conditioning units
- Space heaters, electric blankets, and portable heaters of any type

Additional information is available at The Suites at Laker Landing–  
<http://www.flcc.edu/pdf/housing/RulesRegulations.pdf>

### **Procedures for Student Housing Evacuation**

As soon as an alarm is activated, all Residents and guests are required to vacate the building according to emergency evacuation procedures. The Resident should lock and close all doors and leave the building by the nearest exit; do NOT use the elevator. It is important to leave the building in silence so that, if necessary, special instructions can be given and heard by all. The Resident should leave as quickly as possible, dressing according to the current weather conditions and bringing keys. The Fire Department will determine when it is appropriate to return. The Resident will remain outside until the signal is given to re-enter the building.

### **Fire safety education and training programs for students, faculty and staff:**

Association Housing Rules and Regulations documentation is distributed and emergency evacuation procedures are communicated to all residents during the mandatory opening meeting. Emergency evacuation procedures are also reviewed with residents at Resident Assistant floor meetings.

Fire safety training is incorporated into annual Resident Assistant training. Resident Assistant training includes a presentation by the Town of Hopewell Fire Department and the FLCC Campus Police Department. This training includes a fire safety lecture, proper fire extinguisher use, and participation in a smoke evacuation demonstration.

Once a semester, Resident Assistants conduct a fire safety inspection to assist residents in identifying potential fire safety issues.

### **Titles of each person or organization to which individuals should report that a fire has occurred**

Incidents during normal business hours (M-Th 8:30 a.m. - 5:00 p.m., F 8:30 a.m. – 4:00 p.m..) should be brought to the attention of The Office of Housing and Residential Life, 585-785-1643.

Incidents after normal business hours should be brought to the attention of a Resident Assistant or Security Office at 585-393-6444.

### **Plans for future improvements in fire safety:**

Current plans include:

- Modifying policy and practice to further deter accidental alarm due to negligence in cooking or violation of housing rules.

### **Fire Log**

Fires are recorded by the date they were reported.

Information includes:

- The nature of the fire,
- The date the fire occurred,
- The time of day the fire occurred, and
- The general location of the fire.

Association Housing, LLC maintains an electronic format which is accessible on-site. The fire log for the most recent 60-day period is open to public inspection, upon request, during normal business hours. Any portion of the log that is older than 60 days is made available within two business days of a request for public inspection. Information in the fire log is used to gather the statistics that are required for the Annual Fire Safety Report discussed above. As with all documentation, the fire log is kept for at least three years following the publication of the last annual report to which it applies (in effect, seven years).

### **Definitions**

**Fire:** For the purposes of fire safety reporting, a **fire** is, *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”*

**On-Campus Student Housing Facility:** For the purposes of the HEA fire safety regulations, *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-*

*campus student housing facility.* This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

**Finger Lakes Community College's Annual Security Report:** Finger Lakes Community College's Annual Security Report (Clery Report) is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus. This report is available online at [www.flcc.edu/pdf/safety/AnnualReport.pdf](http://www.flcc.edu/pdf/safety/AnnualReport.pdf).

Paper copies of this report can be obtained from the FLCC Campus Police Department, or any of the Campus Centers.