

2008 SUNY ANNUAL FIRE SAFETY REPORT

Campus: _____SUNY Plattsburgh_____

Individual completing the report: _____Keith Tait_____

Title: _____Director of EHS_____

Address: _____Beaumont Hall, Room 207C_____

_____Plattsburgh, NY 12901_____

Telephone: _____518-564-3290_____

E-mail: _____ktait001@plattsburgh.edu_____

Please note:

Please provide a written response to each question. If published campus procedures or other supplemental materials are referred to in lieu of written responses, please clearly indicate to which question(s) such procedures pertain.

1. For residential facilities owned and operated by the State University or campus-based organizations or affiliates (auxiliaries, foundations and alumni associations), please describe the fire safety policies and procedures for the following:

A. Evacuation procedures.

- Evacuation drills for dormitories are scheduled by University Police staff in conjunction with Residence Life staff and Facilities Staff.
- Evacuation drills for dormitories are executed by University Police staff with support of Facilities and Residence Life staff.
- Evacuation drills for Academic Buildings, Student Center, Field House, etc. is scheduled by responsible staff (VP Administration, Provost, Facilities).
- Evacuation drills for Academic Buildings, Student Center, Field House, etc. are executed by University Police staff with support of Facilities staff.
- EHS staff and Emergency Management Coordinator oversee evacuation practices to ensure they are conducted in accordance with requirements.
- The frequency of evacuation drills is based on OFPC code specifications.

B. Fire safety activities and actions.

- Campus Fire Safety Awareness Day scheduled by University Police staff in conjunction with Campus Safety Committee Members (Residence Life, Student Association, Emergency Management Coordinator, EHS, etc.)
- Campus Fire Safety Awareness Day promoted by Campus Safety Committee, Student Organizations and Campus Public Relations staff.
- Campus Fire Safety Awareness Day Demonstrations and Presentations by Office of Fire Protection and Control (OFPC) staff were executed in September 18th, 2008.

C. Residential life staff responsibilities, training and activities.

- Fire safety training for Residence Assistants / Directors (RA / RD) is organized by Residence Life staff and conducted by representatives from the Office of Fire Prevention and Control, University Police staff, and local city fire department during Residence Hall Training Sessions in August 2008.
- RAs and RDs are responsible for the following:
 1. evacuate the buildings,
 2. manage the residents outside by gathering them in the designated meeting place,
 3. communicate with University Police and City Fire Department any concerns for residents remaining in the building,
 4. count the number of residents at the meeting place, and
 5. conduct visual inspections of the exterior of the building to see if residents are still inside.
- RAs address fire safety with residents during first floor meetings at the beginning of each semester. RAs and RDs post bulletins related to fire safety on boards throughout academic year. RAs visually inspect fire safety systems (e.g., extinguishers, smoke/heat detectors) daily during rounds of the building.

D. Student responsibilities and activities.

- Residence Life and University Police staff oversees student responsibilities and activities relating to fire safety issues.
- Fire safety instructions provided by RA / RD to student residents during introduction to residence life in dormitories.

E. Campus discipline and judicial practices relating to fire and life safety matters.

- Student Affairs staff oversee Judicial Review process for matters relating to fire and life safety matters with support of University Police and Residence Life staff.

F. Describe the content and frequency of fire safety instruction for students.

- Residence Life staff incorporate fire safety instructions based on guidance from Office of Fire Protection and Control Guidelines (OFPC).
- Fire safety instruction addresses evacuation procedures, policies and practices for reducing fire risks. Factors related to death, injury and property loss are addressed in written materials and discussed verbally. Particular attention is given to the seriousness of tampering with fire safety equipment and the resulting consequences.

G. Does the fire safety instruction meet the criteria established in the NYS Campus Fire Safety Training Guidelines as established by OFPC (copy attached)

- Residence Life staff review and incorporate fire safety instructions with support of University Police staff as per OFPC Guidelines.

- OFPC staff reviews fire safety instruction during annual fire inspections on campus.
- H. Inspection, testing, and maintenance programs for fire sprinkler, fire/smoke detection, and fire alarm systems. *Please note that based on OFPC's review of the campuses' 2006 Fire Safety Reports, they plan on conducting more rigorous annual inspections and will be looking more in depth at the inspection, testing, and maintenance records to ensure compliance with the Fire Code of NY State.*
- Facilities staff manages inspection, testing and maintenance programs for fire sprinkler, fire / smoke detection, and alarm systems.
 - Facilities management employs certified contract services for maintenance and repair of fire sprinkler, fire / smoke detection and alarm systems, as needed.
 - OFPC reviews inspection, testing and maintenance programs during annual fire inspections on campus.
- I. Training and competency of personnel responsible for the routine inspection, testing and maintenance of fire sprinkler, fire/smoke detection, and fire alarm systems. *Please note that if outside personnel are used, New York State general business law requires companies engaged in the installation, servicing or maintenance of fire alarms systems to be properly licensed. OFPC recommends that before campuses enter contracts with inspection companies that they require proof the company is licensed to perform such work.*
- Facilities staff reviews training and competency of personnel responsible for inspection, testing and maintenance of fire sprinkler, fire / smoke detection, and fire alarm systems.
 - OFPC reviews training and competency of personal responsible for inspection, testing and maintenance programs of fire sprinkler, fire / smoke detection, and fire alarm systems during annual fire inspections on campus.
2. Has the campus been inspected by the New York State Office of Fire Prevention and Control (OFPC)? Yes No
- If yes, date of last OFPC inspection? _____December 2008_____
- If yes, has OFPC assessed any penalties? Yes No
- If yes, please explain.
3. How does the campus encourage the inspection of off-campus student housing, including fraternities and sororities, by local code enforcement officials? *Note: For the purposes of this question, we understand that all campuses follow the SUNY Policy of not participating in the inspection of off-campus housing. However, we seek to understand if campuses establish policies or practices regarding off-campus apartment listings in campus life offices, or provide web-based information that is accessible to students. For example, in order to be included on the off-campus housing listing, does the campus require verification from property owners or management companies that properties have been inspected by local government*

authorities pursuant to their code enforcement and administration program – as required for multi-family dwellings? OFPC does not feel it is necessary for the campuses to analyze the inspections, but just to ascertain that the inspections took place and the properties passed the inspections.

- The City of Plattsburgh requires all multiple use facilities to be inspected every three years. In order for rental property to be listed on the college's "Off Campus List, it must be inspected and approved annually. The Housing Office confirms this with the City Building Inspector's Office.
4. Has the campus established policies regarding flammability requirements for upholstered and reupholstered furniture? (Upholstered furniture: California Flammability Regulations Technical Bulletin 133; or, California Flammability Regulations Technical Bulletin 117 for all reupholstered furniture).
- Residence Life staff has adopted the California standard regarding flammability requirements for furniture.
5. Newly constructed residential facilities as well as those that undergo reconstruction, as defined by the building code of New York State, must be fully sprinklered and provided with complete fire and smoke detection and alarm systems.

Was any new residential construction completed during fiscal 2007-08?

Yes ___ No X

Were any significant reconstructions or significant renovations to existing residential facilities made during fiscal 2007-08? Yes ___ No X

Are you currently planning any new residential construction to be completed by June 30, 2009? Yes ___ No X

Are you planning to reconstruct or make significant renovations to any existing residential facilities by June 30, 2009? Yes ___ No X

6. **All existing residence hall facilities must have fully integrated fire and smoke detection and alarm systems in place by June 30, 2010 with fire and smoke detector and alarm systems providing detection of all sites within the building. (see definitions Attachment 3).** Please attach a list of all residential facilities (with the number of beds in each) and indicate whether fire and smoke detector and alarm systems providing detection of all sites within the building exists.

Please note if the fire and smoke detection and alarm systems provide only partial coverage.

For residence halls that do not have fully integrated fire and smoke detection and alarm systems, or systems that do not provide full coverage fire, please indicate the year the campus plans to implement a fully compliant system.

- Residence Life maintains this list.

- All residence halls have fully integrated fire and smoke detection. This includes the following residence halls with number of beds in each building:
 - Adirondack – 271
 - Banks – 266
 - deFredenburgh – 268
 - Harrington – 202
 - Hood – 249
 - Kent – 202
 - Macdonough – 305
 - Macomb – 202
 - Mason – 204
 - Moffitt – 240
 - Whiteface – 288
 - Wilson - 294

7. When a residence hall integrated fire and smoke detection system is activated, what parties receive notice of the alarm (examples: the building, campus security, local fire station, and or 911 central dispatch, etc)? Include all of the locations where the alarm is immediately sounded.

- When fire and smoke alarms are activated a signal is sent to the Watch Engineer in the Central Heating Plant (CHP). The Watch Engineer determines the type / location of the alarm from the fire panel, then immediately contacts the City of Plattsburgh Fire Department with detailed information relating to the type and location of the alarm. The City of Plattsburgh Fire Department provides the first response to all fires / fire alarms on campus. University Police is also notified to provide a campus based secondary response to fires / fire alarms.

If the alarm does not sound directly at 911, please describe how the campus notifies other affected organizations (local fire department, campus security, etc.).

- Same as above.

If the alarm does not sound directly at 911, only upon arrival of the first responder can the nature of the alarm be determined (actual fire, accidental or false alarm, etc.). In the event of an accidental or false alarm, does the campus call back the other affected organizations to provide further information, so they may modify their response? Please describe the practice.

- Not Applicable

Is your local fire company Volunteer ___ Paid X?

8. Does the campus voluntarily submit campus fire reports to OFPC? (copy attached)

Yes X No ___

Please note that OFPC encourages campuses to submit these reports on a timely basis for several reasons:

- *To enable OFPC to compile a statistical analysis of the types of fires reported, and use the information to improve training programs;*
- *In the event of a fire, if OFPC is notified immediately, they would be in a better position to help determine if the facility is safe for re-occupancy and thereby avoid possible violations.*

Please submit the completed annual report by January 28, 2009 to:

**State University of New York
System Administration
Office of Finance and Business
Attention: Dan Esposito
Room N-409, State University Plaza
Albany, NY 12246**