

R·I·T
2010



FIRE SAFETY
R E P O R T





ENVIRONMENTAL HEALTH & SAFETY

RIT is committed to ensure the health and safety of all employees, students, and visitors while they are on RIT's campus. The Environmental Health and Safety Department is charged with developing and implementing programs to ensure this health and safety, while being compliant with federal, State and local regulations/requirements. Through program implementation (including proper training) and health and safety awareness, RIT faculty, staff, and students should feel confident that they are working and learning in a safe and healthy environment.



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FIRE SYSTEM DESCRIPTIONS IN RIT STUDENT HOUSING

Fire System Descriptions in RIT Student Housing (on campus)

Residence Halls – Each of the 1,757 rooms in the residence halls is equipped with sprinklers and automatic smoke detection. Fire system signals report directly to the RIT Public Safety Department from the fire panels. The Public Safety dispatcher immediately notifies the Henrietta Fire District via direct phone line located in Grace Watson Hall. The dispatch center is staffed 24/7, 365 days per year.

Colony Manor Apartment Complex – Each building is equipped with automatic smoke and fire detection systems. Fire systems report directly to RIT Public Safety Department. RIT Public Safety immediately notifies the Henrietta Fire District via direct phone line.

Perkins Green Apartment Complex - All buildings are equipped with automatic smoke/fire detection and alarm systems. Fire systems report directly to RIT Public Safety. RIT Public Safety immediately notifies the Henrietta Fire Department via direct phone line.

University Commons Apartment Complex - All buildings are equipped with sprinklers and automatic smoke/fire detection systems. Fire systems report directly to the RIT Public Safety Department who immediately notifies the Henrietta Fire Department via direct phone line.

Riverknoll (apartment complex) – 3 buildings are equipped with automatic smoke/fire detection and alarm systems. Systems report directly to the RIT Public Safety Department. Public Safety immediately notifies the Henrietta Fire Department via direct phone line. The other buildings are equipped with local smoke detectors.

Greek Houses (6 freestanding fraternity/sorority houses) - All buildings are equipped with sprinkler systems and automatic smoke and fire detection systems. These systems report directly to RIT Public Safety who immediately notifies the Henrietta Fire Department via direct phone line.

Racquet Club (2 apartment buildings) - Both buildings are equipped with automatic smoke and fire detection systems that report directly to RIT's Public Safety Department. Public Safety immediately notifies the Henrietta Fire District via direct phone line.

RIT Inn and Conference Center Hotel/residential rooms) - The building is equipped with sprinklers and automatic smoke and fire detection system. System reports simultaneously to the Henrietta Fire District and the RIT Public Safety Department.



SUPERVISED FIRE DRILLS/FIRE SAFETY INSPECTIONS

Supervised Fire Drills

Every building on campus; including classrooms, residence halls, apartment buildings, offices, and recreational facilities; have independent fire alarm systems that tie into a control system located at Public Safety's Emergency Dispatch Center. These systems are tested regularly to ensure they function properly in the event of an emergency. The Environmental Health and Safety Department coordinates these fire drills. Drills are to be treated as actual alarms with full evacuation of all occupants. Although drills are intended to be a surprise, the EH&S department schedules them with building managers and campus coordinators to avoid times where special events or activities may be taking place. Each building is required by the New York State Fire Code to have evacuation drills performed quarterly with one of the drills performed during the hours of darkness.

During 2009, 29 fire drills were completed in the RIT residence halls, and 171 fire drills were conducted in the on-campus apartment complexes. RIT's Fire Safety Technician, the Center for Residence Life staff, Housing Operations personnel, and campus facility managers coordinate and supervise these drills.

Fire Safety Inspections

On an annual basis, RIT is inspected by The New York State Office of Fire Prevention and Control (OFPC). The OFPC has been given the authority to inspect public and private facilities, including colleges and universities, to insure campuses are in compliance with the New York State Fire Safety Code.



Environmental Health and Safety Department insures that RIT is in compliance with all fire safety and detection codes.





RIT HOUSING RULES

RIT Housing Rules on Portable Electrical Appliances, Smoking, and Open Flames

The fire safety information included in this section of the report is also included on pages 12-15 of RIT Housing Operations 2008 - 2009 Terms and Conditions. It is also available at <http://finweb.rit.edu/housing/docs/0809termsconditions.pdf>. Each student resident is given a copy of the terms and conditions prior to signing their lease for on-campus housing.

RIT Housing Operations staff will enter all apartments on a monthly basis for the purpose of inspecting fire alarm systems, including, but not limited to, fire extinguishers, smoke detectors, sprinklers, and carbon monoxide detectors (where applicable). These inspections are required by the New York State Office of Fire Prevention and Control (OFPC). You do not need to be home at the time of the inspection. Housing Operations will leave a notice in your apartment if no one is home at the time of inspection.

In all RIT buildings, including housing, tampering with, altering, or changing any building system (i.e., safety equipment, lock, elevator, fire alarm, fire extinguisher, smoke detector, telephone equipment, TV cable, computer cable or pathway, plumbing/electrical system, etc) is prohibited. Strobe lights, smoke detectors, sprinklers, etc cannot be obstructed by any material or object. In the event a unit is found to have any of the above violations, each resident on contract for that unit will be charged individually \$100.00 each. A second violation will result in removal from RIT housing.

Possession or use of candles or other open flame devices (even if for religious purposes) are not permitted in RIT housing. The burning of incense and potpourri is also prohibited. Setting materials on fire, possession or use of flammable or highly combustible material is prohibited.

All torchiere style lamps, including but not limited to those that use a halogen, (incandescent, or fluorescent bulbs), are prohibited. All rope lighting and traditional holiday lights are prohibited. LED twinkle/mini lights are permitted on a temporary basis. Any style lamp that uses a halogen bulb 300 watts or more is likewise prohibited.

Fog machines and similar devices are prohibited as well as portable space heaters and free-standing air conditioners. Extension cords and multi-plug adapters are prohibited. Residents may use a UL listed plug strip that has a circuit breaker. No more than one strip can be used per outlet. The strip should not pose a safety hazard.

Tips to Reduce Avoidable Fire Alarms

- Stay With any food you are cooking.
- Do not leave food cooking in microwave ovens unattended.
- Always use the stove top hood fan.
- Use a lid whenever possible.
- Use good judgment when selecting cooking temperatures.
- Close the bathroom door while running the shower and turn on the fan.



FIRE SAFETY RULES / FIRE ALARM / EVACUATION PROCEDURES

Fire Safety Rules in the Residence Halls and RIT Inn & Conference Center

Cooking meals in student rooms is not allowed. All microwave ovens are prohibited in student rooms. Only microwave ovens purchased by RIT Housing Operations can be used in public areas. Hot air popcorn poppers, coffee pots, and hot pots with automatic shutoffs are allowed in kitchens and lounges. Appliances that create excessive heat or are open-flame/open-element are prohibited in any area of residence halls and the RIT Inn. This includes, but is not limited to, toasters, toaster ovens, hot plates, George Forman grills, heaters, gas grills, etc. Air conditioners are not allowed in student rooms. Refrigerators are allowed in students' rooms not to exceed 5 cubic feet. Violations of the policy related to candles, halogen lamps, torchiere-style lamps with halogen bulbs, and other fire hazards will result in the student being responsible for discarding the item immediately and at his/her cost. A violation will result in the student facing disciplinary action or termination of housing contract.

Carbon monoxide warning devices have been installed in select apartments which have furnaces contained in the unit. The sounding of a carbon monoxide alarm should be taken seriously and residents shall immediately vacate the apartment in accordance with RIT's policy and procedure. Tampering with a carbon monoxide alarm or any other emergency equipment is a criminal offense and the responsible person will face judicial action, restitution charges and/or termination of his/her housing contract. Strobe lights and smoke detectors located in RIT housing cannot be obstructed by any material or object.

The Town of Henrietta and RIT's terms and conditions strictly prohibit the use of Colony Manor basements for sleeping quarters or the storage of beds, mattresses, bed frames, futons, or hide-a-beds. Violators of this policy, which shall include all co-residents in the living unit, will be subject to judicial action which may result in removal from RIT housing and their participation in the Housing Selection process revoked. Due to the safety risk involved, RIT shall have the right to make random inspections of all Colony Manor basements.

Fire Alarm System Evacuation Procedures

In all campus buildings, including housing, when a fire alarm is activated, students and/or occupants must immediately vacate the building. Refusal to leave a building during a fire alarm, to cooperate with any reasonable request by an RIT official, or to produce identification upon request, is prohibited. This specific expectation is also included in Housing Operations' terms and conditions. When a fire alarm system activates, Resident Assistants (RA) and Public Safety personnel evacuate on-campus residential facilities and do not allow re-entry until the Henrietta Fire Department determines the cause of the alarm and deems the area to be safe. Staging areas are established for each fire alarm so that Public Safety personnel, Residence Life professional staff and fire department representatives can share evacuation information. Each RA attends fire safety training in the fall quarter which is conducted by RIT's Fire Safety Technician. Students with disabilities must contact RIT Disability Services, RIT Housing Operations, the Center for Residence Life and Public Safety Department prior to moving in if assistance during a fire alarm is needed. Necessary precautions for safe departure will then be put in place for the student in case of fire alarm activation. Students whose mobility becomes impaired during their stay in RIT housing are required to notify RIT Disability Services, RIT Housing Operations, Center for Residence Life, and Public Safety so assistance during an emergency can be given if needed.

Evacuation Procedure

In the event of an evacuation, all occupants of the building will exit the area via the nearest unaffected exit quickly. Floor plans with evacuation routes are located in building lobbies and occupants should take time to familiarize themselves with the fire exits.

When Evacuating	
DO	DO NOT
Use the stairs	Use the elevators
Move with deliberate speed	Rush or scream
Assist others as needed	Re-enter the building until it's rendered safe



FLAMMABLE LIQUIDS/FIRE SAFETY EDUCATION AND TRAINING

Flammable Liquids and Chemicals

Possession in any RIT room/apartment/suite or floor/house, closet, hallway, or basement of any flammable liquids, propane tank, fireworks, explosive devices, canned or compressed gases, poisons, highly combustible substances, chemicals, etc., is prohibited. The possession or use of gasoline or electric powered vehicles or engines regardless of their state or dismantlement in RIT housing is likewise prohibited.

The Town of Henrietta prohibits the use of kerosene heaters within RIT housing. The use of exterior fireplaces (chimneys, patio fire pits, etc.) is also prohibited.

Material, curtains, flags, tapestries, as well as other hangings in your room/apartment/suite must be flame resistant or noncombustible and cannot exceed 20% of the aggregate area of the walls. Items may not cover outlets, panic buttons, or fire safety equipment. In addition, hangings must be placed directly against a wall and should not interrupt the operation of the smoke detector. Nothing can be attached in any way to or on the ceiling.

Overseas Fire Safety

You must aggressively take responsibility for your safety. Think “contingency plan” and discuss it with your family and friends. Begin planning your escape from a fire as soon as you check into a hotel. Should a fire occur you can act without panic and wasting time.

Stay in the most modern hotel and consider a U.S. chain. Request a lower floor, ideally the second or third. Selecting a room no higher than the second floor enables you to jump to safety.

Procedures for evacuation, and policies regarding fire safety education and training programs provided to students, faculty, and staff:

Evacuation procedures are posted in all buildings near elevators, stair towers and exits. Fire safety education and training is available and given to faculty, staff and students through orientations, student requested programming events, disciplinary sanctions, applicable employee trainings for certain employees, and portable fire extinguisher training. Fire safety information is available in RIT’s Terms and Conditions handbook and by contacting RIT’s Environmental Health and Safety Department. Monthly fire safety inspections are performed in all apartment complexes and Greek free-standing houses. Yearly campus wide fire inspection is performed by the New York State Office of Fire Prevention and Control.



Regular Fire Extinguisher Training is provided to all applicable RIT employees.



2009 RIT ANNUAL FIRE SAFETY REPORT ON STUDENT HOUSING

Statistics concerning reported fires at each on-campus student housing facility during the most recent calendar year for which data are available (2009) are outlined in the matrix below.

Reported Fires in 2009

Date & Time	Location	Nature/Cause of Fire	Value of Property Damage	Related Injuries or Deaths
1/9/09 20:30	Racquet Club	Burnt food in oven.	\$0	None
1/24/09 02:08	University Commons	Unattended candle ignited paper.	\$0	None
2/2/09 17:55	Perkins	Unattended pot on stove ignited box.	\$0	None
2/10/09 18:15	Colony Manor	Grease fire on stove.	\$0	None
2/27/09 17:47	University Commons	Foam in clothes dryer caught fire.	\$320.00	None
4/21/09 19:51	University Commons	Oil in pan on stove caught fire.	\$0	None
4/22/09 18:36	University Commons	Oil in pan on stove ignited.	\$0	1 minor injury
9/9/09 21:00	University Commons	Resident dropped a pan of burning oil.	\$370.00	1 minor injury
12/7/09 18:35	Colony Manor	Grease fire on stove.	\$0	None
12/11/09 19:00	University Commons	Food debris caught fire on stove.	\$0	None

A log is maintained recording all fires at on-campus student housing facilities, including the nature, date, time, and general location of each fire. The log is available for review between 8:30 AM and 5:00 PM Monday thru Friday at the Public Safety Department offices located on the first floor of Grace Watson Hall.

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