

Residential Fire Safety Policies

Introduction

University Housing and Campus Code Compliance and Fire Safety at the City University of New York at Queens College in compliance with the Higher Education Opportunity Act (HEOA) have developed an annual fire safety report. This document summarizes the reporting components required by the Act.

Campus Code Compliance and Fire Safety and University Housing are committed to providing students with fire safety training and a fire safe, living, learning community.

FIRE SAFETY

All rooms and apartments are equipped with smoke detectors. Each apartment is equipped with a sprinkler system. Several fire alarm pull stations are located on each corridor. This equipment is monitored to ensure that it is in good working condition. If an emergency situation arises and a fire extinguisher is used, the extinguisher must be recharged. You must notify your RA and/or the RA on duty the time the emergency occurred and contact The Summit Office and/or the security desk.

Failure to notify The Summit may result in disciplinary action, as well as a fee to recharge the extinguisher and any resulting damages to the property. Also, if the smoke detector in your room beeps because of a weak battery, please submit a work order through the Resident Portal.

Any person, who sets off a false alarm, interferes with the operation of the alarm system, or damages or removes any part of the alarm system for purpose other than those related to fire safety (including, but not limited to fire extinguishers, smoke detectors, sprinkler systems, or removes an exit sign) is subject to severe disciplinary action

Fire Safety Equipment

Fire equipment saves lives! Tampering with smoke detectors, intentionally causing false fire alarms, hanging items from sprinkler heads, propping fire and smoke doors open, discharging a fire extinguisher, or tampering with other safety equipment could result in personal tragedy and, additionally, criminal charges, fines, University disciplinary action, and/or termination of a resident's housing contract.

All rooms are equipped with smoke detectors and a sprinkler system. Fire alarm pull stations are located on each floor. Tampering with fire safety equipment or setting off a false alarm makes the system ineffective and endangers the lives of other residents and will be considered a violation of the NYFD rules and regulations

Fire Alarms and Fire Drills

For resident safety, a fire drill will be conducted each semester. When a fire alarm sounds, residents should follow the instructions on the back of their room door. Fire drills, false alarms, and genuine fire alarms are unidentifiable.

Whenever the fire alarm sounds everyone MUST evacuate the building. Even in a building designed to be resistant to fire, a small wastebasket fire can quickly fill an area with smoke and deadly gases. Smoke is the major cause of death from fires within residence halls. For this reason, residents should be certain to close their room doors and windows when evacuating in order to retard the spread of smoke. Hallway and stairwell fire doors should be closed at all times. Residents cannot re-enter the building until the Public Safety Personnel, Fire Department or Residential Life/Housing staff, gives an “**all clear**” signal.

Residents who fail to evacuate a residence hall building during a fire alarm or who do not follow the directives of Fire, Public Safety, or Residence hall staff will be referred to the University disciplinary system for judicial action.

Obstructing a doorway, exit, stairwell, or room door is a serious safety hazard.

CAUTION: Building fire alarms may stop ringing. If they stop, do not return to the building unless notified by the Fire Department or Public Safety. **Know the location of fire alarm pull stations, fire extinguishers, and exits.**

Fire Extinguishers Fire extinguishers will be charged, available, and operable at all times.

Tampering with fire

extinguishers is a serious offense and could lead to disciplinary action and/or dismissal from the City University of New York.

Fire Safety: Prohibited Actions and Items

All students are expected to observe the following fire safety regulations:

- Smoking is prohibited inside any part of The Summit
- Use of halogen lamps or neon signs
- Failure to comply with procedures established for health, maintenance and safety concerns
- Use and/or possession of fireworks, firecrackers, or dangerous/flammable chemicals
- Use of an open flame (e.g. candle, incense, cigarette, cigar, etc.) inside any part of The Summit
- Interference or tampering with fire safety equipment including smoke detectors and/or sprinkler equipment fire extinguishers, alarm pull stations, etc.
- Movement and/or alteration of furniture, fixtures, and/or property without prior written permission from the Director or Assistant Director or his/her designee
- Use and/or possession of appliances in rooms which have open or exposed heating elements (e.g. hot plates, toaster ovens, space heaters, sunlamps, halogen lamps)
- Use of any appliances without U.L. approval
- Use of refrigerators in personal bedrooms in excess of 2.5 amps
- Microwaves over 600 watts.
- “Piggy-backing” surge protectors is prohibited and plugging more than one surge protector in an outlet

- Any substance that potentially could cause fire, damage, or explosion is not permitted inside the residence halls. This provision includes kerosene heaters and fuel, fuel containers for motorcycles or motor vehicles, as well as candles, open flames, fragrance pots, blow torches, bottled propane, and similar burning devices.
- Should you see or smell smoke, immediately pull the nearest fire alarm, leave the building, and call the Mankato Fire Department by calling 911 from a safe area. Be prepared to give the following information:
 - Location of fire
 - Building and room number (if known)
 - Your name and telephone number
 - Stay on the line until the dispatcher releases you
 - Do not attempt to put out a fire if you are endangering your own safety or the safety of others.
 - Do not use elevators. Power may fail causing the elevator to stop between floors or elevator doors may open onto the fire floor.
 - Disabled persons who are unable to move down the stairwells should move to a stairwell. Caution should be used as to not block traffic.
 - Immediately notify rescue personnel of any person left in the building along with their locations.

Candles/Holiday Decorations

Holiday and other celebrations that typically involve the lighting of candles and/or string lighting may be observed, with permission of the Management, only in a common area downstairs visible to Security, and only if conducted in a manner that does not trigger fire safety systems. Examples of such events include, but are not limited to the lighting of the Menorah during Hanukah, lighting of the Kinara during KWANZAA, or the lighting of Christmas trees during Christmas. These rules apply to such occasions:

- Candle, incense, or other open flames are not permitted, even as decorations; this includes birthday, Shabbat, yarzeit and holiday candles.
- Garbage Bags or other flammable material may not be used for decorations.
- Room/apartment and individual lights may not be covered for any reason.
- Live trees are prohibited; artificial trees made of aluminum or any other metal may not be wired with tree lights.
- Doors: Summit entrance doors, doors and windows in other public areas, and doors in student rooms may be decorated in a manner that does not deface or damage property, create a fire hazard or result in resident complaints. No more than 50% of doors may be covered at any time. Material that is difficult to remove or might result in damage, such as artificial snow, is not permitted.
- Decorations that violate any established policies are prohibited.
- Empty alcohol bottles may not be used as decorations of any sort.
- All lights or other decorations must be approved by the RA for your area.
- Extension cords may not be used.
- No protrusion through/around windows or screens.

- Any structures or decorations that do not meet the standards set by The Summit Office and the Fire Marshal will be taken down immediately. If the required changes are not made, The Summit Staff reserves the right to remove all structures from the room and bill the resident for the cost of removal. Failure to remove or redesign items may result in a disciplinary action.
- Fireworks or pyrotechnic explosive devices are not permitted by state statutes and are prohibited in the residence halls.

Fire Exits

- The fire exits are for emergency use only. These exits are alarmed and monitored. Other than during emergencies, entrance to and exit from the building is only at the main entrance, which is serviced by security officers. Improper use of fire exits may result in disciplinary action, up to and including License Agreement termination.
- Neither The Summit nor Queens College is responsible for loss or damage to personal property of residents. We encourage you to carry personal property insurance. If applicable, you should check your parents' policy to see if your property is covered in your room or apartment unit.

Reporting: SAFETY DEFINITIONS

Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related Death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

Fire Safety System: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire, including:

- sprinkler or other fire extinguishing systems
- fire detection devices
- stand-alone smoke alarms
- devices that alert one to the presence of a fire, such as horns, bells, or strobe lights
- smoke-control and reduction mechanisms
- fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including:

- contents damaged by fire
- related damages caused by smoke, water, and overhaul
- but *not* including indirect loss, such as business interruption

- Building Fire Alarm** YES
- Fire Extinguishers** YES
- Room Smoke Detectors** YES
- Manual Pull Stations** YES
- Fire Sprinklers** YES
- Fire Alarm Systems** YES
- Central Monitor system** YES
- Connected to IFA** YES
- Standpipe** YES
- Fire Drills Conducted** YES (3 times a year)

RESIDENTIAL FIRE SAFETY REPORT STATISTICS 2013 Housing Area(s)
Summit 64-80 Kissena Blvd.

FIRE SAFETY REPORT 2013	
Number of Fire Fires	00
Related to Fires	00
Number of Deaths	00
Related to Fires	00
Value of Property	\$00
Damage Caused by Fires	\$00