

CAMPUS FIRE SAFETY

The Campus Fire Safety Right-to-Know Act requires higher education institutions to annually report fire safety information to the U.S. Department of Education (DOE).

ANNUAL FIRE SAFETY REPORTS ON STUDENT HOUSING

Each campus that maintains on-campus student housing facilities must publish as an addendum to the Annual Security Report a fire safety report. Sitting Bull College Fire Safety Report will be made available to students via the college website. The Annual Security Report and Fire Safety Report will be distributed to all students via email from the Vice President of Academics. The fire safety report must contain information regarding the campus fire safety practices and standards of that institution, including:

- I. The Campus Fire Safety Report attached to this policy, which contains data regarding:
 - A. The number of fires and the cause of each fire
 - B. The number of injuries related to a fire that result in treatment at a medical facility
 - C. The number of deaths related to a fire
 - D. The value of property damage caused by a fire
- II. A description of each on-campus student housing facility fire safety system, including the fire sprinkler system
 - A. The number of regular, mandatory supervised fire drills
 - B. Policies related to portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students in campus housing.
 - C. Plans for future improvements in fire safety, if any.
 - D. Training for Campus fire safety will take place during move-in orientation for campus housing tenants.

REPORT TO THE DEPARTMENT OF EDUCATION

October 1st of each year, the campus must submit a copy of the Campus Fire Safety Statistics Report which contains the data listed in paragraph 1(A-D) above. Refer to the Campus Fire Safety Statistics Report addenda to the Vice President of Academics who will submit the report annually to the Department Of Education.

CURRENT INFORMATION TO CAMPUS COMMUNITY

Each campus must:

Update the Campus Fire Safety Incident Report Log, recording all fires in on-campus student housing facilities, which includes:

The nature of each fire;
The date of each fire;
The time of each fire; and
The general location of each fire

The campus must make an entry to the log within 2 business days of the receipt of the information. The most recent 60 day period of the fire log will be open to public inspection during normal business hours. Older periods of the fire log will be available within 2 business days of a request for public inspection.

Publish the information contained in the Campus Fire Safety Incident Report Log annually and make available to students via the school website as well as in public areas. If a fire occurs, students and employees should first dial 854-7241. To report that the fire occurred, students and employees should contact the Fort Yates Fire Department... (see emergency plan for emergency numbers)

FIRE evacuation:

- A. If a fire is small (waste-basket size) and can be safely extinguished, use an extinguisher. Notify the resident manager in unit #S2 at 854-2159.
- B. During an evacuation, walk, do not run. Keep noise to a minimum. Close, but do not lock doors to help contain fire and smoke.
- C. Following an evacuation, relocate to a safe assembly area and do not re-enter the building until notified that it is safe to do so.
- D. If you suspect a fire in the building, test doors before you open them. Use the back of your hand to feel the door or doorknob. If either is hot, use another escape route.
- E. If you hear a fire alarm, evacuate the building immediately and do not re-enter the building until told it is safe to do so by emergency services personnel.
- F. Call Fort Yates Police Department and/or the Fire Department to report the fire. Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the housing unit. Know the location of the nearest fire extinguisher and know how to use it.
- G. Never block a door or a window that is a fire exit.
- H. If you become aware of fire safety equipment that has been vandalized or tampered with, report it to the Resident Manager.

ADDENDUMS

Sitting Bull College - Refer to the Safety Plan & Emergency Procedures, Explosion or Fire, Page 20.