

Fire Safety Procedure and Statistics

On this page, you will find the statistics, policies, and practices regarding fire safety maintained by the Alvin Community Campus Police Department. Included below you will also find a description of each campus facility fire safety system, the number of regular mandated supervised fire drills, policies and rules on portable electrical appliances, smoking and open flame, procedures for evacuation, policies regarding fire safety education and training programs for students, faculty and staff, and plans for future improvements in fire safety.

Building Fire Statistics:

The Alvin Community College is providing mandatory fire safety information annually. All reports of fires and fire alarms are maintained by the Alvin Community College Police Department. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and the dollar values for property damaged by the fire.

The following statistics are collected and reported by Campus Police and are published in the **Annual Security and Fire Safety Report** and on the Campus Police link located on the ACC website.

The number of fires and the cause of each fire

The number of deaths related to the fire

The number of injuries related to the fire that resulted in treatment at a medical facility

The value of property damage related to the fire

Calendar Year 2015

Location	Fire	Cause	Fire-related Injury	Deaths Related to Fire	(2) Value of Property Damage
A-Building	0	N/A	0	N/A	\$0
B-Building	0	NA	0	N/A	\$0
C-Building	0	N/A	0	N/A	\$0
D-Building	0	N/A	0	N/A	\$0
E-Building	0	N/A	0	N/A	\$0
F-Building	0	N/A	0	N/A	\$0
G-Building	0	N/A	0	N/A	\$0
H-Building	0	N/A	0	N/A	\$0
I-Building	0	N/A	0	N/A	\$0

J-Building	0	N/A	0	N/A	\$0
K-Building	0	N/A	0	N/A	\$0
M-Building	0	N/A	0	N/A	\$0
N-Building	0	N/A	0	N/A	\$0
R-Building	0	N/A	0	N/A	\$0
S-Building	0	N/A	0	N/A	\$0
T-Building	0	N/A	0	N/A	\$0
Observatory	0	N/A	0	N/A	\$0
Green House and shed	0	N/A	0	N/A	\$0
Baseball Fieldhouse	0	N/A	0	N/A	\$0
Baseball Concession	0	N/A	0	N/A	\$0
Softball Concession	0	N/A	0	N/A	\$0

Calendar Year 2014

Location	Fire	Cause	Fire-related Injury	Deaths Related to Fire	(2) Value of Property Damage
A-Building	0	N/A	0	N/A	\$0
B-Building	0	NA	0	N/A	\$0
C-Building	0	N/A	0	N/A	\$0
D-Building	0	N/A	0	N/A	\$0
E-Building	0	N/A	0	N/A	\$0
F-Building	0	N/A	0	N/A	\$0
G-Building	0	N/A	0	N/A	\$0

H-Building	0	N/A	0	N/A	\$0
I-Building	0	N/A	0	N/A	\$0
J-Building	0	N/A	0	N/A	\$0
K-Building	0	N/A	0	N/A	\$0
M-Building	0	N/A	0	N/A	\$0
N-Building	0	N/A	0	N/A	\$0
R-Building	0	N/A	0	N/A	\$0
S-Building	0	N/A	0	N/A	\$0
T-Building	0	N/A	0	N/A	\$0
Observatory	0	N/A	0	N/A	\$0
Green House and shed	0	N/A	0	N/A	\$0
Baseball Fieldhouse	0	N/A	0	N/A	\$0
Baseball Concession	0	N/A	0	N/A	\$0
Softball Concession	0	N/A	0	N/A	\$0

Calendar Year 2013

Location	Fire	Cause	Fire-related Injury	Deaths Related to Fire	(2) Value of Property Damage
A-Building	0	N/A	0	N/A	\$0
B-Building	0	NA	0	N/A	\$0
C-Building	0	N/A	0	N/A	\$0
D-Building	0	N/A	0	N/A	\$0
E-Building	0	N/A	0	N/A	\$0

F-Building	0	N/A	0	N/A	\$0
G-Building	0	N/A	0	N/A	\$0
H-Building	0	N/A	0	N/A	\$0
I-Building	0	N/A	0	N/A	\$0
J-Building	0	N/A	0	N/A	\$0
K-Building	0	N/A	0	N/A	\$0
M-Building	0	N/A	0	N/A	\$0
N-Building	0	N/A	0	N/A	\$0
R-Building	0	N/A	0	N/A	\$0
S-Building	0	N/A	0	N/A	\$0
T-Building	0	N/A	0	N/A	\$0
Observatory	0	N/A	0	N/A	\$0
Green House and shed	0	N/A	0	N/A	\$0
Baseball Fieldhouse	0	N/A	0	N/A	\$0
Baseball Concession	0	N/A	0	N/A	\$0
Softball Concession	0	N/A	0	N/A	\$0

1. Fire: Any instance of open flame burning or other burning in a place not intended to contain the burning or in an uncontrolled manner. This would include fire alarms that have been activated for unknown reasons or due to smoke, dust or similar causes.

2. 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.

3. 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.

4. 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.

5. 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. Property damage does not include indirect loss, such as business interruption.

Fire Log

The Alvin Community College Fire Log is maintained at the Campus Police Department and is available for inspections at their office located in H-Building, Room 132, Monday - Friday, 9 a.m. to 5 p.m. During summer hours Monday – Thursday, 9 a.m. to 5:00p.m.

Description of Alvin Community College Fire Detection and Suppression Systems

Calendar Year 2015

Building	Building Fire Alarm	Room Detection	Connected to outside Monitor	Connected To Campus Police	Sprinkler	Standpipe	Fire Drills Conducted
A-Building	YES	YES	YES	NO	NO	NO	2
B-Building	YES	YES	YES	NO	NO	NO	2
C-Building	YES	YES	YES	NO	NO	NO	2
D-Building	YES	YES	YES	NO	NO	NO	2
E-Building	YES	YES	YES	NO	NO	NO	2
F-Building	YES	YES	YES	NO	NO	NO	2
G-Building	YES	YES	YES	NO	NO	NO	2
H-Building	YES	YES	YES	NO	NO	NO	2
I-Building	YES	YES	NO	YES	NO	NO	2
J-Building	YES	YES	YES	NO	NO	NO	2
K-Building	YES	YES	NO	YES	NO	NO	2
M-Building	YES	YES	NO	YES	NO	NO	2

N-Building	YES	YES	NO	YES	NO	NO	2
R-Building	YES	YES	NO	YES	NO	NO	2
S-Building	YES	YES	YES	NO	YES	NO	2
T-Building	YES	YES	NO	YES	NO	NO	2
Observatory	NO	NO	NO	NO	NO	NO	2
Green House and shed	NO	NO	NO	NO	NO	NO	2
Baseball Fieldhouse	YES	YES	NO	YES	NO	NO	2
Baseball Concession	NO	NO	NO	NO	NO	NO	2
Softball Concession	NO	NO	NO	NO	NO	NO	2

1. Fire Safety System: Any mechanism or system related to the detection 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, and Fire Doors and walls that reduce the spread of fire.

2. Partial Sprinkler areas include public corridors, below grade space, laundry and computer rooms.

3. Alvin Community College Police Department conducts a minimum of three drills per calendar year for all college owned facilities including Academic and Administrative as well as facilities used by support staff.

Building Fire Alarms

Each building is equipped with an interior fire alarm system with detection throughout the building, including smoke detectors in, but not limited to classrooms, labs, conference rooms and hallways.

Interior Fire Alarm Systems

All buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or hallway, with a manual pull station located near the entrance and by each indoor stairwell door. Interior fire alarm systems usually have smoke detectors and manual activation stations. Buildings A, E, F, H, J and the Pearland Campus Building #5 are monitored by Tutor monitoring service. Building S is monitored by Classic Monitoring. The fire systems in remaining buildings send an alert to the duty officer's cellular telephone. However, a telephone call should be made to 911 or to Campus Police. Do not assume that the Fire Department has been notified because you hear a fire alarm sounding in the building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Fire Safety Policies and Procedures

All Alvin Community College students are given information through the ACC Website containing fire safety and evacuation procedures.

Information included on the website is information pertaining to the Fire Safety Plan, description of building construction, means of egress, description of fire suppression systems, basic fire prevention & preparedness measures, evacuation instructions, use of fire extinguishers.

Facility Policies regarding portable electrical appliances, smoking and open flames

There are no open flames allowed on campus including candles, bond fires, fire pits or barbecues unless such barbecue utilizes charcoal and is supervised by certified food services employee, Campus Police Officer or other authorized supervision as determined by the Chief of Police. Each barbecue pit must be a minimum of 25ft from any building or structure per City of Alvin ordinance.

Cooking is only allowed in authorized kitchens. The use of microwaves or any other type of cooking device in individual rooms is prohibited. However, Microwaves may be used in authorized breakrooms. In addition the following electrical appliances are prohibited.

Prohibited Items:

Halogen lamps

Hot plate, open coil heater, toaster, or toaster oven

Deep fryer

Rice cooker

Space heater

Extension cords (only surge protectors are allowed)

Fire safety procedures can be found under "Campus Fire Safety Procedures" on the ACC Website, under the link for Campus Police.

Smoking Policy

The Alvin Community College is a smoke free College. Smoking is prohibited in all college-owned or operated buildings and vehicles. Currently smoking is only permitted in the college parking lots.

Alvin Community College is committed to providing educational programs to assist every member of our community in making healthy lifestyle choices. Students, faculty, staff and administrators who are interested in programs designed to assist individuals to quit smoking may obtain information from <https://therealcost.betobaccofree.hhs.gov>.

Procedures for Evacuations, Fire Safety Education and Training

Fire safety procedures can be found under “Campus Fire Safety Procedures” on the ACC Website, under the link for Campus Police.

- Fire safety training is conducted by Campus Police.
- During fire drills, Campus Police issue fire safety tips to students.
- Campus Police supervisors address safety issues and fire safety tips during convocation meetings.
- The Campus Police Department conducts a Fire Safety Day annually to promote fire safety awareness and prevention throughout the campus community.

To Report a Fire

To report a fire call 911 or Campus Police 281-756-3700 or 3700 from a campus telephone.

If you discover a fire in a campus building, immediately pull the nearest fire alarm as you exit the building and follow Evacuation of Building Procedures.

Emergency Fire Safety & Evacuation Instructions

In the event of a fire, follow the directions of Fire Department and Police personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on a course of action to protect yourself and the other members of your room or suite.

This Fire Safety Plan is intended to assist you in selecting the safest course of action in such an emergency. No Fire Safety Plan can account for all possible factors and changing conditions, so you may have to decide what the safest course of action under the circumstances is.

Always know the locations of fire extinguishers, fire exits and manual pull stations in your area and how to use them.

When a fire exists, immediately pull the closest fire alarm manual pull station and notify College Police Emergency #3700 or 911. Cell phone users should dial 281-756-3700 or 911.

- Ensure evacuation procedures are followed by all building occupants.
- Stay calm. **Do not panic!** Notify Campus Police as soon as possible (#281-756-3700 or dial 3700 from a campus phone) or call 911. Emergency personnel will be on the scene of a fire within minutes of receiving an alarm.
- Know the location of the nearest fire alarm pull boxes.
- Flames, heat and smoke rise, generally a fire on a floor below your room or suite presents a greater threat to your safety than a fire on a floor above you.

- Do not over estimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
- If you have received proper hands-on training and the fire is small, contained, and extinguishable within 15 seconds, activate the closest fire extinguisher and direct the charge towards the base of the flames.
- Larger, uncontrollable fires should not be approached.
- Exit the building using stairs only and **NEVER** use the elevator because it could stop between floors or take you to where the fire is. Close doors as you exit to confine the fire.
- Heat, smoke and gases emitted by burning materials can quickly choke you. If you are in heavy smoke, get down on the floor and crawl. Take short breaths through your nose.
- If your clothes catch fire, don't run – **STOP, DROP and ROLL**. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over as many times as necessary to smother the flames.
- Close all doors to confine the fire and reduce oxygen. **DO NOT LOCK DOORS!**
- **NOTE:** Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If no window is in the room, stay near the floor where air will be less toxic. Shout at regular intervals to alert emergency crews of your location, **DO NOT PANIC!**
- Building contacts should be the last occupants to leave the building to ensure everyone has exited the building.

If a fire exists on campus grounds, but not in the building you're in, do not evacuate the building and immediately notify College Police #3700.

General Emergency Fire Safety Instructions

Evacuation Instructions for All Building Types

- Feel your room or suite door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- Exit your room, suite and building if you can safely do so, via the exit closest to you. Carry all personal items, i.e. keys, books, purses, cell phone, etc. as you may not be allowed back in the building.
- Close but **do NOT lock** the door to your room and suite and leave the area. If the fire is in an adjacent area, close the door to that location as well.
- As you head for the closest exit, yell for others to evacuate and bang on the doors as you walk past them. You do not want to remain in the space to wait for others, but do your best to notify them on your way out.
- **NEVER** use the elevator to evacuate. The elevator and elevator shaft may catch on fire, or the elevator may take you to the location of the fire.
- If the hallway or stairwell is not safe because of smoke, heat or fire locate a secondary escape route.
- If you cannot use the stairs or there is not an available secondary route, call Campus Police and inform them of your location including building, floor, room or suite number and the number of people with you. Close the door to the room you are in and place a wet towel under the door to

prevent smoke from getting into the room.

If conditions in the room or suite seem life-threatening, open a window and wave a towel, sheet or clothing to attract the attention of emergency personnel.

- Meet the members of your room or suite at a predetermined or designated location outside the building. Notify responding firefighters if anyone is unaccounted for.
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not re-enter building until cleared by authorized personnel.

Information for Mobility Impaired

Emergency and disaster preparedness is a shared responsibility. Faculty, staff, students and visitors should take steps on their own to be prepared. General preparedness guidelines may not apply in every emergency; all individuals should integrate their own preparedness activities with the circumstances of the emergency.

Be positive and realistic during emergencies

- Recognize that you will be on your own for the first few minutes or hours of an emergency
- Realize that your actions can, and will, make a difference
- Try to do the most good for the most people during any emergency

The likelihood that you will recover from an emergency tomorrow depends a great deal on the planning you do today. While each person's needs and abilities are unique, everyone can take steps to prepare for all kinds of emergencies. By evaluating your own personal needs and making a plan that fits those needs, you can be better prepared and better able to recover. Preparing makes sense for people with mobility impairment or special needs.

Actions to Consider

Ask several reliable people in your classes to assist you in case of emergency and instruct them in the best way to do so.

- Tell these people where you keep your emergency supplies
- Contact Campus Police and the Office of Disability Services to make arrangements for apprising them about where you take classes.
- Wear medical alert tags or bracelets to help identify your disability.
- Show others how to operate your assistive devices, if applicable.
- Know the size and weight of your assistive devices, in addition to whether or not they are collapsible, in case they have to be transported.
- Be prepared to give instructions to those assisting you in an emergency regarding your needs such as: "I can manage steps independently. Carry my other crutch and walk in front of me."

Protocol for Emergency Evacuation

In the event of an evacuation from a campus building, do not use elevators. Individuals unable to use the stairs should proceed to a pre-determined rally point and wait for evacuation assistance from a representative of the local fire department.

If an evacuation is required, alert your professor or a co-worker/classmate who can tell emergency personnel that you are going to the rally points to wait for assistance from the fire department. If possible, ask another person if they are willing to accompany you to this area. Stay calm as help arrives.

Protocol for Emergency Evacuation of Faculty & Staff

Faculty and staff members that are mobility impaired should notify their Building Contact personnel immediately upon beginning work at Alvin Community College or transferring to a new location. If you have not done so before, make sure to do this now. During an evacuation, follow the same protocol outlines above.

Plans for Future Improvements in Fire Safety

The Alvin Community College meets all (city, state) fire safety requirements and implements system upgrades with all building renovations. As current buildings are renovated additional fire suppressions and or detection devices are installed.