Coe College Annual Fire Safety Report - 2011
This report has been prepared to comply with the Higher Education Opportunity Act (HEOA). The Daily Fire Log as well as the Daily Crime Log are available for public inspection at the Reservations Office. Coe College takes fire prevention and safety very seriously. Our maintenance staff ensures our buildings meet or exceed the state fire code. As shown in the following chart, all residence halls have an audible alarm that sounds when smoke or fire are present. All fires must be reported to Security (319-399-8888). Additionally, all buildings equipped with a fire alarm are also equipped with a wireless notification system that immediately notifies Security of the alarm. Security will immediately respond and investigate the cause of the alarm. If it is determined there is a fire that cannot be extinguished by Security, Security will call 911 to request response by the Cedar Rapids Fire Department.

Fire Statistics

<table>
<thead>
<tr>
<th>Location</th>
<th>Total Fires</th>
<th>Fire #</th>
<th>Date</th>
<th>Time</th>
<th>Cause</th>
<th>Injuries Treated</th>
<th>Property Damaged</th>
<th>Deaths</th>
<th>Value of Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>none</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Residential Fire Safety Systems and Drills
The following information details the fire safety systems in each residence hall or house in which student reside at Coe College. At this time, there are no plans to expand fire safety measures based on campus building materials used in construction and the existing monitoring/suppression devices.

<table>
<thead>
<tr>
<th>Residence Halls</th>
<th>Fire Alarm Monitoring System</th>
<th>Partial Sprinkler System</th>
<th>Full Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguishers</th>
<th>Evacuation Plan</th>
<th>Yearly Fire Drills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armstrong Hall</td>
<td>X</td>
<td></td>
<td>X X X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Douglas Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Greene Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Voorhees Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Murray Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Brandt Hall</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Schlarbaum Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Morris Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Spivey Hall</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Coe Apartments</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Kohawk House</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>1309 15th St. NE House</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Pink House</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Kohawk Village</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Hampton Court Apartments</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>8Plex</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

Fire Drills are conducted semi-annually in all residence halls on campus and are monitored by the residence life staff and Security staff. The purpose of these drills is to prepare occupants for an organized evacuation in case of fire or other emergency.

Residential Evacuation Procedures
All faculty, staff, and students should learn the evacuation routes and stairwell locations for all campus buildings the frequently occupy. Evacuation maps and information are posted inside each residence hall student room on campus.
Instructions in Case of Fire

If you spot a fire:
1) Activate the fire alarm to notify other residents.
2) Call Security, 319-399-8888. They will notify the Fire Department.
3) Close all doors leading to the fire area.
4) Residents and their guests should vacate the building. Before leaving your room, put on shoes and take a towel. Leave the building by the nearest exit.

If you hear the building alarm:
1) Feel your doorknob; if it's hot, don't open it. If it's cool, with your foot and hip bracing the door, open it enough to look into the hall. If it's safe, proceed to the nearest exit (wearing shoes and taking a towel).
2) If smoke or flames force you to stay in your room, put towels or sheets around cracks in the door.
3) Call Security, x8888. Then go to the window and wave a towel or sheet.

If caught in smoke:
1) Do not breathe in smoke
2) Breathe shallow through your nose and use a shirt or towel to breathe through if possible
3) Drop to your hands and knees and crawl to the nearest safe exit

If trapped in a building:
1) Close all doors and windows to the room
2) Place cloth material under the door to prevent smoke from entering
3) Call for help using a phone or cell phone
4) Attempt to signal people outside of the building through the window

Using a fire extinguisher
1) Report the fire first by calling 319-399-8888
2) Use a fire extinguisher ONLY if you have been trained to do so
3) If you have any doubt of your ability to fight the fire, exit immediately
4) If you decide to use a fire extinguisher, place yourself between the fire and an exit
5) To use the fire extinguisher, follow the PASS method:
   - Pull the pin to break the tamper seal
   - Aim low, pointing the nozzle at the base of the fire
   - Squeeze the handle to release the extinguisher agent
   - Sweep from side to side at the base of the fire until the fire is out
   **If the fire re-ignites, repeat the steps above**

Residential Fire Safety Policies

Prohibited Items - The following items are prohibited in residence units, but not limited to:
- halogen lamps
- water beds
- air conditioners
- private exterior antennas
- any vehicles except bicycles
- hot plates/toaster ovens/pizza ovens
- fireworks
- laboratory chemicals
- natural Christmas trees
- candles and/or candle warmers/incense
- extension cords
- gas or charcoal grills
  (power strips are permitted)

Lofts – Lofts are permitted in designated residence halls. Lofts, however, cannot gain support from the room walls or built-in furniture. For fire safety purposes, it is recommended that lofts be constructed so that the distance between the top of the mattress to the ceiling be maximized. At the end of the year, lofted beds must be dismantled prior to finals week and the room, along with its furnishings, must be restored to its original condition. Please note that the College assumes no responsibility for injury due to loft use and/or construction. Students are responsible for any damage to the room and to personal property cause by the loft. **Lofts are not permitted in rooms with modular furniture.**
Candles and Incense - For fire safety reasons, candles, incense, or any other open-flamed devises are not permitted in any college-owned residence. Students with religious observance needs not met by this policy must contact their Area Coordinator.

Refrigerators - Due to the increased fire hazard and energy use, the college will only permit one compact refrigerator (less than 4.2 cubic feet) per student in each residence hall room.

All electrical appliances brought to the campus by students are subject to inspection and approval by the college.

Tampering with Safety Equipment - Students who tamper with fire extinguishers, fire alarms, door alarms or other safety equipment are subject to fines, suspension from the residence halls and/or disciplinary procedures. If fire extinguishers are discharged or alarms are activated illegally, residence hall residents will be given the opportunity to identify the offending individual(s). If names of the offending individuals are not provided within 48 hours, a charge may be assessed to the residence unit at the discretion of the Residence Life staff. Persons identified as having tampered with safety equipment will be subject to a $750 fine. A $250 reward is offered to a person who correctly identifies the offending individual(s). To receive this award the person who identifies the correct individual(s) must be willing to go on record.

If the college incurs a charge from the Cedar Rapids Fire Department resulting from a false activation of a building’s fire alarm, the charge will be assessed to the residents of the building (or individual floor) per the common area damage policy.

Emergency Response and Training
All buildings are equipped with a fire alarm system and can be monitored near the entrance of each building. Security Officers are notified and can be dispatched to the location should any fire alarm activate in a campus building. Security Officers and the residence life staff are not trained fire fighters but have received training in fire extinguisher use. Coe College relies on the Cedar Rapids Fire Department, a professional fire department located throughout Cedar Rapids with the closest station being ½ of a block from campus.

Each year, residence life staff and Security Officers complete fire alarm orientation training to enhance their understanding of the fire alarm systems in each campus building. The majority of fire alarms at Coe College are activated by burned food in residence hall kitchens or microwaves. Rarely is there any fire associated with the activation of a fire alarm on campus since smoke will activate the system first.

Fire Log
A fire log is maintained at the Reservations Office and is available for public inspection upon request. This log contains information regarding all fires on campus including the nature of the fire, the date and time the fire occurred, and the general location of the fire for the most recent sixty days. Upon request, information regarding fires on campus older than sixty days will be made available within two business days.

Fire Drills
Unannounced but schedule fire drills are conducted annually in all residence halls. In 2011, fire drills were conducted in all occupied residence halls on April 18th and October 13th.

Per federal law, Coe College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities.
Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether Coe College Security, Maintenance, or Residential Life may already be aware. If you find evidence of a fire or if you hear about such a fire, please contact one of the following:
- Coe College Security: 319-399-8888
- Coe College Campus Life Office: 319-399-8741
- Coe College Physical Plant: 319-399-8669
When calling, please provide as much information as possible about the location, date, time, and the cause of the fire.

Crime Statistics
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Camus Crime Statistics Act, or Clery Acti, Coe College has posted the Clery Act at [http://www.coe.edu/aboutcoe/consumerinfo](http://www.coe.edu/aboutcoe/consumerinfo) for public review. The Clery Act discusses college security policies, crime prevention information, crime statistics, and provides helpful information to create a safe campus. A Daily Crime Log listing all crimes that occur on campus is maintained in the Reservations Office and is available for public review during normal business hours.