

COLUMBIA COLLEGE POLICE DEPARTMENT

2016 ANNUAL FIRE SAFETY REPORT

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**Higher Education Opportunity Act
Campus Fire Safety Annual Compliance**

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law.

General Statement of Columbia College Student Resident Housing

At Columbia College, all residence halls (Knox, Kneece, McNair, Hudson, Wesley and Mirse) are covered with integrated fire sprinkler systems and an audible fire alarm.

Residence Hall Fire Safety Systems

Residence Hall	Fire Detection System	Fire suppression system	Extinguishers	Fire Drills each year
Knox	Yes	Yes	Yes	4
Kneece	Yes	Yes	Yes	4
McNair	Yes	Yes	Yes	4
Hudson	Yes	Yes	Yes	4
Wesley	Yes	Yes	Yes	4
Mirse	Yes	Yes	Yes	4

Fires Reported in Residence Halls for 2015

	Fire
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

Fires Reported in Residence Halls for 2014

	Fire
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

Fires Reported in Residence Halls for 2013

	Fire
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

Fire Log

A fire log is kept at the Columbia College Police Department and is available to the public during normal business hours (Monday-Friday, 8:30 am-5:00 pm). However, any portion of the log that is older than 60 days will be available within two business days of a request. A paper copy of this report is also available during business hours. Please contact Captain Jamison at (803)786-3343 for more information.

Fire Safety Improvements and Upgrades

The Department of Facilities management and the Columbia City Fire Department annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

Residence Hall Open Flame/Smoking Policy/Electrical Policy

Residence Life policy prohibits candles, smoking or open flames in residence halls. There are limits on the number electrical appliances allowed in a specific room. These policies can also be found in the student handbook, and are discussed with students when they move into the residence halls during orientation.

Residence Hall Fire Drills

The Columbia College Police Department conducts fire drills that are held twice a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the Department of Student Affairs, the Department of Residence Life and the fire alarm monitoring company. The supervised fire drill is scheduled within the first 4 weeks of the beginning of the semester. Evacuation route locations are posted in the Columbia College Student Handbook and the students are advised throughout the semester by the residence hall advisors assigned to each residence hall. A fire drill report is done at the end of each drill. Residents are educated by their residence hall advisors on the following information: In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

1. In case of fire, sound the nearest alarm. If conditions permit, call 9-911 then call 803-786-3333 (CCPD) and report the exact location of the fire.
2. Become familiar with the evacuation routes that are posted in campus buildings. In the residence halls, these are found on the back of the student room doors.
3. Leave the building by the nearest exit. Proceed at least 100 feet from the building. Students in McNair, Knox, and Kneece Halls should leave the building by the nearest exit and report to the area across the street between Godbold Center and the tennis courts. Students in Mirse, Wesley, and Hudson Halls should leave by the nearest exit and report to the mall area across the street near the Ariail-Peele building. Do not use the elevators.
4. Remain outside the building until the Columbia College Police Department give explicit instructions to re-enter.
5. Students exiting a residence hall should: a. Wear shoes. b. Take a towel to cover their faces in case of smoke. c. Leave lights on in their rooms. d. Close the door to their rooms.
6. Failure to evacuate the premises after an alarm has sounded or notice to evacuate has been given will result in judicial action, including fines and the possibility of expulsion from the residence halls.
7. Tampering with fire alarms or fire-safety equipment, reporting false alarms, or making bomb threats will result in judicial action, including the possibility of permanent expulsion from the College without refund of tuition and fees. Persons found guilty of such actions will be held liable for all expenses incurred as a result of their actions.
8. College officials reserve the right to evacuate any building or facility for emergency reasons.

EMERGENCY PHONE NUMBERS

Columbia College Police Emergency, (803)786-3343

Columbia College Police Non-Emergency, (803)786-3343

Fire or Medical, 9-911 also notify (803) 786-3333

Columbia College Information Line (803)786-3500

Other Helpful Numbers

Campus Counseling (803)786-3856

Residence Life (803)786-3602