



The College of New Rochelle

Safety and Security Department

Higher Education Act Information

Campus Fire Safety Policies/Fire Statistics/Fire Log



2015 - 2016

The College of New Rochelle

Safety and Security Department

The College of New Rochelle is committed to the safety and security of everyone on our campus. We understand concerns and endeavor to employ security measures to ensure that our students, faculty and staff enjoy their years at the College as free as possible from any threats to their safety or well-being.

The CNR Safety/Security Department

The main objective of the CNR Safety and Security Department is to protect persons and property at the College from harm. They are responsible for protecting the buildings and areas to which they are assigned. In addition to their regular patrol, the officers respond immediately to emergencies, escort members of the College community, and issuing parking summonses,

GENERAL INFORMATION

The College has three telephone numbers for the main campus that are answered by the Security operators. They are as follows: 632-5300, 654-5000, 323-2900.

If the main telephone system fails due to a storm, etc., Security will turn on their cellular telephone immediately. In addition, there are certain telephones on campus which will continue to function. Our local telephone lines will be routed directly into the extensions listed below. In other words, a call to 632-5300 will ring on extension 4000, if this line is busy it will ring on 5298, etc. These will be the only phones which are operational when we are in a power failure mode. The only indication we will have that we are in this mode will be that the console is not working and calls will start coming on extension 4000. At this time when any one of these extensions is used for an outside call, the number should be dialed directly, without dialing 8 first. None of our other extensions will work during this mode. Please notify all involved if this occurs.

The information contained in this brochure can also be found on the web:

<http://www.cnr.edu/home/security/index.htm>

ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act (HEA) the College of New Rochelle produces an annual fire safety report. The report contains, fire statistics, a description of fire safety systems in each residential housing facility, fire drills held the previous calendar year, evacuation policy and procedures, residential life policy and procedures for fire safety and prospective improvements for fire safety.

THE CNR CAMPUS FIRE SAFETY POLICIES/FIRE STATISTICS/FIRE LOG REPORT

The CNR Campus Fire Safety Policies/Fire Statistics/Fire Log Report is produced by the Safety and Security Department located on the main campus in New Rochelle. This report can be accessed through our website at <http://www.cnr.edu/home/security>.

FIRE SAFETY PLAN

DEFINITION OF FIRE DRILL AND EVACUATION

The method and practice of the systematic, safe and orderly evacuation of an area or building by and of its occupants in case of fire, in the least possible time. Also, the use of available fire appliances, such as sounding of alarms, extinguishers, etc, as may have been provided for the controlling or extinguishing of fire and the safeguarding of human life.

OBJECTIVE

To provide proper education through a written program for all occupants, to assure the prompt reporting of fire, the response to fire alarms and the immediate initiation of the fire safety procedures to safeguard life and contain fire until the arrival of the fire department.

NO PERSON SHALL CAUSE THROUGH WRITTEN OR VERBAL DIRECTION ANY DELAY IN TRANSMITTING AN ALARM OR CAUSE A DELAY IN EVACUATION OF THE BUILDING OR AREA.

- A. When you see a fire or observe heavy smoke and you do not hear an alarm sounding:
1. If inside a building, go to the nearest interior fire alarm box and pull down the lever. This will alert the Safety/Security Department and the New Rochelle Fire Department will be notified. It also sounds the alarm bells inside the building to alert all occupants to evacuate.
 2. If you do not know where the nearest alarm box is or cannot reach it, call the 911 Operator who will dispatch all emergency services (Fire, Police, and Ambulance). After doing this call extension 5204 to notify the Safety/Security Department who will assist the arriving Emergency Services Units. NOTE: You should always know where the interior alarm box nearest your work area is and how to operate it.
 3. If you observe a fire or signs of a fire in another campus building, or on the grounds, call the switchboard operator.
- B. When a fire alarm sounds in your building, your immediate and sole response should be to **EVACUATE AT ONCE**. If you are teaching a class or in charge of an assembled group, **STOP** what you are doing and instruct everyone to leave. While exiting try to keep your group together. If the security officers are on the scene follow their directions. Otherwise, proceed as follows:
1. Remember to keep calm, act quickly and quietly.
 2. Exit the building by the nearest stairs.
 3. If there is a panicked rush for the main exit, try to keep out of the crowd and attempt to leave by an alternate exit.
 4. When exiting the building, do not get in the way of – or delay in any way – those entering the building to fight the fire.
 5. Because elevators may fail due to fire or heat damage, **DO NOT USE ANY ELEVATOR**.
 6. After exiting your building, walk across the street or a distance of at least 75 feet from the building and search out your department head or supervisor. (This is for your safety and also to ensure that the fire department has room to operate if necessary.) If you are instructing a class, keep your students together and confirm that all have exited the building. If anyone cannot be accounted for, notify Security immediately.
 7. Do not re-enter the building until directed by Security, even if the bells or horns stop.
- C. Helpful hints and escape tips on evacuation due to smoke or fire.
1. When entering the building take note of your nearest exit and an alternate path of escape.
 2. If you are temporarily unable to exit a smoke-filled building remember that the air is usually better near the floor.
 3. A temporary refuge may be sought in any room with a closed door. Preferably pick a room with an outside window. Open the window halfway at the top and halfway at the bottom to get fresh air.
 4. Before opening any inside door:
 5. Feel the door with the palm of your hand. If the door is hot **DO NOT OPEN IT**.
 6. If the door is not hot it may be opened carefully by applying your shoulder to it. Then place one hand by the opening. Open the door slowly, if the air is hot or you feel pressure through the opening, slam the door shut and stay by an open window.
 7. As a last resort, if you must make a dash through smoke, hold your breath and stay low to the floor – the air is generally clearer there.

IN CASE OF ALARM WHEN A PERSON WITH DIFFERING ABILITIES IS PRESENT

1. If the person can be evacuated from the area, then do so in a safe and orderly manner.
2. If person can not be evacuated because of wheelchair, etc., then take the person to a safe place of refuge, balcony, stairwell, lower floor, etc. In any case, notify Security immediately so they can coordinate with the Fire Department.

FIRE SAFETY INFORMATION

The College of New Rochelle takes fire safety very seriously. Safety/Security personnel work closely with the New Rochelle Fire Department and the NY State Office of Fire Prevention and Control to ensure the safety of the campus. Regular inspections are conducted by campus staff, supplemented by annual inspections by the State Inspector. In addition, the equipment is inspected bi-annually by a certified vendor.

Personal fire safety, however, cannot be guaranteed solely by working equipment. Every member of the college community must play a part in their own safety. It is essential that everyone - students, faculty and staff - are familiar with the safety information that follows. This information is designed to provide you with the necessary knowledge to prevent panic, and to direct you to take the appropriate action in the event of a fire emergency.

- When a fire alarm sounds in your building, your immediate and sole response should be to **EVACUATE AT ONCE**.
- Exit the building by the nearest stairs.
- Elevators may fail do to fire and heat damage. **DO NOT USE ELEVATORS TO EVACUATE.**
After exiting your building, walk across the street or to a distance of at least 75 feet from the building. This is for your safety, and also to ensure that the fire department has room to operate if necessary.
- Do not re-enter the building until you are told to do so by Security, even if the bells or horns stop.
- In any building - on or off-campus - take note of your nearest exit, and an alternate route in case your first choice is blocked by smoke or fire.
- Know where the nearest fire alarm pull box is. If you see a fire or heavy smoke and do not hear the alarm, the pull box should be used to alert Security and begin building evacuation.
- If you are unable to exit an area due to smoke, remember that the air is usually better near the floor.
- If your clothing should catch on fire, immediately **STOP, DROP and ROLL** to smother the flames.

FIRE PREVENTION TIPS

- Smoke only in designated areas and discard your smoking materials in ashtrays. Never use a wastebasket for disposal.
- Don't overload your electrical outlets. Plugging in multiple power strips and extension cords can cause electrical wiring to overheat, and may start a fire within the wall.
- Never prop stairway or hallway doors. These doors prevent the spread of fire and smoke. Keep these doors closed to protect your means of escape.
- The following items are banned from residence halls and offices due to the hazards they create: halogen lamps, incense, candles, live Christmas decorations, space heaters. Students – see your Residence Life Handbook for more details.

POLICY REGARDING SMOKE DETECTOR IN RESIDENCE HALL ROOMS

In compliance with NY State Fire Code, smoke detectors have been installed in all residence hall rooms. These detectors are battery operated, and are not part of the fire system. Any problems with a detector should be reported to an RA or to Security immediately. Students may be fined or face judicial action for tampering with the detectors or for acting in violation of the following policy.

IF THERE IS NOT A FIRE:

Silence the detector

Call Security to advise that the detector activated and has been silenced. An RA or Security Officer may respond to ensure that there is not a problem with the detector.

IF THERE IS A FIRE:

Exit your room immediately, closing the door behind you.

If the fire alarm for the building has not activated, use one of the pull stations to activate the alarm as you leave the building.

Outside the building, locate an RA, RD or Security Officer to advise them that the problem is in your room.

IF YOU HEAR A SMOKE DETECTOR SOUNDING IN SOMEONE ELSE'S ROOM:

Knock on the door of the room. If someone answers the door, ensure that there is no fire, and ask if they have contacted Security.

If no one answers the door, note the room number and if the building alarm is not sounding, use one of the pull stations to activate the alarm and exit the building.

Outside the building, locate an RA, RD or Security Officer to advise them of the location of the problem.

2008 FIRE STATISTICS

NEW ROCHELLE CAMPUS	2013	2014	2015
MOONEY CENTER	0	0	0
SWEENEY STUDENT CENTER	0	0	0
GILL LIBRARY	0	0	0
33 LELAND AVENUE	0	0	0
55 LELAND AVENUE	0	0	0
CHIDWICK HALL	0	0	0
CARRIAGE HOUSE	0	0	0
4 HEMLOCK PLACE	0	0	0
HOLY FAMILY CHAPEL	0	0	0
LELAND CASTLE	0	0	0
SCIENCE HALL	0	0	0
ROGICK LIFE SCIENCES	0	0	0
ADMINISTRATION CENTER	0	0	0
ST. ANNE'S	0	0	0
ANGELA HALL	0	0	0
BRESCIA HALL	0	0	0
MAURA HALL	0	0	0
URSULA HALL	0	0	0
WELLNESS CENTER	0	0	0

2010 FIRE ALARM SYSTEMS

NEW ROCHELLE CAMPUS	FIRE ALARMS MONITORED	FIRE ALARMS / SMOKE DETECTORS	SPRINKLER SYSTEM	HORNS AND STROBES	NUMBER OF ANNUAL FIRE DRILLS
ANGELA HALL	Yes	Yes	Yes	Yes	4
BRESCIA HALL	Yes	Yes	Yes	Yes	4
MAURA HALL	Yes	Yes	Yes	Yes	4
URSULA HALL	Yes	Yes	Yes	Yes	4

FIRE LOG

The Safety and Security Department maintains a daily fire log for our campus. Fire logs are in chronological order by date. They are available for inspection at the Safety and Security Department's front office in New Rochelle. Below please find the fire log for the past 60 days.

Date	Time	Location	Nature of Fire	Property Damage
n/a	n/a	n/a	n/a	n/a

2015 RESIDENCE HALL FIRE STATISTICS

NEW ROCHELLE CAMPUS	TOTAL BUILDING FIRES	FIRE INCIDENT NUMBER	DATE	TIME	CAUSE OF FIRE	NUMBER OF INJURIES OBTAINED	DEATH RELATED INJURIES	PROPERTY DAMAGE VALUE	CASE NUMBER
ANGELA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
BRESCIA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
MAURA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
URSULA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a

2014 RESIDENCE HALL FIRE STATISTICS

NEW ROCHELLE CAMPUS	TOTAL BUILDING FIRES	FIRE INCIDENT NUMBER	DATE	TIME	CAUSE OF FIRE	NUMBER OF INJURIES OBTAINED	DEATH RELATED INJURIES	PROPERTY DAMAGE VALUE	CASE NUMBER
ANGELA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
BRESCIA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
MAURA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
URSULA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a

2013 RESIDENCE HALL FIRE STATISTICS

NEW ROCHELLE CAMPUS	TOTAL BUILDING FIRES	FIRE INCIDENT NUMBER	DATE	TIME	CAUSE OF FIRE	NUMBER OF INJURIES OBTAINED	DEATH RELATED INJURIES	PROPERTY DAMAGE VALUE	CASE NUMBER
ANGELA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
BRESCIA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
MAURA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a
URSULA HALL	0	n/a	n/a	n/a	n/a	0	0	n/a	n/a

DISASTER POLICY

A disaster at The College of New Rochelle is defined as any occurrence or series of occurrences that would significantly disrupt the normal operations of the College. The following are classifications used in defining a disaster:

1. Accident – Fire, explosion, transportation, etc.
2. Environmental – Earthquake, hurricane, power failure, etc.
3. Person-caused – Riot, sabotage, arson, etc.

The following procedures should be followed in the event of a potential disaster:

1. Director of Safety/Security Department determines if the College is experiencing a disaster after consultation with the responsible college official as outlined in number 3.
2. Notification is made to emergency services (Police, Fire, etc.) by Director of Safety/Security who, with local authorities, appraises the situation.
3. College officials are made aware of the situation by the Director of Safety/Security in the following order:
 - President
 - Executive VP
 - VPSS
 - SVPAA
 - VPFA
 - VPCA

The Director of Safety/Security Department will call each area Vice President and advise them to convene in the Command Center. This meeting should take place as soon after a disaster is declared as possible. In the absence of the Director of Safety/Security the duties outlined above will be the responsibility of the Assistant Director of Safety/Security. College officials then will designate someone to be in charge in their area, if not themselves, for the duration of the disaster. This appointment is communicated to the Director of Safety/Security.

4. The Command Center during a disaster will be located in the Student Campus Center Iselin Room, where area in-charge personnel and the Director of Safety/Security meet to decide appropriate actions to be taken (evacuation decision and procedure, school closings, etc.) NOTE: IT IS RECOMMENDED THAT THE ADMINISTRATION CENTER BE USED AS AN ALTERNATE SITE FOR THE COMMAND CENTER.
 5. In the event of an evacuation of a building or buildings, the attached Schedule A determines which area is responsible.
 6. Should it be determined that a residence hall or residence halls be evacuated the following should take place:
 - Evacuation of residence halls
 - Location of evacuation sites
 - Search of residence halls
 - Suspension or adjustment of food service schedule
 - Responding to queries from parents of students
 - Distribution of emergency equipment
 - Suspension or adjustment of health services
 - Institution of sign-away procedures in residence halls
- During the weekend or evening hours, the Resident Director on duty, upon learning of a disaster or potential disaster, will contact the Director of SD&P. In turn, the Director of SD&P will contact the VP of Student Services. The Resident Director will contact the Resident Assistants on duty in each residence hall, and request that they await instructions from the Resident Director or the Director of SD&P on the action to be taken.
7. After all necessary evacuations have been completed, the Command Center will decide further actions to be taken on behalf of the College.
 8. Areas required to be staffed during the duration of a disaster are:
 - Switchboard
 - Security
 - Student Development and Programs
 - Health Services
 - CCD&P
 - Maintenance and Housekeeping
 - Food Services
 - Communications – Media Release Information
 - Information Systems
 - Human Resources
 9. In addition to routine emergency equipment such as lanterns, flashlights, it is recommended that the College maintain several generators. Brescia Hall presently has a generator.
 10. After the disaster is over, all buildings affected should be checked for structural soundness prior to re-entry.

DISASTER POLICY: PRACTICAL CONCERNS AND GENERAL INFORMATION

Purpose: To clarify responsibilities and determine individual roles of Emergency Managers (personnel assigned to oversee area needs).

In case of Emergency:

- 1) Assembling key personnel in Communications Center and other strategic sites. The alternate site of the Command Center is the Administration Center, second floor. Responsibility: Safety/Security
- 2) Coordinating with City Officials – Police, Fire, Public Works, and Ambulance. Responsibility: Safety/Security

- 3) Assignment of personnel to staff telephones. Responsibility: VPs/ President
- 4) Maintain Food Services. Responsibility: Student Services/General Services
- 5) Provide shelter at and appropriate central location such as the Chapel or Student Campus Center. Responsibility: Joint decision of Student Service & Safety/Security
- 6) The assignment of RD's and RA's to the task of maintaining attendance records. Responsibility: Student Services
- 7) Correspondence to CNR Community/Media. Responsibility: Communications/Information Systems
- 8) Incoming calls from parents/friends to be directed to Student Services offices. Phones are staffed by College personnel (students may assist with express permission of President/VPSS)
- 9) Authorization of students to be used for various tasks. Responsibility: Student Services Vice President
- 10) Person(s) assigned to area hospitals to keep Command Center personnel informed as to medical conditions of students. Responsibility: Student Services/Director Health Services
- 11) Security Officers activated for emergency and assigned special duties as situation may warrant (Vehicular, pedestrian control, building security, etc.) Responsibility: Director of Safety/Security
- 12) If Voice Mail system is operational during a disaster, it will be utilized by dialing 654-5000. Responsibility: Directors of Communications, Safety/Security, Information Systems

The Security Office will have on hand a supply of hard-hats and reflective vests to help protect and identify emergency personnel during a disaster.

