



American University of the Caribbean School of Medicine

Annual Fire Safety Report

Description of On Campus Dormitory Building Fire Safety System

Fire Alarm System

The main Alarm Panel is located in the lobby on the first floor of the dormitory building. The dormitory building fire alarm system has the following:

- Intelligent photo low profile detectors in each bedroom and elevators.
- Heat detectors.
- Fire light manual pull stations, metal, single action.
- Lexan pull stations cover red, weather resistant covers.
- Horn and strobe red.
- Wireless alarm receiver with 90 DB Sounder to Campus Police at main entrance.

Portable Fire Extinguishers and Manual Extinguishing Systems

There are appropriate hand held extinguishers located through the dormitory. The dormitory is equipped with portable fire extinguishers as follows:

- ABC units located next to fire hose cabinets.
- CO2 units in each mechanical/electrical room.
- Fire hose cabinets – 3 on each of floors 1 to 4, and 1 on floor 5.

Standpipes

There are 3 standpipes on each of floors 1 to 4, and 1 on floor 5. Each standpipe also has a bib installed.

Fire Hydrants

There are 3 fire hydrants.

Fire Safety Procedures in Case of Fire Emergency

- 1.) Call Fire Department/ use fire extinguisher. Activate alarm system.
- 2.) Refer to plan by which all staff and all students can be reached as quickly as possible.
- 3.) Guide to a safe place outside of building for evacuation - see Emergency Notification and Evacuation Procedures for evacuation procedure.
- 4.) Enlist additional staff or students to act as support personnel in the case of evacuation or other action to be taken on campus (some who direct others as to where to go or what to do and some who can make a count of those present – example: a person who directs everyone to the emergency exit and the designated safe place outside the building) – Example: Resident Advisors in Dorm.

- 5.) Call the Emergency Response Team (ERT) to make decisions about the actions to be taken:
on school premises, about closing school premises.
ERT member designated to do so will contact if necessary: Police, Ambulance, Emergency Electrician/ Plumber, Medical professionals.
All fires need to be reported to the Office of the Director of the Physical Plant and Housing to be included in the Fire Log.
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Communications Systems

The Dormitory has emergency phones connecting the caller to the Fire Department, Police Department, Housing Department, and Campus Police.

Exits

The exit doors are located on the first, second, third, fourth and fifth levels.

All hallways, stairwells, and exits have electrical and battery backup power to all exit lights and exit signs.

Fire Department Access

The University is accessed from a private road. The Campus Police are located at the main entrance to control access and provide security. The Campus Police are available on a 24-hour basis.

Fire Log

A daily Fire Log is maintained in the office of the Director of the Physical Plant and Housing to record all fires in the on campus student dormitory building. Fires are recorded by date reported and include nature, date, time and general location. The fires recorded in the log are reported to the campus community on an annual basis via the Fire Statistics chart.

Smoking Policy

Smoking is prohibited within the student dormitory including elevators, stairwells, balconies, patios, etc. Occupants may smoke only in designated areas outside the building, away from entrances and windows. Occupants are required to extinguish the ember and dispose of the cigarette butt in an ashtray or other appropriate receptacle. This does not include dropping the butt on the floor or ground. Violation of the smoking regulations may result in charges being assessed against the occupant's security deposit as necessary to steam clean or repair any furniture, flooring, or other items affected.

Fire Hazards

The following items are considered fire hazards and are not allowed in the student dormitory, including the balconies, hallways, or common areas: camp stoves, hibachis, hot plates, and gas or charcoal grills. Occupants may not leave candles or incense or other open flame items unattended or use them near curtains, bedding or other loose fabrics.

Safety Protocols

Occupants shall not:

- Inappropriately activate any emergency warning equipment or falsely report any emergency
- Remove, damage, interfere or tamper with fire safety or other emergency warning equipment, including smoke detectors, sprinklers and fire alarms.
- Hang any items from or block sprinklers or smoke detectors.
- Fail to evacuate the dormitory facility when a fire alarm is sounded.

Safety Standards With Regard to Hazardous Items

Possession, storage, or use of fire arms, explosives, ammunition or other weapons or dangerous articles or substances, including non-lethal items such as pellet guns or fireworks, is prohibited.

Policy Regarding Stoves

Occupants should never leave anything on the stove or in the oven unattended. Stove vents should be unobstructed. Flammable materials should not be stored on or near the stove. Grease should not be allowed to collect around the stovetop area or in the vents. Do not use water on grease fires.

Inspection of Dormitory Units

University Dormitory Office staff may inspect the student dormitory on a regular basis for necessary repairs, cleanliness, and safety checks. Inspections will be announced at least 24 hours in advance through public posting of information. University Dormitory Office staff may confiscate items that are found during inspections that violate the fire hazard policy, or otherwise pose a safety risk.

Fire Safety Education

There is a Fire Safety Day at least once per semester to promote fire safety education and training programs for students, faculty, and staff.

Plans for Future Improvements in Fire Safety

The fire safety system and procedures are periodically reviewed and if it is determined that improvements are needed, then a plan for future improvements will be enacted.



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Fire Statistics On Campus Student Dormitory Building

	2008	2009	2010
Number of Fires	0	0	0
Number of persons with injuries requiring treatment at a medical facility	N/A	N/A	N/A
Number of deaths related to a fire	N/A	N/A	N/A
Value of property damaged by fire	N/A	N/A	N/A
Cause of each fire	N/A	N/A	N/A

Fire Drills

At least one fire drill is held during each calendar year.