

ANNUAL FIRE SAFETY REPORT

In compliance with the Higher Education Opportunity Act of 2008, this report highlights fire safety information for on-campus student housing facilities, including:

1. A brief description of the College's fire safety services;
2. Procedures for student housing evacuation;
3. Policies on fire safety education and training programs;
4. Fire safety policies;
5. Plans for future fire safety improvements;
6. A chart describing the fire safety systems and number of annual fire drills for each on-campus student housing facility; and
7. Fire statistics and designated contacts for reporting fire statistics.

Fire and Emergency Medical Services (EMS)

While fire safety is the responsibility of all members of the campus community, the oversight of fire prevention rests with the College's Fire and EMS, a branch of the Department of Public Safety. Fire and EMS is located at 89 St. Philip Street, Charleston, SC 29424 and the emergency number for reporting fires is: 911.

The Chief of Public Safety is designated as the College's Fire Marshal and coordinates all fire safety activities at the College in conjunction with the City of Charleston Fire Department. The staff routinely conduct fire/safety inspections of all facilities and equipment, initiate fire drills, handle all fire-related investigations and reports in conjunction with state and local agencies, coordinate ongoing training/certification efforts for department staff members, collaborate with community and state emergency management teams, and make recommendations concerning improvements in fire safety to appropriate administrative representatives.

The College has one of the largest token ring addressable fire alarm networks on the east coast. This system provides immediate identification of the specific location of activated alarms and is also capable of identifying problems with alarm equipment or tampering with devices.

To Report a Fire

All students and employees are instructed to call 911 immediately to report a fire. The dispatchers who answer the calls are trained in handling emergencies. Fire safety education and training information is also available on-line anytime at: <https://fireandems.cofc.edu/index.php>

Procedures for Student Housing Evacuation In Case of a Fire

In the event of a fire and each time a fire alarm sounds, it is mandatory for all students, staff and guests to evacuate the building. Residents who remain in the building during a fire alarm will be subject to disciplinary action. Once evacuated, residents must remain outside at their designated assembly sites until re-entry to the building has been cleared by College of Charleston Fire and EMS or City of Charleston Fire Department officials.

Assembly Sites for Fire Evacuations

These locations are provided for your safety and to allow the Fire Department personnel adequate access to the building. When an alarm sounds, students must assemble in the locations following areas:

Residence Halls (residential houses)	Fire Evacuation Assembly Site
Fort Johnson Campus	The open field located on the right side of the facility and await directions from the responding fire departments
Charleston Campus	Across the street from the historic house

Residence Halls (non-residential houses)	Fire Evacuation Assembly Site
North Charleston Campus	This campus is no longer in operations.
Grice Marine Laboratory	This campus only has residential houses, refer to that section.
Charleston Campus	See below:
Berry Hall	Across St. Philip Street beside the Bell Building in the WA parking lot
Buist/Rutledge Rivers Hall	R. S. Small Building side exit - Intersection of College Promenade Greenway
Hawkins Lounge side exit - Intersection of College Promenade and Greenway	Sidewalk on the side of the building move down to King St. in Sabatino's lot
Coming Street side exit - Grassy area of the horseshoe parking lot near Coming Street	Exit the hall and walk down the sidewalk to the front of the education center.
College Lodge	Sidewalk on the side of the building move down to King St. in Sabatino's lot
Craig Hall	Exit the hall and walk down the sidewalk to the front of the education center.
George Street Apartments	Across George Street to the Barnett Park
Kelly House	Across St. Philip Street in the Charleston Water System parking lot
Liberty Street	Across Liberty St., down St. Philip St. into R lot
McAlister Hall	Across St. Philip Street in front of the parking garage
McConnell Hall	"P" Parking Lot behind Fraternity Row
99 St. Philip	In the CWS parking lot at 103 St. Philip St
1 Warren Place	Across the street in front of 10 Warren Place
10 Warren Place	At the far side of the parking lot
20 Warren Place	At the far side of the parking lot

Fire Log

A Fire Log is available for public inspection, upon request, during normal business hours, 8:30 a.m. - 5:00 p.m. Monday through Friday at the College's Fire and EMS, a branch of the Department of Public Safety, 89 St. Philip Street, Charleston, SC 29424. Two business days are required for a request for any portion of the log older than sixty days. The Fire Log contains the date the fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The Fire Log will be current for the academic year and the Department of Public Safety will archive logs for the previous six years.

Policies on Portable Electrical Appliances, Smoking and Open Flames

Appliances

Residents are required to remain in the room when using a stove or oven in a common kitchen. Certain

cooking appliances are prohibited in the residence halls due to the fire hazard threat they pose. These include coffee makers without an automatic shut off switch, any open-coil heating appliance (such as a toaster), electric griddles, Foreman-type grills and waffle makers. Residents in upperclassman housing with a full kitchen may have a toaster or Foreman-type grill provided the item remains in the kitchen. To determine whether a certain appliance is authorized, contact a CofC Fire Marshall.

Smoking

The College is a tobacco-free campus, and smoking is not permitted inside any College facility, including any residence hall or historic house. This policy includes “e-cigs” and “vape pens”. The College also prohibits smoking on sidewalks on College-owned or College-leased property, outdoor benches, green spaces on campus, and other common areas.

Open Flames

Open flames are not permitted in any campus residential facility.

Items Not Allowed in Residence Halls

This list is subject to changes/additions. If an unauthorized item is found, it will be confiscated and WILL NOT be returned. Cooking is permitted only in residence halls/houses with kitchens. View list on website: <https://reslife.cofc.edu/>

- Candles/incense - nothing with an open flame
- Cappuccino/espresso machines
- Cooking appliances/machines with open coils
- Electric blankets
- Explosives/fireworks
- Grills (charcoal, propane, George Foreman-type)
- Halogen lamps
- Hot plates
- Lighter fluid or other combustible items
- Mini lights (halogen)
- Multi-plug outlet (without surge protector)
- Open coil water/coffee warmers
- Rice cookers
- Space heaters
- Toaster/toaster ovens
- Woks

Policies Regarding Fire Safety Education and Training Programs

Fire safety education and training is addressed in multiple ways. First, fire safety is promoted during new student orientation sessions. Further, in accordance with National Fire Protection Association requirements, four fire drills are held in the residence halls throughout the academic year. This consists of one (1) nighttime drill, one (1) unannounced drill and two (2) other drills conducted at various times throughout the academic school year. The first fire drill is scheduled in the first 10 days of the fall semester to acquaint new residents with the sound of the building alarm and evacuation procedures. A mandatory hall meeting with students is held within the first week of the fall semester to present fire safety tips, review evacuation procedures, and to explain the importance of complying with these procedures. Additionally, educational sessions for Residence Life and Housing live-in staff, including residence hall assistants, are held prior to fall semester. These sessions focus on procedures for building evacuation and the proper operation of fire extinguishers.

Plans for Future Improvements

The College regularly monitors and continues to enhance fire systems in its housing facilities and other buildings as necessary. For example, the College plans to install fire sprinkler systems in the remaining Residence Halls and historic houses that currently do not have them. The College also plans to install, or upgrade monitored fire alarms systems in its student housing facilities.

Fire Protection Equipment in Student Housing

Federal law requires that the College annually disclose statistical data on all fires that occur in on-campus student housing facilities for the calendar year. For all past fires, campus community members must contact the College of Charleston Public Safety Dispatch at 843.953.5609 to report fires that the College may not be aware of so that the College may include them in the Fire Safety Report.