



# 2011 Annual Security and Fire Safety Report

October 1, 2011

Reporting dates January 1, 2008 through December 31, 2010

## **SAFETY AT ALASKA CHRISTIAN COLLEGE**

At Alaska Christian College the safety and well being of our students, faculty and staff are always a priority. However, a truly safe campus can only be achieved through the cooperation of everyone. This information is a part of our effort to ensure that this collaborative endeavor is effective. We hope that you will read it carefully and use the information to help foster a safe environment for you and the campus.

This information is being provided to you as part of ACC's commitment to Safety and Security on campus and is in compliance with the Student Right to Know and Campus Safety Act of 1990, and its amendments.

## **REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES**

### *PROCEDURES TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES*

When a life-threatening situation arises, dial **911** for outside police or emergency medical assistance.

Then, notify the College Safety Director at 907-260-7422 ext. 131 as soon as possible, so immediate action can be taken to remedy the situation.

All crimes will be referred to the Alaska State Troopers.

Members of the ACC community are urged to report all criminal activities or other emergencies on campus. We want to assist in helping you to protect yourself and your property.

### *COLLEGES RESPONSE TO REPORTS*

When alleged perpetrators are identified as students, the case will be forwarded to the Director of Student Services for investigation and appropriate action. Criminal investigation, arrest and prosecution can occur independently, before, during, or after the campus judicial process. The College Safety Director or local law enforcement will classify reports according to the FBI Uniform Crime Reporting (UCR) definitions.

The College Safety Director will issue a timely warning to members of the campus community. This will occur in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and any hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity) of murder, forcible rape or aggravated assault, in cases where the College Safety Director determines there is a continuing threat to the ACC community.

### *REPORTING RESPONSIBILITY*

All employees, faculty, or staff members who become aware of potential criminal activity should report it to the College Safety Director. All reports will be investigated. ACC does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the College arises, timely reports or warnings will be issued through email announcements, posting of flyers, in-class or community event announcements, or other appropriate means.

## **ACCESS TO CAMPUS AND BUILDING FACILITIES**

During those periods when the college is in normal operation (this excludes most holidays), campus buildings and facilities are accessible to members of the campus community, as well as to guests and visitors. Most buildings are open from 8:30 am to 10:00 pm Monday-Friday and for limited designated hours on Saturdays and Sundays. During the time that the college is officially closed, College buildings are generally locked and only faculty, staff and some students with proper approval are admitted.

## **ACCESS TO CAMPUS RESIDENT LIVING FACILITIES**

Access to the residential facilities is managed by a lock and key system for each resident. Each authorized person is issued a key for his or her respective areas (See Keys Policy No. OP-04-PR). Keys are not to be duplicated.

## **MAINTENANCE AND SECURITY OF CAMPUS FACILITIES**

ACC maintains a strong commitment to campus safety and security, with exterior lighting an important part of this commitment. Parking lots, pedestrian walkways and building exteriors are well lighted. Members of the campus community are encouraged to report any exterior lighting problems to the Facilities Manager at 907-394-2129.

On a nightly basis, Resident Supervisors lock and secure exterior doors on campus buildings. They report door and security hardware operating deficiencies to the Facilities Manager.

## **THE PEOPLE WORKING FOR YOUR SAFETY**

Safety personnel at Alaska Christian College have the authority to ask persons for identification and to determine whether individuals have lawful business at ACC. No employee at ACC possesses the power to make arrests. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are encouraged to immediately report the crime to the College Safety Director.

When a life-threatening situation arises, dial **911** for outside police or emergency medical assistance.

## **SECURITY AWARENESS AND CRIME PREVENTION**

It is the philosophy of ACC that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is Security Awareness and Crime Prevention. This is based on the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging student, faculty and staff to be responsible for his or her own safety and security and the safety and security of others.

## **PRINTED CRIME PREVENTION MATERIAL**

The College Safety Director produces and distributes information to students, faculty and staff. This includes emails, posters, and verbal announcements related to bicycle security, campus safety, and residence hall security. In addition, information about personal safety and security issues is distributed at various locations throughout the campus.

## **STUDENT / EMPLOYEE ORIENTATION**

An Emergency Procedures Manual is distributed to several offices and areas on campus. Students, employees, prospective students and prospective employees are notified of this report and how it can be accessed annually.

## **DRUG AND ALCOHOL POLICY**

Federal law requires Alaska Christian College to carry out a program to prevent the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by its students and employees. Alaska Christian College prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol by students and employees on all of its campuses and facilities. Alaska Christian

College prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol as part of any of its activities by students and employees. It also prohibits the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol in the work place. ACC is committed to creating a safe learning, living, and working environment for students, faculty and staff. The College has adopted policies to maintain this standard (*see Policy No. HR-02-BD, Section 7.1 in the Employee Handbook, and Community Life section of Student Handbook*). The College distributes these policies to every student, faculty and staff member at least once a year. Students, faculty and staff will be offered and encouraged to attend training sessions on the subject of drugs and alcohol abuse. Students may obtain copies of these policies in the Student Services Office, during normal business hours. Faculty and staff may obtain copies of these policies by contacting the Human Resources Office. New Hope Counseling Center provides confidential services and can be contacted during normal business hours.

Alaska Christian College will not tolerate drug and/or alcohol abuse in any form. When such incidents occur, the standards of our community, as well as the criminal laws of Alaska are violated. Appropriate disciplinary action, including suspension or termination will be taken against anyone found to have violated this policy. Persons reporting drug and/or alcohol abuse will be treated with care, concern and confidentiality. Support, assistance and counseling are available.

### **REPORTING SEXUAL HARASSMENT AND SEXUAL ASSAULT/VIOLENCE**

Alaska Christian College is committed to creating a safe learning, living, and working environment for students, faculty and staff. The College has adopted policies to maintain this standard (*see Harassment Policy No. HR-10-BD, Abuse Response Policy No. ST-01-PR, Section 12.0 in the Employee Handbook, and Community Life section of Student Handbook*). The College distributes these policies to every student, faculty and staff member at least once a year. Students, faculty and staff will be offered and encouraged to attend training sessions on the subject of sexual harassment and assault/ violence. Students may obtain copies of these policies in the Student Development Office, during normal business hours. Faculty and staff may obtain copies of these policies by contacting the Human Resources Office. New Hope Counseling Center provides confidential services and can be contacted during normal business hours.

Alaska Christian College will not tolerate sexual harassment or sexual violence in any form. When such incidents occur, the standards of our community, as well as the criminal laws of Alaska are violated. Appropriate disciplinary action, including suspension or termination will be taken against anyone found to have violated this policy. Persons reporting sexual assault or violence will be treated with care, concern and confidentiality. Support, assistance and counseling are available.

The College will accept third-party reports in sex offense cases.

### **SEX OFFENDER GENERAL INFORMATION**

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Act's intent is to extend the protections of sex offender registries to college campuses. Information concerning registered sex offenders may be obtained from the Alaska Department of Public Safety through the following web site: <http://www.dps.state.ak.us/sorweb>.

### **COMMUNITY SEXUAL ASSAULT RESOURCES**

WRCC (Women's Resource and Crisis Center)  
283-9479  
24 hr. Crisis Line: 283-7257  
[www.alaska.net/~leeshore](http://www.alaska.net/~leeshore)

New Hope Counseling Center  
260-6722  
[www.nhccak.org](http://www.nhccak.org)

### **REPORTING RACIAL HARASSMENT AND VIOLENCE**

Alaska Christian College is committed to creating a safe learning, living, and working environment for students, faculty and staff. The College has adopted policies to maintain this standard. The College distributes these policies to every student, faculty and staff member at least once a year in the form of

either a Student Handbook or Employee Handbook. Students, faculty and staff will be offered and encouraged to attend training sessions on the subject of racial harassment and violence. Students may obtain copies of these policies in the Student Services Office, during normal business hours. New Hope Counseling Center provides confidential services and can be contacted during normal business hours.

Alaska Christian College will not tolerate racial harassment or violence in any form. When such incidents occur, the standards of our community, as well as the criminal laws of Alaska are violated. Appropriate disciplinary action, including suspension or termination will be taken against anyone found to have violated this policy. Persons reporting racial assault or violence will be treated with care, concern and confidentiality. Support, assistance and counseling are available. Victims are encouraged to seek help by contacting any of the counselors, faculty or Student Services personnel.

### **REPORT DISTRIBUTION**

The Executive Vice President (who serves as the College Safety Director) distributes the annual report to all students, faculty and staff via Internet. It can be found on our web page at:

<http://www.akcc.org/html/current-students/security.php>

Notices are given to all faculty, staff, and students by announcements placed in their mailboxes. Paper copies of the annual report are made available to anyone who requests it. It can be picked up in the Executive Vice President's Office. In addition, extra copies of the annual report are given to the Admissions and Human Resources departments to distribute to prospective students and employees, if requested.

### **TIMELY REPORTS**

The College Safety Director will advise community members if and when a situation of personal risk exists, and will issue timely reports to inform all community members. Anyone with information warranting a timely warning should report the circumstances to the College Safety Director.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community, Alaska Christian College authorities will, without delay, distribute an alert of notification to the community, unless issuing an alert will, in the judgment of first responders, compromise the efforts to assist victims, or contain, respond to or mitigate the emergency.

Immediate notification of a threat to the health and/or safety of community members may be distributed to either a segment of the population or the entire campus community, depending on the scope of the threat. The methods of notification may include an all-campus page over the phone system, an email and/or the college website.

### **MISSING STUDENT NOTIFICATION**

Students who reside in campus housing managed by the department of Student Services are subject to certain missing student notification procedures. Anyone suspecting that a student has been missing for 24 hours must immediately notify the Director of Student Services. If the Director of Student Services is not aware of the whereabouts of the missing student, and the student has been missing for 24 hours, the Alaska State Troopers will be notified. If the missing student is under 18 years of age and not emancipated, the college will notify the custodial parent or guardian.

As a resident student, you may identify a contact person(s) who the institution will notify if you become missing. The college will notify this person if we determine you are missing. This contact person information should be communicated to the department of Student Services as a part of your housing contract application process. The information provided will be kept confidential by the department and will be accessible only to authorized campus officials and law enforcement involved in the missing person investigation.

## STATISTICS CONCERNING CRIMINAL OFFENSES

Alaska Christian College believes that an informed community is a safety-conscious community. The annual report includes all criminal reports made to the College Security Director. It also includes criminal reports made to the Alaska State Troopers. The Crime Awareness and Campus Safety Act of 1990 defines the term "campus" as:

*(1) Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. (2) Any building or property owned or controlled by a student organization recognized by the institution. (3) Any building or property controlled by the institution, but owned by a third party.*

Alaska Christian College does not recognize any off campus student organizations.

The following statistics are provided in compliance with the Crime Awareness and Campus Safety Act of 1990 and its amendments. If you have any questions, please contact Jeff Siemers, College Security Director (jeff@akcc.org) at 907-260-7422 ext. 131.

<b>Criminal Offenses – On Campus</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Murder/Non-negligent manslaughter	-	0	0
Negligent manslaughter	-	0	0
Sex Offenses - Forcible	-	0	0
Sex Offenses – Non-forcible			
Incest	-	0	0
Statutory rape	-	0	0
Robbery	-	0	0
Aggravated assault	-	0	0
Burglary	-	0	0
Motor Vehicle Theft	-	0	0
Arson	-	0	0

<b>Criminal Offenses - On Campus Student Housing Facilities</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Murder/Non-negligent manslaughter	-	0	0
Negligent manslaughter	-	0	0
Sex Offenses - Forcible	-	0	0
Sex Offenses – Non-forcible			
Incest	-	0	0
Statutory rape	-	0	0
Robbery	-	0	0
Aggravated assault	-	0	0
Burglary	-	0	0
Motor Vehicle Theft	-	0	0
Arson	-	0	0

**2008\*** - Alaska Christian College was not required to collect and report statistics until January 1, 2009

<b>Criminal Offenses – Public Property</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Murder/Non-negligent manslaughter	-	0	0
Negligent manslaughter	-	0	0
Sex Offenses - Forcible	-	0	0
Sex Offenses – Non-forcible			
Incest	-	0	0
Statutory rape	-	0	0
Robbery	-	0	0
Aggravated assault	-	0	0
Burglary	-	0	0
Motor Vehicle Theft	-	0	0
Arson	-	0	0

<b>Arrests – On Campus</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	1

<b>Arrests – On Campus Student Housing Facilities</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	1

<b>Arrests – Public Property</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	0

<b>Disciplinary Actions – On Campus</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	7

<b>Disciplinary Actions – On Campus Student Housing Facilities</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	7

<b>Disciplinary Actions-Public Property</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Weapons: carrying, possessing, etc.	-	0	0
Drug abuse violations	-	0	0
Liquor law violations	-	0	0

**2008\*** - Alaska Christian College was not required to collect and report statistics until January 1, 2009

<b>Hate Crimes</b>	<b>2008*</b>	<b>2009</b>	<b>2010</b>
Hate Crimes, all categories	-	0	0

**2008\*** - Alaska Christian College was not required to collect and report statistics until January 1, 2009

## **CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK**

Federal Bureau of Investigation Uniform Crime Reporting/National Incident-Based Reporting System Crime Definitions Excerpted from the Implementing Regulations of the Campus Security Act Federal Register, April 29, 1994, Vol. 59, No. 82.

The following definitions are to be used for reporting the crimes listed in § 668.47 in accordance with the Federal Bureau of Investigations Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

### **MURDER**

The willful (non-negligent) killing of one human being by another.

### **ROBBERY**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **AGGRAVATED ASSAULT**

The unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

### **BURGLARY**

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

### **MOTOR VEHICLE THEFT**

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

### **WEAPON LAW VIOLATIONS**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

## DRUG ABUSE VIOLATIONS

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

## LIQUOR LAW VIOLATIONS

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program.

## SEX OFFENSES-FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

A. Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

B. Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

C. Sexual Assault With An Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

D. Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

## SEX OFFENSES-NONFORCIBLE

Unlawful, nonforcible sexual intercourse.

A. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Source: Federal Register, April 29, 1994, Vol. 59, No. 82. Chapter 6 Appendix B

## HATE CRIMES

Separate statistics will be available for these categories when it is determined that specific reports manifests evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as defined by the Hate Crimes Statistics Act (28 U.S.C. 534.)

## LARCENY-THEFT

Larceny-Theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

## 2010 CAMPUS FIRE SAFETY REPORT

Fire alarm systems are monitored 24/7 by an external monitoring company. Any fire, smoke or suspicious odor condition should be immediately reported to the on-duty Resident Supervisor. Never hesitate to report these conditions, even if you are not sure there is a fire. If a fire condition exists but was extinguished, the College Security Director must be notified. If 911 is called directly, make a follow-up call to the College Security Director so they may meet and facilitate the fire department response.

A fire log for residence hall facilities is maintained in the Executive Vice President's Office. The log may be viewed anytime during business hours, Monday through Friday. The log records information concerning fires occurring inside a campus residence facility.

The dormitory building is equipped with fire safety systems. Please refer to the chart below for information on each campus residence facility.

### FIRE DRILLS, EVACUATION AND FIRE SAFETY EDUCATION

Fire drills are scheduled in residence facilities once per semester. All residents and guests are required to evacuate the building when an alarm is activated. During a fire alarm, evacuate the building by using stairs and moving away from the building and gather in the parking lot near the flagpole. Do not block parking or service road and entrance areas, as emergency responders may need these. Student Services personnel will evaluate fire drills for their effectiveness.

Each resident receives a copy of the Student Handbook. This handbook contains information concerning evacuation procedures, fire safety & prohibited items and fire equipment.

Due to the age of some of the campus structures, the College is unable to provide sprinkler protection throughout the College. Therefore, in the event of a fire, take immediate action to report the fire by calling 911. The building will be evacuated whenever the alarm system sounds unless otherwise notified.

Fire prevention is the concern of all personnel of the College. College facilities are non-smoking buildings and this will be strictly enforced. Any hazard or potential hazard shall be promptly reported to the Facilities Manager who will in turn report the concern to the Executive Vice-President. Corrective actions will be taken immediately. At no times will candles, incense, or small electrical appliances be used in the student rooms or environments. When in doubt if an appliance can be used, the Director of Student Services may be consulted.

<b>Fire Safety Systems - On-campus Student Housing Facilities</b>					
	Fire Detection System	Fire Suppression System	Fire Extinguishers Present	Smoke Detectors Present	Fire Drills Performed in 2010
Quyana Dormitory	Yes	Yes	Yes	Yes	1
Cabin 1	Yes	No	Yes	Yes	1
Cabin 2	Yes	No	Yes	Yes	1
Cabin 3	Yes	No	Yes	Yes	1
Duplex	Yes	No	Yes	Yes	1
PCC Basement	Yes	Yes	Yes	Yes	1

Note: All On-campus student-housing facilities are located at 35109 Royal Place, Soldotna, AK 99669

<b>Fires - On-campus Student Housing Facilities</b>				
	2008*	2009	2010	Injuries / Deaths / Property Damage (\$)
Quyana Dormitory	-	0	0	0 / 0 / 0
Cabin 1	-	0	0	0 / 0 / 0
Cabin 2	-	0	0	0 / 0 / 0
Cabin 3	-	0	0	0 / 0 / 0
Duplex	-	0	0	0 / 0 / 0
PCC Basement	-	0	0	0 / 0 / 0

**2008\*** - Alaska Christian College was not required to collect and report statistics until January 1, 2009

<b>Fire Statistics Log 2010</b>							
	Total Fires	Date	Time	Cause	Injuries	Deaths	Damage amount in \$
Quyana Dormitory	0	-	-	-	-	-	-
Cabin 1	0	-	-	-	-	-	-
Cabin 2	0	-	-	-	-	-	-
Cabin 3	0	-	-	-	-	-	-
Duplex	0	-	-	-	-	-	-
PCC Basement	0	-	-	-	-	-	-

## **FIRE SAFETY INSPECTIONS AND IMPROVEMENTS**

Fire protection systems are tested annually under the supervision of the Facilities Manager and the College Safety Director. Improvements, upgrades or repairs to fire safety systems are made when tests or evaluations indicate a problem exists. Notify the College Safety Director or the Facilities Manager whenever you notice damage or a possible problem with fire protection equipment. Periodic residence inspections are conducted to ensure fire safety compliance. Any fire safety violations will be cited and referred for immediate correction.

### **SPECIFIC FIRE SAFETY PROCEDURES**

*From Fire and Fire Safety Sections of ACC's Emergency Procedures Manual*

- The Executive Vice President is ACC's designated Fire Marshall and is responsible for training and overall supervision of evacuation.

- After it has been determined where the fire is located, assess the possibility of extinguishing it by conventional means.
- If unable to extinguish the fire, call 911.
- Sound the fire alarm.
- Faculty members in a class, library or chapel at the time of the alarm will be responsible for the students in that room.
- Staff members are to oversee the evacuation of students in a quick and orderly manner according to the exit plan.
- Staff members closest to the washrooms are to check the washrooms.
- Check hallways and corridors to ensure they are free of smoke, and if so, assign an employee to double check that all students/employees have evacuated the premises.
- Employees are responsible to ensure that all windows are closed, lights are off, and the door is closed in the room from which they are exiting.
- After evacuation: a) encourage all students to proceed immediately to the off campus parking lot, and b) zone marshals are to report to the Safety Director on the status of the evacuation from their area.
- Don't allow anyone back into the building until authorized by a Fire Dept. Official.
- Fire Extinguishers on main campus are located in prominent places and by exterior doorways. For a complete map of exact locations, please see the map held by the Executive Vice President.

## **DEFINITIONS**

**Fire** – Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

**Fire drill** – A supervised practice of a mandatory evacuation of a building for a fire.

**Fire-related injury** – Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

**Fire-related death** – Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

**Fire safety system** – Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

**Value of Property Damage**- The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption.