



INSTALLER INSTITUTE CAMPUS AND HOUSING ANNUAL FIRE SAFETY REPORT

The Higher Education Act and Clery Act require institutions to disclose annual fire reports and submit them to the Department of Education.

Installer Institute, prepares an annual mandated fire report that contains the following information:

- Fire Statistics for its student housing facility and School Campus.
- A description of student housing facility fire safety system.
- The number of fire drills held during the previous calendar year.
- Policies and rules regarding portable electrical appliances, smoking and open flames in a housing facility. • Procedures for student housing evacuation in the case of a fire.
- Policies regarding fire safety education and training programs provided to the students and/or employees.
- List of persons or individuals to which students and employees should report that a fire occurred.
- Plans for future improvements in fire safety, if determined by the college.
- Fire logs and journals.

INSTALLER INSTITUTE FACILITIES

Installer Institute Campus –

Located at 1524 Ridgewood Ave Holly Hill, FL 32117

Installer Institute Housing Facility –

Espanola Villas – Located at 140 Espanola Ave Holly Hill, FL 32117

FIRE DEFINITIONS:

According to Higher Education Act, a fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

- **CAUSE OF FIRE:** The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an unintentional or intentional action, mechanical failure, or act of nature.
- **UNINTENTIONAL FIRE:** A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.
- **INTENTIONAL FIRE:** A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- **UNDETERMINED FIRE:** A fire in which the cause cannot be determined.
- **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 fire. The term “person” may include students, employees, visitors, firefighters, or any other individual.
- **FIRE RELATED DEATH:** Any instance 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 fire; or dies within one year of injuries sustained as a result of the 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. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however it does not include indirect loss, such as business interruption.
- **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. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone 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.

HOUSING FIRE SAFETY AND FIRE PREVENTION INFORMATION

Installer Institute works directly with Holly Hill's Fire department and Head Inspector to ensure that regular inspections are being performed at Installer Institute Campus and it's Housing safeguarding that maintenance and compliance with fire and life safety codes and standards are being met.

Installer Institute Campus and Housing are equipped with smoke detectors and fire extinguishers in each unit and throughout the campus to allow for early detection.

FIRE EQUIPMENT

All fire safety equipment are checked by Installer Institute's Maintenance personnel routinely and must pass fire code safety inspections. Residents should report any fire safety equipment problems (including missing equipment) immediately to a any member to Installer Institute Staff. All residents/students should familiarize themselves with the locations of a fire extinguisher near their rooms and locations and on Campus.

- **Tampering with fire alarms**, smoke detectors or fire extinguishers, or other fire equipment can endanger the lives of fellow students as greatly as setting a fire. Residents/Students found responsible for causing a fire, activating an alarm unnecessarily, or using any other fire equipment unnecessarily are subject to immediate suspension from housing, a \$500 fine, and may face additional sanctions in accordance with state and federal law.

FIRE/EVACUATION PROCEDURES

If you discover a Fire

- Sound the fire alarms by pulling the nearest pull The Fire Pull stations are located near each exit of the school and on the outside of the first and second floor of the housing near the end of the stair well.
- Start to evacuate the building, yelling out "FIRE" to alert others in the building, and closing doors behind you if you can safely do so.
- Call 911
- Ensure that you evacuate the area completely and do not go back into the building until School Director or designated support staff clears the building. If you hear the Alarms All members of Installer Institute community should familiarize themselves with the fire evacuation plans that were presented during orientation

- In the event of a fire alarm, all individuals must vacate the building immediately. Failure to do so will result in judicial sanctions, including but not limited to, a fine of \$100.
- Setting off fireworks and firecrackers is dangerous and disruptive and is prohibited.
- Smoking is restricted to posted areas outdoors, only. Smoking inside Installer Institute Campus or its Housing is prohibited. Smokers must dispose of all cigarettes and related materials (matches, lit cigarettes, etc.) in a safe manner by utilizing the appropriate disposal receptacles.
- The blocking off of egresses of any kind, including passageways between rooms, is strictly prohibited and will result in judicial sanctions, including but not limited to, a fine of \$100. • Items may not be hung from the ceiling or other emergency related systems.
- Any action or threat of action which creates a fire hazard is not tolerated at Installer Institute or its Housing. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, or knowingly making a false report or threat of a dangerous condition. Activating a false alarm endangers the safety of all residents, as well as that of the greater community and of the fire department. Such action may be treated as a criminal offense and is subject to a \$500 fine.

WHAT TO KNOW AHEAD OF TIME: PRE-PLAN/TIPS

In Summary:

- Know at least two exit routes from your floor/area at Installer Institute Campus and Housing.
- The locations of at least 2 pull stations.
- Familiarize yourself with the fire regulations and policies of the School
- Know the locations of fire extinguishers
- Individuals in your area that may need assistance in getting to a safe area during an emergency
- Report any damaged or missing fire equipment if seen FIRE SAFETY Regis

Installer Institute takes all issues of safety and security seriously; fire safety is an area in which proactive actions can have life-saving effects for the individual and community as a whole. The Installer Institute Fire, Safety, and Security Policy is designed to reinforce the importance of community involvement in maintaining a safe environment for all students, faculty, staff and guests at Installer Institute. All members of the Installer Institute community should familiarize themselves with the fire evacuation plans

- Students, faculty, and staff should refrain from keeping laptop computers or similar devices unattended on combustible surfaces (beds, couches, etc.), as this could ignite a fire.

FIRE REGULATIONS

For the health and safety of all members of the Installer Institute community, students and staff are expected to comply with all fire and safety regulations required by the Institute or applicable local, state, and federal law. It is important for each Installer Institute Housing resident to assume the responsibility for his or her own fire safety measures.

FALSE ALARMS

The deliberate setting off a false alarm is an extremely dangerous occurrence. Any person found to have intentionally set off a false alarm is subject to a \$500 fine, may be suspended from Installer Institute housing and may also be suspended or expelled from the Institute and may be subject to criminal prosecution.

FIRE EMERGENCY & FIRE DRILL PROCEDURES

Fire Drills are conducted at the beginning of each new start date. Installer Institute Fire & Safety Officer will work with the Director to ensure that the drills are completed. Fire drills allow the opportunity to test all fire alarms and equipment and allow occupants to familiarize themselves with evacuation exits throughout the building. Residents should familiarize themselves with all fire and safety rules and regulations. All residents should know of at least 2 exits from their building ahead of time. In case of an alarm, residents should touch the door to feel if it is hot and look under the door for any smoke seeping in. If it is safe to evacuate, leave the building immediately by way of the nearest exit. Assemble outside away from the building at the designated meeting place, not in the parking lots, as these must be kept clear for fire equipment. Do not reenter the building until the fire personnel clears reentry. To the extent that personal safety permits, Housing and School staff will assist residents with evacuation. However, it is the sole responsibility of each resident to evacuate whenever an alarm sounds. Any person who does not leave a building when an alarm sounds is subject to a \$100 fine.

FIRE HAZARDS

Candles, incense, and flammable materials are not permitted in the residence hall. If a resident is found in possession of a burning candle or incense, or a candle with a burnt wick, the item will be confiscated. Plants over two feet in height and/or width are not permitted.

Confiscated items will not be returned to residents. Violators of this policy may be held accountable through the Judicial System and are subject to a \$500 fine. Excessively large tapestries, wall hangings, and netting of any sort are prohibited within the residence halls.

Tapestries cannot be used to cover ceilings and the walls. Items may not be hung from the ceiling, sprinklers, or other emergency related systems. Residence doors may not be decorated. Residents with such items will be asked to remove them immediately and the resident in possession of said items will be subject to a \$500 fine. Any questions regarding these items should be directed to the Director, Housing. The hallways of residence and campus must be kept clear at all times.

State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of all obstructions. This includes, but is not limited to mats, laundry racks, shower caddies, shoes, and sporting equipment. Residents responsible for leaving objects in egresses and hallways will be subject to a \$25 fine per item.

COOKING IN HOUSING

When cooking in the kitchens located in the housing, residents must not leave the cooking unattended. Always be sure to shut the stove or other appliance being used completely off before leaving the kitchen.

WINTER HOLIDAY SEASON •

Holiday or any other type of lights may not be used for the Holiday

- Trees are not permitted in corridors, aisles, passageways, or stairways. Pathways leading to an exit must be free and clear of any obstruction at all times.
- Real trees, wreaths or other greenery are prohibited. Only certified fire retardant artificial trees and wreaths of two feet in height and width are to be used.
- Extension cords, for the purposes of hanging stringed lights are prohibited.
- Placing decorations on doors, door frames, exit signs, fire safety equipment or across ceilings is strictly prohibited.
- Placing decorations on doors or frames labeled as an EXIT or in a position that may obstruct the view of exit signs, fire extinguishers or fire alarm pull stations is strictly prohibited.
- Placing decorations that may obstruct free passage through corridors, hallways or exits is strictly prohibited. Residents must not place decorations on handrails.
- Do not hang lights near or against any curtain, shade, bed or any other flammable material. Lights may be lit only while students are present in their rooms.

EMERGENCY EVACUATION IN THE EVENT OF A FIRE

At Installer Institute, we all have responsibility for fire and life safety. Fire safety is a priority in the school campus and housing facility. Inspections, and trainings are led by school administration and safety team however all students, faculty and staff must take responsibility as well. In the event you see or suspect a fire, call 911 and contact the School Director at 386-631-6796. It is very important that each person takes

responsibility of being familiar with your surroundings and to use these guidelines to make sure there is a safe and timely evacuation of all building occupants during an emergency:

- Locate exits from your office. Count the number of doors between your office and the exits. This can assist you during an emergency evacuation.
- Know where the fire alarm pull stations on your floor are. These will set the alarms off immediately to notify everyone else in the building. There are pull stations located near every exit.
- Please do not block fire extinguishers and other fire safety equipment — maintain these areas for quick and easy access at all times.
- Keep hallways clear — this includes hallways and stairwells. Do not store furniture, file cabinets, etc. in these areas. This will ensure easier exit if the hallways or stairwells were filled with smoke.
- Ensure that fire doors are kept closed at all times. If you find them open remove wedges or other items keeping them open. Fire doors can help prevent the spread of smoke and fire.

FACULTY/STAFF ROLES IN PROMOTING FIRE SAFETY

- Wherever or whenever you are teaching, you are an important key in fire safety.
- Always treat a fire alarm as a potential emergency – even if you know it is a drill. All rooms and offices must be evacuated. If able to do so, close doors behind you.
- Before opening doors, be sure to feel the surface to make sure it is not hot to touch.
- Know the building exits, stairwells, and locations of pull station alarms to activate the fire alarm systems.
- Know the location of at least 2 fire extinguishers
- Know the building meeting places for students, staff and faculty. Should be at least 150 feet away
- Please refrain from tampering with fire safety equipment
- Please refrain from hanging decorations from any of the fire safety equipment
- Please keep stairwells, hallways and exit access clear from obstruction. This will ensure quick exits

FIRE EXTINGUISHERS

- Located throughout Installer Institute Building and Housing facility
- Not to be used as door props

- Not to be off the walls at all
- Extinguishers are NOT intended for you to be fire- fighting, but to help you exit a building if necessary

PORTABLE APPLIANCES FOR INSTALLER INSTITUTE HOUSING

Installer Institute Housing Facility (Apartments) are equipped with the following items, these items should not be tampered with and any malfunction of items listed below should be immediately reported to School Director and or any Safety Member. Only items below are allowed to be in the housing facility and surrounding areas.

- Microwave oven, Toaster, Toaster oven, coffee maker, blender, refrigerator, stove/oven.
- Hair Dryers (not included, but allowed)
- Charcoal grill-There is a charcoal grill available for use which must be a minimum of 25 feet away from the housing facility building.
- Grill must be completely extinguished after each use

Prohibited Appliances

- Gas Grills
- Space heaters
- Generators
- Propane tanks are prohibited.

OPEN FIRES/BON FIRES

Bon Fires or open fires are strictly prohibited.

- Do not dump ashes into trash, dumpsters, or wooded areas

TRAINING

During orientation, students receive presentations on fire safety and prevention. These presentations cover a variety of topics, including:

- Personal safety;
- Residence Housing Facility Fire prevention and quick reporting
- Staff training and New Student Fire Prevention Orientation new employees shall receive training and information similar to that provided at student orientation and Housing Life training. Additional training for employees is provided through our parent company's (Metra Electronics) Safety department, throughout the year.

FIRE SAFETY EQUIPMENT AND LIFE SAFETY SYSTEMS IN RESIDENCE HALLS

Fire Extinguishers, smoke detector and Pull Stations are available in both Installer Institute campus and Housing Facility

FIRE LOGS

Because Installer Institute is an institution that has on campus housing facility, we are required to keep required to keep a fire log.

Fire Logs for both Installer Institute Campus 1524 Ridgewood Ave, Holly Hill, FL 32117 and Student Housing Facility located at 1540 Espanola Ave Holly Hill, FL 32117. This log is kept in the Directors office and is updated by both the Director and Lead Safety Member.

The fire logs of the most recent 60 day period is available for the public to view during business hours of Monday through Friday between 9:00am and 4:00pm.

The Fire logs contain the following information:

- ✓ Date Of Incident
- ✓ Location
- ✓ Type/Cause
- ✓ Number of Injuries treated
- ✓ Related Deaths
- ✓ Property Damage
- ✓ Value of Damaged Property

FIRE REPORTING

Installer Institute will investigate any fire related incident that is reported, therefore, you should always report any fire related concerns to School Director Campus Fire Safety Member. **Any incident can be reported to any member of Installer Institute Staff**

Fire Safety Statistics

	Campus			Housing		
	2016	2017	2018	2016	2017	2018
FIRE STATISTICS						
Number of Fires	0	0	0	0	0	0
Number of persons who suffered fire-related injuries and received medical facility treatment	0	0	0	0	0	0
Number of deaths related to fire	0	0	0	0	0	0
Value of property damage caused by fire	0	0	0	0	0	0
UNINTENTIONAL FIRES	0	0	0	0	0	0
Cooking. Smoking, Open Flames	0	0	0	0	0	0
Electrical, Heating Equipment, machinery/industrial	0	0	0	0	0	0
Hazardous products, natural, other	0	0	0	0	0	0
Number of Fires	0	0	0	0	0	0
Number of persons who suffered fire-related injuries and received medical facility treatment	0	0	0	0	0	0
Number of deaths related to fire	0	0	0	0	0	0
Value of property damage caused by fire	0	0	0	0	0	0
INTENTIONAL FIRES	0	0	0	0	0	0
Cooking. Smoking, Open Flames	0	0	0	0	0	0
Electrical, Heating Equipment, machinery/industrial	0	0	0	0	0	0
Hazardous products, natural, other	0	0	0	0	0	0
Number of Fires	0	0	0	0	0	0

Number of persons who suffered fire-related injuries and received medical facility treatment	0	0	0	0	0	0
Number of deaths related to fire	0	0	0	0	0	0
Value of property damage caused by fire	0	0	0	0	0	0