

FIRE SAFETY REPORT

SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT



2010-2011

Lourn Phelps Police Services Building
5151 Pacific Avenue, Stockton, CA 95207

Tel: 209-954-5000

Federal law requires all institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics, security policies, emergency notification and **Fire Safety Report** on an annual basis through mailings, appropriate publications or computer network to all students, staff and visitors to the District.

This **Fire Safety Report** contains the San Joaquin Delta Community College District annual fire safety report and a statistical record of reported fire related incidents as well as information about campus fire safety policies, procedures and practices intended to promote fire safety on campus.

ON CAMPUS RESIDENCE FIRE PROTECTION SYSTEM

The table below lists the fire safety systems in place at the student house located at the Manteca Farm Center.

Student Housing	Sprinkler System	Monitored Fire system	Smoke Detection (9 volt)	Extinguisher Device	Emergency Procedure Flip chart	Evacuation Drills
Student House	None	None	Yes	Yes	Yes	0

Student Housing (Manteca Farm Center)

Student Housing is a one story, three bedroom house constructed in 1939. The occupant rooms contain smoke detectors. Additional smoke detectors are located in the hallway and dining room.

FIRE DRILL INFORMATION

All campus buildings are scheduled to have a fire/evacuation drill per semester.

For more information on Fire Drill Information contact Environmental Health and Safety at 209-954-5835 or their web site: <http://www.deltacollege.edu/dept/environmental/index.html>

PROCEDURES FOR STUDENT HOUSING EVACUATION

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
- **Call 9-1-1 or District Police (209) 954-5000 immediately.**
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- Inform others in the building who may not have responded to the alarm to leave immediately.
- The alarm may not sound continuously. If the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building.

- ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help. Consultation about these procedures is available from District Police.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.
- If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- Relocate to a nearby parking lot and stay out of the way of emergency personnel.

DISTRICT POLICIES and/or RULES

Administrative Procedure

AP 3570 Smoking on Campus

Reference: Government Code Sections 7596, 7957, and 7598; Labor Code Section 6404.5; Title 8, Section 5148

Smoking is prohibited within 20 feet of a main exit, entrance, or operable window of any campus building.

Smoking is prohibited inside any indoor area of any campus building, except for covered parking lots and residential space.

“Covered parking lot” means an area designated for the parking of vehicles that is enclosed or contains a roof or ceiling, but does not include lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of the parking lot or a building to which it is attached.

“Residential space” means a private living area, but does not include common areas such as lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of a multi-complex building such as a dormitory.

Smoking is prohibited in any enclosed place of employment on campus, including lobbies, lounges, waiting areas, stairwells, and restrooms that are a structural part of any building that is a place of employment.

FIRE SAFETY EDUCATION

District Police distributes an emergency procedures “Flip Chart” that outlines multiple emergencies and response protocols which includes fire response instructions.

Fire extinguishers

- To properly use a portable fire extinguisher, know how to detach extinguishers from their mountings, stand 6 to 8 feet from the fire and then follow these steps:
- **P**ull the safety pin to unlock the lever for discharge.
- **A**im the extinguisher nozzle or hose at the base of the fire.
- **S**queeze the lever below the handle (or press the button) to discharge the extinguishing agent.
- **S**weep the nozzle back and forth across the base of the fire, discharging all of the agent to assure the fire is out.

Notice the key letters above to easily recall what to do:

PASS – **P**ull, **A**im, **S**queeze, and **S**weep!

If the fire doesn't begin to go out right away, leave the area, and call District Police immediately.

When it comes to fire, what you don't know can hurt you. Take the time now to find out what you can do about preventing and fighting fire on your job. If you have any questions about fire safety or would like to arrange a training session, please contact District Police.

Structure Fires

NOTE: It is suggested that individuals who use wheelchairs or have mobility impairment prepare for an emergency ahead of time by instructing coworkers or fellow students on how to assist in an emergency.

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the building fire alarm.
- **Call District Police immediately.**
- Give your name and the location of the fire. Do not hang up until the dispatcher tells you to do so.
- If the fire is small, you may wish to fight it with a fire extinguisher or building fire hose. Be sure you are using the proper extinguisher for the type of fire you are fighting. If you are not sure, read the instructions on the extinguisher.
- If the fire is large, very smoky, or spreading rapidly, sound the building fire alarm and leave the building immediately.

- Inform others in the building who may not have responded to the alarm to leave immediately.
- The alarm may not sound continuously. If the alarm stops, continue to evacuate the building and warn others who may attempt to enter the building.
- ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- If time permits, turn off computers, unplug electrical equipment, take your purse or wallet, and close windows and doors before leaving.
- If you have a mobility impairment, request assistance from those nearest you. If no one is there to render assistance, proceed to the nearest stairway landing, and shout for help. Consultation about these procedures is available from District Police.
- When fire alarms sound, do not use the elevators. An elevator may become a trap. Assist (help carry, if necessary) all disabled persons in using the stairs.
- If there is a closed door in your exit path, touch the door lightly with the back of your hand to ensure it is not warm. If it is not warm, open slowly. Be prepared to close the door quickly if smoke or flames are present.
- If there is smoke in your only exit path, crawl on hands and knees, keeping your head as close to the ground as possible to avoid inhaling toxic fumes.
- Relocate to a nearby parking lot and stay out of the way of emergency personnel.

If a chemical fire occurs:

- Remain calm.
- If time permits, close windows in the room where the fire is located. Close the door behind you as you leave.
- **Call District Police immediately.**
- Try to give responders information as to the chemicals involved or stored in the affected areas.
- If the fire is large, very smoky, or spreading rapidly, sound the building fire alarm and leave the building immediately.
- Inform others in the building who may not have responded to the alarm to evacuate immediately.
- The alarm may not sound continuously. If the alarm stops, continue to evacuate.
- Warn others who may attempt to enter the building after the alarm stops.
- ALWAYS EVACUATE A BUILDING IF THE ALARM IS SOUNDING.
- When fire alarms sound, do not use the elevators. An elevator may become a trap. Give assistance to (help carry, if necessary) all disabled persons in using the stairs.
- Relocate to a parking lot which should be a distance of at least 500 feet from the building.
- Stay out of the way of emergency personnel.

- Do not return to the building until instructed to do so by District Police or Fire Dept personnel.
- Notify either District Police or firefighters on the scene if you suspect that someone may be trapped inside the building.
- **Unless you have been trained specifically in fighting hazardous material fires, do not attempt to extinguish the fire.**

Brush Fires

- **Call District Police immediately.**
- Give your name and the location of the fire.
- Do not hang up until the dispatcher tells you to do so.
- If you are outdoors, seek shelter in a safe nearby area.
- If you are indoors, close all windows and doors; open all curtains and blinds.
- Relocate all combustibles away from windows.
- Turn off and unplug all electrical equipment.
- Because of road closures, traffic congestion, and the possibility that the fire may outrun you, be prepared to “shelter-in-place.”
- If instructed to relocate, do not return to the vacated location until instructed to do so by District Police or Fire Dept. personnel.

STATISTICS

The annual fire safety statistics reported below contain on-campus student housing facility (Manteca Farm Center campus) fire statistics compiled from the 2010 calendar year and from the two previous calendar years.

On-Campus Student Housing (Manteca Farm Center campus) Fire Statistics

2010 Fires	Case #	Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
					Unintentional	Intentional	Undetermined
		0	0	0	Cause#:		
		0	0	0	Cause#:		
		0	0	0	Cause#:		

2009 Fires	Case #	Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
					Unintentional	Intentional	Undetermined
		0	0	0	Cause#:		
		0	0	0	Cause#:		
		0	0	0	Cause#:		

2008 Fires	Case #	Related Injuries	Related Deaths	Value of Loss	Cause of Fire		
					Unintentional	Intentional	Undetermined
		0	0	0	Cause#:		
		0	0	0	Cause#:		
		0	0	0	Cause#:		

*List only those injuries that resulted in treatment at a medical facility or on-campus health center

Causes: #1 – Cooking #4 – Electrical #7 – Machinery/Industrial
#2 – Smoking #5 – Hazardous products #8 - Natural
#3 - Open flame #6 – Machinery/Industrial #9 - Other

FIRE SAFETY LOG

The San Joaquin Delta Community College District Police Department maintains a daily activity log and fire log which compiles and maintains a record of all fires reported to the District Police Department which have occurred on District property. The fire log reflects the time and date the fire was reported, the location and nature of the fire.

The District Police Department may withhold information from the fire log if the release of such information would jeopardize the safety of an individual or an ongoing fire investigation. The District Police Department’s fire log is open for public inspection during normal business hours.

REPORTING A FIRE

Any fire that occurs in student housing, regardless of the size of the fire or amount of damage caused, must be reported immediately to the District Police and Environmental Health and Safety, even if the fire has already been extinguished. All fires will be ultimately reported to District Police for statistical purposes.

FUTURE IMPROVEMENTS

Environmental Health and Safety continually works with Facilities to identify aging fire alarm systems in the residential and campus buildings and strives to provide reliable and nuisance-free systems.

ADDITIONAL INFORMATION

San Joaquin Delta Community College District Annual Security Report: <http://www.deltacollege.edu/dept/police/statistics.html>