



# FRANK PHILLIPS COLLEGE

## Fire Safety Report

### Frank Phillips College Annual Fire Safety Report – 2018

#### Fire Safety Systems in Frank Phillips College Student Housing Facilities

Facility	Fire Alarm Monitoring Done On Site (by Campus Security)	Full\Partial Sprinkler System	Alarm and Strobe Lights	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills each calendar year
Goins Hall, 1301 W Roosevelt	X		X	X	X	X	4
Stephens Hall, 1301 W Roosevelt	X		X	X	X	X	4
Tyler Street, 1007 Tyler St.	X		X	X	X	X	4

#### Fire Drills

Fire drills are held quarterly in all resident housing facilities at Frank Phillips College. The Director of Student Central, Director of Physical Plant, Director of Campus Safety, and each Dorm Director work together to setup and execute each drill.

#### Items Prohibited in Student Housing for Fire Safety

(page 12-13 of the Frank Phillips College Housing Handbook: <https://fpctx.edu/wp-content/uploads/2018/09/2018-2019-Housing-Handbook-1.pdf>)

1. Electrical items other than clocks, radios, stereo equipment, televisions, or other approved appliances. Microwave ovens must use less than ten (10) amps of power. Refrigerators must be 4.5 C.F. or less.
2. Open flame, burning or heat producing items, including candles are totally prohibited and may result in loss of housing privilege.

### **Possible Sanctions for Tampering with Fire Safety Equipment**

No person residing in student housing should tamper with any fire equipment, i.e. pull alarms, fire extinguishers, smoke detectors, etc., except for in the event of a fire. Violations will result in a fine and/or notification of Borger Fire Chief/security officers or local law enforcement agencies for possible criminal charges.

### **Policies Regarding Fire Safety Education and Training Programs Provided to Students and Employees**

Fire safety education programs for all students living in student housing and all employees that have any association with student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the college's fire safety policies. Everyone is also provided with maps of each student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them.

Fire safety education and training programs are taught by each Dorm Director as well as by the Director of Campus Safety.

### **Fire Evacuation Procedures for Student Housing**

(page 16 of the Frank Phillips College Housing Handbook: <https://fpctx.edu/wp-content/uploads/2018/09/2018-2019-Housing-Handbook.pdf>)

If the fire alarm sounds, students are to evacuate the building IMMEDIATELY, following the instructions listed below.

- A.** If your door is hot to touch, do not open it.
  1. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
  2. Close windows, turn on lights, and close room doors but do not lock.
- B.** If your door is cool to the touch, open it slowly.
  1. If you encounter heat and/or pressure in the hallway, leave your room, carefully, closing the door behind you, and proceed to the nearest exit. (If possible, alert other students on your way to the exit).
  2. If the hallway is clear, close your door behind you and proceed to the nearest exit. (If possible, alert other students on your way to the exit).

- C. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)
- D. Once outside the building, move far away from the building and wait until recalled by an authorized College official. When appropriate, students will be asked to report to the Plainsmen Gym in order to account for all and make way for fire equipment.

A false fire alarm and/or the abuse of fire equipment (including smoke detectors) is an offense of the Texas Penal Code and may be considered a misdemeanor or felony. The College may elect to deal with these violations and/or refer them to appropriate law authorities. College action can include disciplinary action or expulsion from Frank Phillips College. Safety equipment is here for the protection of all residents of student housing.

### **Fire Safety Policies Campus Wide**

(page 16 of the Frank Phillips College Emergency Response Manual:

<https://fpc.tx.edu/wp-content/uploads/2018/10/Emergency-Response-Manual-2018.pdf>)

**DEFINITION:** A fire in the building or on the premises requiring evacuation of the building.

**SIGNALS:** Continuous ringing of the fire alarm or blowing of whistles.

**STEPS OF ACTION:**

1. 10 second blast of a whistle for each staff member that possesses one.
2. Use Portable PA System for further instructions to personnel/students if possible.
3. Phone 911 and/or use first-responder radio.
4. Report information to the Building Director's office or campus Dean or Director.
5. Close all windows and doors.
6. Instructors take class roster of students with you.
7. Evacuate building using established evacuation routes.
8. Evacuate to that building assembly point.
9. Move to an alternate building site in case of inclement weather.

**ROLES:**

Building Director and / or Designee

- Call 911
- Supervise evacuation.
- Assign roles as needed. (First Aid, Search, Communications, etc.)
- Deploy Search and Rescue teams for each missing person.
- After fire, release students & staff to return to building or home.

Physical Plant

- Shut off utilities. (Electricity, gas, & water)
- Check bathrooms and other spaces for other people.

Other FPC Employees

- Assist with evacuation.
- Assist with supervision of students.
- Report to Command Post to support as needed.

Dorm Directors

- Reach respective dorm if possible.
- Assist with evacuation.
- Supervise students.
- Report to Command Post once evacuation is complete.

## **Wildfire/Evacuation**

(page 23 of the Frank Phillips College Emergency Response Manual:

<https://fpc.tx.edu/wp-content/uploads/2018/10/Emergency-Response-Manual-2018.pdf>)

**DEFINITION:** A fire outside the building or on the premises requiring evacuation of the building.

**SIGNALS:** Five (5) intermittent whistle blasts.

**STEPS OF ACTION:**

1. 5 intermittent blasts of the whistle(s).
2. Use Portable PA System for further instructions to personnel/students.
3. Use first-responder radio or Phone 911.
4. Report information to the Building Director's office or campus Dean or Director.
5. Instructors take class roster of students with you, **DO NOT** allow students to leave on their own.
6. Evacuate building using exits furthest from fire.
7. Move to an alternate building site furthest from fire as instructed.
8. Employees with appropriate credentials prepare busses for evacuation of students and faculty to offsite location.

**ROLES:**

Building Director and / or Designee

- Use first-responder radio or Call 911
- Supervise evacuation.
- Assign roles as needed. (First Aid, Search, Communications, etc.)
- Deploy Search and Rescue teams for each missing person.
- After fire, release students & staff to return to building or home.

Physical Plant

- Shut off utilities. (Electricity, gas, & water)
- Check bathrooms and other spaces for other people.

Other FPC Employees, including Dorm Directors

- Assist with evacuation.
- Assist with supervision of students.
- Report to Command Post to support as needed.
- Assist evacuation of students to offsite location

Maps of respective buildings are posted in hallways and all classrooms, showing the evacuation routes in the event of a fire.

## **In Case of a Fire, People and Organizations that should be Notified**

1. Borger Police and Fire Departments
  - 911
2. Director of the Physical Plant , Regina Haney
  - 806-457-4200 ext 780 or 806-886-5047
3. President's Office, Jackie Brand
  - 806-457-4200 ext 715
4. Director of Campus Safety, Jason Price
  - 806-457-4200 ext 787

## Plans for Future Improvements in Fire Safety

Frank Phillips strives to make all campuses and student housing facilities safe for our students and employees. Frank Phillips College sees a need to develop a more systematic way of scheduling and completing fire drills. A committee is in affect and coordinates this system. Frank Phillips College also evaluates policies and procedures on a continuous basis in order to provide the safest atmosphere possible for students and employees.

## Fire Statistics

### Fires – Summary

Name of Facility	2015			2016			2017		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Goins Hall	0	0	0	0	0	0	0	0	0
Stephens Hall	0	0	0	0	0	0	0	0	0
Tyler Street	0	0	0	0	0	0	0	0	0

Frank Phillips College does not discriminate on the basis of age, race, religion, color, national origin, sex or handicap in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. FPC also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the college's Title IX officer, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 732, scarroll@fpctx.edu and/or the Section 504/ADA Coordinator, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext 777, djohnson@fpctx.edu.

Frank Phillips College no discrimina por motivos de raza, edad, religión, color, origen nacional, sexo o impedimento en sus programas, servicios o actividades según requerido por el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas de Educación de 1972; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. FPC también proporciona igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes designados. Preguntas con respecto al cumplimiento y/o procedimientos de queja pueden ser dirigidas al oficial del Título IX, Dr. Shannon Carroll, 1301 West Roosevelt, Borger, Texas 79007, (806) 457-4200, ext. 732 y/o al Coordinador de la Sección 504/ADA del distrito escolar, Dr. Deborah Johnson, 1301 West Roosevelt, Borger, Texas 79007, (806)457-4200, ext 777, djohnson@fpctx.edu.