

DELAWARE
COLLEGE OF ART
AND DESIGN



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Delaware College of Art and Design (DCAD) 2015 Fire Safety Report

(Includes Statistics and Data from 2013-2014-2015)

Delaware College of Art and Design
2014 Annual Campus Fire Safety Report
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About Delaware College of Art and Design

Delaware College of Art and Design (DCAD), originally founded through a creative partnership between Pratt Institute and the Corcoran College of Art and Design, joins these distinguished institutions in charting the future of art and design. DCAD's mission is to educate talented and dedicated students to become art makers, idea generators, problem solvers, and visual communicators who can redefine the way we perceive and experience the world around us. It also serves as a visible stakeholder, cultural anchor, and catalyst for the revitalization of downtown Wilmington.

To accomplish this mission, DCAD:

- Offers comprehensive and demanding associate of fine arts degree programs that emphasize structured, visually-based, hands on studio experiences and a rigorous academic curriculum, enabling students to continue their undergraduate education through transfer to four-year professional colleges of art and design while providing a basic foundation for successful and satisfying careers;
- Engages a faculty of accomplished professionals who are committed to serve as teachers, role models and mentors, as well as a qualified staff who understand, appreciate, and respond to the active and creative culture of DCAD;
- Nurtures a vibrant, student-centered, college community, served by state-of-the-art learning, working, and living environments that inspire personal expression and effective collaboration;
- Participates in Wilmington's educational and cultural life through a variety of community-based programs and activities; and,
- Manages its human, financial, and physical resources effectively and efficiently to advance DCAD's programs and services.

Introduction

Delaware College of Art and Design (DCAD) is comprised of one main academic and administrative building as well as two residence halls. In addition to superior security and access technology, DCAD also utilizes state-of-the-art fire suppression devices in each of the three campus buildings. Although DCAD conducts annual training, drills, and inspections, fire safety and prevention is the responsibility of the entire DCAD community. All DCAD faculty, staff, adjuncts, and students are asked to inform the Office of Student Services as well as Security Staff of any potential fire safety risks, extinguished fires, or evidence of extinguished fires. Any active fire causing immediate threat to the DCAD community should be reported to emergency personnel by dialing 9-1-1. DCAD works closely with Wilmington Police and Fire departments in maintaining excellent living, working, and educational environments. DCAD consistently evaluates procedures and educates the community to ensure that DCAD maintains excellent prevention and response to all fire risks on campus. The 2014 Annual Fire Safety Report can be located on the DCAD website at http://www.dcad.edu/site/about_DCAD/overview/consumer_info , Office of Student Services, and in the DCAD Library. The Fire Log is maintained by the Office of Student Services and can be located within its office.

Anti-discrimination Policy

The Delaware College of Art and Design is committed to a policy of equal opportunity for all educational activities, admissions, scholarship and loan programs, and employment. Discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, age, genetic information, veteran's status or other protected status is prohibited at the Delaware College of Art and Design. Acts of discrimination that limit or deny access to the educational process or create a hostile environment are not consistent with the philosophy or mission of the Delaware College of Art and Design.

Fire Safety and Prevention Systems

Fire Safety Systems at Delaware College of Art and Design													
Student Housing Facility	Alarm Panel	Smoke Detectors	Smoke Alarms	Audible Horns	Visual Strobes	Sprinkler System	Fire Pump	Pull Stations	Fire Extinguishers	Elevators with Fire Recall	Evacuation Plans	Number of Drills Scheduled	Number of Drills Completed in 2015
<u>Saville</u> 521 N. Market Street	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	2	2
<u>707</u> 707 N. King Street	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	2	2

Residence Hall Health and Safety Inspections

The Office of Student Services performs Residence Hall Health and Safety (H&S) Inspections three times a year: once during each of the academic semesters (fall and spring) and once during the summer vacancy period. H&S inspections are designed to maintain not only the safety of the Residence Halls, but also the health of community members living within the facility. All resident students are required to read and abide by the terms and conditions of their annual Housing Lease, Housing Handbook, and Student Handbook.

H&S inspections include, but are not limited to, the following: testing of smoke detection devices, and the visual examination of sprinkler heads, fire extinguishers, and all outlets and associated electrical cords. In addition, each room will be inspected for the presence of prohibited items such as sources of open flame, halogen lamps, and portable cooking appliances. Inspections also include examining for the presence of prohibited activities such as smoking, and/or tampering with fire/life safety equipment.

Students play an integral role in maintaining a healthy living environment. As such, H&S inspections also include a general assessment of food and waste storage as well as the cleanliness of each room.

The following fire safety regulations must be observed and followed at all times:

- 1) Fire exits are clearly marked and should be noted in case of an emergency requiring evacuation. Students are encouraged to become familiar with the facilities as soon as possible. It is imperative that exhibits, performance pieces, or any other material that hinders egress does not block the emergency fire exits or block exit signs. Evacuation routes are posted near the door to each room in case a student or visitor is not familiar with the layout of the building.
- 2) Emergency fire exit doors are meant only for that purpose. Doors should not be propped open for air circulation or used otherwise. Emergency fire exits are alarmed with either local sounding devices or connected to a central alarm station.
- 3) Fire extinguishers have been placed throughout the facilities. In addition, fire drills are conducted periodically throughout the year. Students are expected to follow all directions and vacate when directed to do so. Drills will be announced and unannounced.
- 4) Extinguishers are to be used only for extinguishing fires. Students should become familiar with the location and use of the extinguishers. Instructions are located on the extinguisher container. Students should report the use or misuse of any extinguisher, including a missing extinguisher, to the security desk.
- 5) In accordance with Delaware law, smoking is not allowed in any College building. Employees and students who wish to smoke may do so at a minimum distance of 25 feet from any DCAD owned, rented, or leased property.
- 6) Toasters and coffee makers are permitted provided that they have an automatic off function. However, any small appliance brought into the building, must be UL approved and have the factory-installed tag left on them for verification. Toaster ovens and other grilling devices (i.e. George Forman grills) are not permitted.
- 7) The Office of Student Services reserves the right to deny the use of any electrical appliance if said device is deemed a safety concern.
- 8) The burning of candles, incense, and similar materials is a fire hazard and is strictly prohibited in residence hall rooms and common areas except in conjunction with recognized religious activities.
- 9) The storage and use of flammable/combustible fluids is strictly prohibited within the residence hall.

Residence Hall Health and Safety (H&S) Inspections will follow the procedure detailed below:

- 1) The H&S inspection will be advertised two weeks prior. Announcements will be posted within the residence halls as well as via e-mail to each resident student.
- 2) H&S inspections will occur randomly throughout the announced period, not to exceed five days in length.
- 3) The Director and Assistant Director of Student Services will conduct the inspections.
- 4) Items found to be in violation of the Student Handbook, Housing Handbook, or Housing Lease will be confiscated and disposed of properly.
- 5) Violations found within a residential room will result in referral through the student conduct process for all students residing within that space.
- 6) H&S inspections will target the following areas:
 - a. Visual inspection of all electrical outlets, and associated electrical cords.
 - b. Visual inspection of the exterior of all appliances.
 1. Interior inspection of washer and drier units may be required.
 - c. Visual inspection of the entire unit, including bedrooms and common areas.
 1. Interior inspection of closets may be required if a safety risk is presented.

- d. Visual inspection of all fire suppression systems.
- e. Visual and physical testing of all smoke and fire alarming devices.

Residents should note: *Interior inspection of personal spaces including, kitchen cabinets, dresser drawers, desks, wardrobes, end tables, and other personal furniture will NOT occur. If an interior inspection is needed, the resident will be contacted prior to the inspection and informed of the reasons for the inspection.*

Fire Alarm Evacuation Procedure

Although semester drills are conducted, all students should become aware of the recommended procedures when encountering a fire. Each DCAD residence hall is equipped with a state-of-the-art fire detection system, designed to detect fire and smoke through numerous smoke and heat detectors throughout the building. Upon detecting smoke or fire, the system will automatically sound an internal audible and visual (strobe light) alarm, and notify the local fire company.

DCAD has established the following procedures which must be followed if an alarm is triggered.

1. When the alarm is sounded, all students and guests should evacuate the building immediately by using the stairwells at the front and rear of the building.
2. Elevators should not be utilized. Each elevator will automatically be returned to the first floor, or to an alternate floor as necessary. All students and guests should remain calm and exit in an orderly fashion. *With the exception of being exterior to the building, the stairwells are the safest place inside the building during a fire.*
3. After exiting the building, all students and guests should move away from exits, and gather together as a group at the designated meeting points (see below) and wait for further instructions.

707 residence hall meeting point: Main DCAD building Gallery – 600 N. Market Street

Saville residence hall meeting point: Main DCAD building Gallery – 600 N. Market Street

4. All physically challenged or disabled persons may remain in the stairwell for assistance from the fire department, unless able to exit on their own.
5. Students that observe smoke originating from a door should not open that door. In addition, students should not open any door that feels warm to the touch.
6. All students should always exit the building immediately. Students should not attempt to save furniture, equipment, art objects, personal belongings, etc. No object is worth your life.

In the event that a student should encounter smoke or any suspicious smell and the alarm has not sounded, students should call SECURITY (ext. 101) immediately. If any student suspects a fire and the security guard cannot be reached, pull the nearest fire alarm to evacuate the building.

1. Fire extinguishers of the proper type have been placed throughout each on-campus building. All students and guests should immediately call security or to pull the nearest fire alarm if witnessing a fire. ONLY if a fire is wastebasket sized should students decide to fight it with an extinguisher.
2. All students and guests should evacuate the area immediately, close any doors and windows that are in the area, and use the stairwells at the front and back of the building to exit the building. Students should not use elevators in the event of a fire.

