

Student Housing Fire Safety Protocol and Fire Incident Log

As part of the Higher Education Act of 2008, Southeastern Community College is required to advise the college community of annual fire safety reports for student housing. SCC has four housing facilities as listed below:

West Burlington:

Winegard Hall and Witte Hall

Dormitory style facilities each with internal fire alarm systems and smoke detectors in common areas. Fire extinguishers are placed throughout the common areas of the building.

Millennium Hall

Three-story apartment style building equipped with an internal sprinkler system, internal fire alarm system and smoke detectors in the common areas. In addition, there are individual smoke detectors in each suite. The alarm system is connected to the main college alarm system which alerts Per Mar Security Services, our campus security agency.

Fire drills are conducted two times a year at these facilities.

Keokuk:

Blackhawk Hall

One-story building with 10 separate two-person apartments each with dual exterior entrance/exit accesses. Each apartment has standalone smoke detectors and fire extinguishers located near kitchen facilities. The physical structure of this building with individual apartments does not allow for/require a central fire alarm system and fire drills are not conducted.

The following appliances are not permitted in any SCC student housing unit: hot plates, space heaters.

Several appliances are permitted including: toasters, microwave ovens, and coffee machines. Other appliances not listed must be approved by the Residence Life Office prior to use in student housing.

Candles and incense are not permitted in any SCC student housing unit.

Southeastern Community College is a smoke free/tobacco free campus. The use of tobacco is not permitted on any college property or in any vehicles on the campus.

At the beginning of each semester, Residence Life staff at each housing facility review the safety policies and procedures for emergencies/evacuation with their residents. In addition, posters with directions for fire/emergency evacuation are posted on the inside of each suite, apartment, and/or room door, and on bulletin boards in hallways/common areas. Fire and emergency evacuation procedures for student housing are as follows:

Fire Procedures:

In the event of a fire, the following procedures should be used:

Winegard, Witte Halls:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

Millennium Hall:

Emergency Closings/Disasters

- Cancellation of classes and school closings will be announced by local radio stations and will be posted on the SCC website. The decision will be made by 6:30 a.m. so that proper notification of students and faculty may be given.
- If an emergency situation arises after 4 p.m., local media will be contacted and students will be notified that classes are dismissing early via an announcement made over the internal messaging system.

Weather:

- In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor in any of the student housing units is the safest place for shelter. Tune to local television/radio stations for information on weather developments.
 - **Designated Areas in the Event of a Tornado:**
 - Millennium Hall – 1st floor laundry room/hallway
 - Winegard Hall – kitchen/laundry area
 - Witte Hall – kitchen/laundry area
 - Blackhawk Hall – laundry room at center of building