Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008. It requires all academic institutions to produce an annual Fire Safety Report outlining fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by law as it relates to the Grossmont-Cuyamaca Community College District (GCCCD).

A paper copy of the annual Fire Safety Report is available upon request at the Public Safety Office.

General Statement

Many of GCCCD’s buildings have built-in fire suppression systems. These fire sprinkler systems are monitored by a Fire Alarm Control Panel in the building where they are located and are monitored by Public Safety staff, 24 hours a day in the Communications Center. There are also built-in fire detection systems that include photoelectric smoke detectors located in rooms and hallways, as well as smoke/heat detectors in mechanical rooms and custodial closets. Fire detection systems exist to provide early warning and the opportunity to safely evacuate the building.

Fire Safety Plans and Procedures

If a person discovers a fire in a building they are directed to activate a pull alarm, which initiates an audible alarm to notify building occupants and/or Public Safety; evacuate the building to the designated assembly area, and to contact the GCCCD Public Safety Dispatch by calling (619) 644-7654, using a campus call box, dialing 7654 from classroom and office phones or 9-1-1 with any additional information. Each building has posted evacuation route maps for people to follow.

There are a number of GCCCD policies that address fire and general safety procedures. (See attached Building Evacuation Procedures)

Actions to Take in the Event of a Fire

If you can control the fire without personal danger, take action with available fire extinguishers. 1 through 3 are instructions on how to use a fire extinguisher.

1. Hold it upright, pull the ring pin breaking the plastic seal.
2. Squeeze the lever, sweep side to side.
3. Stay back 10 feet, aim at the base of the fire.

If not, leave the area and report the fire immediately.

- Activate a local alarm station which will cause the alarm to sound. This action will also send an automatic notification alarm to the GCCCD Public Safety Communications Center who will send a Deputy Sheriff to respond and assist.
• Never allow the fire to come between you and an exit.
• If safe, remove all persons from the area of danger.
• Close doors behind you to help confine the fire.

Response to an Audible Fire Alarm
• If an audible fire alarm sounds, evacuate the building immediately.
• Do not use the elevator. Utilize the stairs.
• If requested, accompany and assist persons with disabilities who appear to need assistance.
• Do not delay your evacuation to access and obtain personal property from your room.
• Remain a safe distance away from the building, at least 100 feet, to help facilitate clear access to the building for the fire department.
• Return to the building only when instructed to do so by GCCCD Campus and Parking Services, Sheriff’s Deputies or fire department personnel.

Policies Related to Fire Safety Measures

Building Evacuation Procedures: Many of the occupied buildings have a posted Emergency Evacuation Procedures that identify procedures for clearing all faculty, staff, and visitors from the building, and the location of the designated evacuation area for the building. Different kinds of evacuation notices include fire alarms, district telephone system, District mass notification system, handheld two-way radios or runners notifying areas to evacuate.

Smoking: Smoking and/or tobacco use is prohibited on all property owned and controlled by the District.

Emergency Evacuations for People with Disabilities: Faculty and staff members will inform all students not to use any elevators during or after a fire/earthquake, or other emergency. When and where possible, faculty and staff members should be prepared to assist any person down a staircase with an EVACU-TRAC chair, which are available in multi-level buildings. Chairs and procedures will be stored in multi-level buildings. When and where possible, the use of the equipment should be periodically demonstrated to area staff and supervisors should ensure that students, faculty and staff are familiar with this District evacuation procedure.

Emergency First Responder Training: GCCCD Campus and Parking Services, The GCCCD Sheriff’s Team, El Cajon Fire Department and San Miguel Consolidated Fire Protection District are responsible for responding to emergency incidents on the District campuses. These public agencies frequently train and familiarize their personnel with the physical layout of the college campuses. This effort allows them to become familiar with the buildings’ construction and design, chemical inventory of labs, and the campus personnel who work in these facilities. The District personnel who monitor hazardous materials are prepared to work collaboratively with any responding public agencies.

Statistical Fire Loss Data: Calendar Year 2014
There were no fires reported for calendar year 2014 on campus resulting in injuries, deaths or property damage.

Plans for Future Improvements in Fire Safety

Current and future plans for fire safety will be:

1. Continued coordination with local Fire Marshal including annual fire safety inspections.
2. Continued drills with local fire department and law enforcement agencies as first responders.
3. Continued routine required testing, service, and maintenance of fire hydrants, fire sprinkler systems, and fire alarm systems.
4. When and where possible, continued fire drills for students, faculty, and staff.
5. When and where possible, improvements in the area of fire prevention education will be provided, including ongoing training of students, faculty, and staff in the safe use of fire extinguishers.

For questions, please contact:

**Grossmont College**

Ken Emmons, Director of Campus Facilities
Ken.Emmons@gcccd.edu 619-644-7593

**Cuyamaca College**

Bruce Farnham, Facilities Director
Bruce.Farnham@gcccd.edu 619-660-4621

**District Public Safety**

Nicole Conklin, Director of Campus and Parking Services
Nicole.Conklin@gcccd.edu 619-644-7654

**Governing Board Members**

Bill Garrett, Greg Barr, Mary Kay Rosinski, Edwin Ramon Hiel and Debbie Justeson

**Chancellor**

Cindy L. Miles, Ph.D.
Building Evacuation Procedures

The Grossmont-Cuyamaca Community College District recognizes the different configurations in District and campus buildings and the range of possible circumstances that could be presented by various emergencies. The Chief of Police or site Emergency Operations Center (EOC) Command will determine the appropriate approach.

**Notification**

A campus evacuation will be announced through the campus emergency phone system and via the District mass notification system. If instructed to evacuate, do so immediately.

Faculty and staff members will search for any hearing or visually impaired students/staff working alone in isolated areas and assist them to the nearest marked exit.

**Evacuate Safely**

All employees will direct students and personnel to leave immediately, in a safe manner using the nearest marked exit. All employees will be familiar with all exits of their buildings and this District evacuation procedure.

**On Campus - Evacuation Area**

If a building evacuation is ordered, proceed to the designated campus evacuation area identified on the campus map near each classroom, office or other building door.

All employees and students should not reenter a building until it is declared safe to do so. All employees are responsible for advising emergency personnel of any injured persons, anyone in need of rescue, or potential threats.

**Off Campus - Immediate Danger Evacuation**

If an "immediate danger" is present and an evacuation is declared, faculty and staff members will direct students to walk off campus in an orderly manner.

**Multi-Level Building Evacuation**

Faculty and staff members will inform all students to not use any elevators during or after a fire/earthquake, or other emergency. In addition, faculty and staff members will be prepared to assist any person down a staircase with an EVACU-TRAC device, which are available in multilevel buildings. Devices and procedures will be stored near a stairway or where people congregate to evacuate a building. Use of the equipment will be periodically demonstrated to area staff.
All Supervisors will ensure that students, faculty and staff are familiar with this District evacuation procedure.

Grossmont-Cuyamaca Community College District
Multi-Level Building Locations

Plan for using Evacu-Trac System to assist evacuation of disabled students, faculty and staff.

<table>
<thead>
<tr>
<th>Grossmont College</th>
<th>In Place</th>
<th>Location of Evacu-Trac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 20 Digital Arts</td>
<td>Y</td>
<td>Second Floor NW next to stairwell</td>
</tr>
<tr>
<td>Building 30 Science Laboratory</td>
<td>Y</td>
<td>Second floor NW next to elevator</td>
</tr>
<tr>
<td>Building 70 Technology Mall</td>
<td>Y</td>
<td>Second floor SE section</td>
</tr>
<tr>
<td>Building 70 Library</td>
<td>Y</td>
<td>Second floor NE section</td>
</tr>
<tr>
<td>Building 21 Stage House Theater</td>
<td>Y</td>
<td>Second floor next to elevator</td>
</tr>
<tr>
<td>Building 26 Music Building</td>
<td>Y</td>
<td>Second floor next to stairwell</td>
</tr>
<tr>
<td>Building 62 Bookstore</td>
<td>Y</td>
<td>Second floor next to elevator</td>
</tr>
<tr>
<td>Building 34 Health and Sciences Complex</td>
<td>NA</td>
<td>Second floor egress to ground level</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cuyamaca College</th>
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<th>Location of Evacu-Trac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building B Communications Arts Center</td>
<td>Y</td>
<td>East and West Second floors- pending purchase</td>
</tr>
<tr>
<td>Building C Learning Resource Center and Library</td>
<td>Y</td>
<td>Second floor- pending purchase</td>
</tr>
<tr>
<td>Building H Science and Technology Center</td>
<td>Y</td>
<td>Second floor- pending purchase</td>
</tr>
<tr>
<td>Building E Business and Technology Building</td>
<td>NA</td>
<td>Second floor egress to ground level</td>
</tr>
<tr>
<td>Building I Student Center</td>
<td>NA</td>
<td>Second floor egress to ground level</td>
</tr>
<tr>
<td>Building B Communication Arts Center</td>
<td>NA</td>
<td>East and West third floor egress to ground level</td>
</tr>
</tbody>
</table>
How to Operate the Evacu-Trac

1. Evacu-Trac Storage
The Evacu-Trac is normally kept in a storage cabinet located near the upper stair landing, ready for use in an emergency situation.

Opening up the Unit
Remove the Evacu-Trac from the storage cabinet and place the unit on a flat surface. Grasp the handle and pull it up in a quick, smooth motion. This will lock the Evacu-Trac in the open position.

2. Transferring a person into the Evacu-Trac
Transfer passenger from their wheelchair to the Evacu-Trac. Three Velcro straps are provided for securing the passenger. These straps help immobilize an injured person or help transport a person with no upper body control. The lower torso straps allow a younger passenger to be well secured while being transported in the Evacu-Trac.

3. Moving down the Stairs
On stairs, the track securely grip the stair nosing and control the descent speed regardless of the stair covering. On flat surfaces, Evacu-Trac can be pushed on its wheels as easily as a stroller. The features allow the user to be transported to an area clear of the emergency rather than to an area of refuge.

4. Turning at the Landing
It is recommended to use the inside of the stairway to allow room for other traffic and to make it easier to turn corners at stairway landings. To turn the Evacu-Trac on flat surfaces, the attendant pushes down on the handle and pivots the unit on the rear auxiliary wheels.

5. Moving on Flat Surfaces
Once clear of the emergency area, park the Evacu-Trac on a flat surface and engage the brake by releasing the bar.

6. Evacu-Trac Fall Safe Brake
The Evacu-Trac brake is normally on. To descend the stairs, release the brake by slowly squeezing the brake lever. Descent speed can be slowed by reducing pressure on the lever. A governor limits the maximum descent speed to about 0.5 per second, allowing even a small attendant to safely transport heavier riders.