

New York State Campus Fire Safety Training Guidelines

**for
Students, Trainers
&
Residence Life Staff**



New York State
Department of State
Office of Fire Prevention and Control

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New York State Campus Fire Safety Training Guidelines

General Introduction:

On February 14, 2000, by Executive Order, the Governor's Task Force on Campus Fire Safety was created. Task Force members included officials from the State University of New York, the City University of New York, Independent colleges and universities, the Dormitory Authority of the State of New York, and the Fire Service. It also included student representatives from SUNY, CUNY, and independent colleges and universities. This group was charged with considering factors that affect campus fire safety across New York State. The culmination of the Task Force's work was the "Report of the New York State Governor's Task Force on Campus Fire Safety." This document presented a comprehensive campus fire safety plan for New York's colleges and universities. One of the final recommendations included in the Report was that "The Office of Fire Prevention and Control should establish guidelines for:

- 1) the content and frequency of fire safety instruction for college students,
- 2) training for college residential life personnel..." The report further states, "The Office of Fire Prevention and Control should monitor the implementation of and compliance with the established guidelines by colleges and universities."

In the Report the Task Force stated it "...believes that a comprehensive fire safety program should be provided to all college and university students. Appropriate standards should be identified for students living on campus as well as those residing off campus." It also stated "...instruction for students and training for staff should require minimum content levels..."

In response to the Report, and as part of its ongoing commitment to fire and life safety for students, staff, and the public on New York's college and university campuses, the Department of State, Office of Fire Prevention and Control publishes these guidelines for the minimum content and frequency of fire safety training. The guidelines recognize three components of campus fire safety training:

- 1) Fire safety training for college and university students,
- 2) Fire safety training for those administering residence life programs and the residence life leaders,
and
- 3) Training for instructors of fire safety for college and university students.

Colleges and universities should validate the content, frequency and duration of any existing programs they may have to those contained in these guidelines. The Office of Fire Prevention and Control will gladly provide assistance in this process if requested.

**New York State Guidelines
for
Fire Safety Training
of**

College and University Students

Introduction:

Fire is a real and constant threat to the welfare of college/university students. Building designers plan for fire safety in the construction and renovation of campus buildings. Occupants must be aware of the fire protection features of their buildings and be careful not to undermine their purpose. But, in addition, occupants must know and practice fire safe behaviors by identifying hazards and using appropriate preventative measures. The building may be constructed to the highest standards but it is only as safe as the behaviors of the occupants. Members of the college community must know and practice fire prevention. And, should a fire occur, occupants must be thoroughly familiar with, and have practiced, evacuation procedures. In addition, each member of the campus community must take responsibility for fire prevention as an element of his or her own safety and that of others.

Purpose:

The purpose of this standard is to establish a uniform minimum level of campus fire and life safety training for students in all colleges and universities in New York State. Emphasis is placed on proper subject content and participation of the college or university in provision of such training. The final desired result is knowledge and motivation to change the behavior of students to a safer lifestyle, effecting the reduction of student injury and death and campus property loss.

Summary of Recommendations:

Content:

- | | |
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| 1. Understanding the campus fire problem | 5 Minutes |
| - Case studies | |
| - Statistical information on campus fire deaths, injuries, and property loss | |
| 2. Fire behavior and characteristics | 10 Minutes |
| - Fire tetrahedron | |
| - Fire development, risks, and consequences | |
| - Inaccurate attitudes and perceptions | |
| 3. Fire prevention | 15 Minutes |
| - Electrical hazards | |
| - Fuel loading | |
| - Candles and open flame devices | |
| - Cooking | |
| - Halogen lighting | |

- Live Christmas trees and vegetation	
- Impact of individual behaviors on the safety of others	
- Property preservation	
4. Fire protection systems and equipment	10 Minutes
- Building fire safety features	
- Fire doors	
- Sprinkler systems	
- Alarm systems	
- Impact of tampering	
- Drills	
5. Proper survival procedures	15 Minutes
- Knowledge of buildings occupied	
- Exits	
- Fire alarm pull stations	
- Proper evacuation procedures	
- The importance of not re-entering a building after evacuation	
- Reporting emergencies	
6. Off campus and Greek housing	5 Minutes
- Special prevention and evacuation considerations	
7. General fire safety awareness	5 Minutes
- Awareness of exits	
- Crowd characteristics	
- Fire potential of scheduled and peripheral activities	
8. Persons with disabilities	5 Minutes
- Special evacuation provisions	
- Evacuation assistance	
- The need for pre-planning	
- Personal awareness and planning	
9. Personal responsibility	5 Minutes
- Ultimate responsibility for fire safe behavior lies with the individual	
10. Specific college policies and procedures	15 Minutes
	TOTAL 90 Minutes

Frequency:

Campus fire safety training shall be repeated annually, as initial training or refresher training, for all students.

**New York State Guidelines
for
Fire Safety Training
of**

Instructors of Campus Fire Safety Training

Introduction:

Fire is a real and constant threat to the welfare of college/university students. Members of the campus community must know and practice fire safe behaviors by identifying hazards and using appropriate preventative measures. Most people have little or no training or knowledge of fire safe behaviors. Those who train others in student campus fire safety must believe in the importance of fire safe behavior, have the necessary knowledge to communicate accurate fire safety information to students, and model fire safe behavior before the students in their care.

Purpose:

The purpose of this standard is to establish a uniform minimum level of training for persons who, in turn, will train college/university students in campus fire and life safety. Emphasis is placed on proper subject content, participation of the college or university in provision of such training, and the need of trainers to model the safe behaviors. The final desired result is knowledge and motivation to change the behavior of students to a safer lifestyle, effecting the reduction of student injury and death and campus property loss.

Summary of Recommendations:

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|---|-----------------------|
| 1. Successful completion of campus fire and life safety training meeting or exceeding the NEW YORK STATE GUIDELINES FOR FIRE SAFETY TRAINING OF COLLEGE AND UNIVERSITY STUDENTS. | At least — 90 Minutes |
| 2. Train-the-trainer or instructional training related to <ul style="list-style-type: none">- The critical nature of student campus fire safety behavior- Techniques for motivating students toward a fire safe lifestyle- The need for modeling of proper fire and life safety behaviors- The need for on-going, informal student training, motivation, and encouragement | 20 Minutes |
| 3. Presentation techniques | 10 Minutes |
| | TOTAL 120 Minutes |

**New York State Guidelines
for
Fire Safety Training
of
Residence Life Staff**

Introduction:

Residence life personnel are the campus staff with the most direct contact and greatest potential impact on the fire and life safety behavior of college/university students. Residence Life Leaders and Administrators, whether staff or themselves students (RA's, RD's, etc.), must believe in the importance of fire safe behavior, have the necessary knowledge to communicate accurate fire safety information to students, and model fire safe behavior before the students in their care.

Purpose:

The purpose of this standard is to establish a uniform minimum level of training for persons who administer campus residence life programs and those who serve the college and its students as residence life leaders. Emphasis is placed on accurate fire safety information, motivation of students, day-to-day fire safety observations and actions, and the need of residence life personnel to model fire safe behaviors. The final desired result is knowledge and motivation to change the behavior of students to a safer lifestyle, effecting the reduction of student injury and death and campus property loss.

Summary of Recommendations:

- | | |
|--|-----------------------|
| 1. Successful completion of campus fire and life safety training meeting or exceeding the NEW YORK STATE GUIDELINES FOR OF FIRE SAFETY TRAINING FOR COLLEGE AND UNIVERSITY STUDENTS. | At least — 90 Minutes |
| 2. Residence Life Administrator and Leader training related to: <ul style="list-style-type: none">- The critical nature of student campus fire safety behavior- Techniques for motivating students toward a more fire safe lifestyle- The need for modeling of proper fire and life safety behaviors- The need for on-going, informal student training, motivation, and encouragement | 20 Minutes |
| 3. Room inspections and ongoing observations <ul style="list-style-type: none">- Formal inspections- Day to day observations | 10 Minutes |
| | TOTAL 120 Minutes |